



**BOARD MEETING MINUTES
December 5, 2006**

Board Members Present	Staff Members Present	
Patti Head, Chair	Superintendent Del Burns	Michael Evans
Rosa Gill, Vice Chair	David Neter	Lloyd Gardner
Horace Tart	Maurice Boswell	Danny Barnes
Beverly Clark	David Holdzkom	Ann Hooker
Ron Margiotta	Mike Burriss	Jonibel Willis
Eleanor Goettee	Don Haydon	Kathy Chontos
Susan Parry	Marvin Connelly	
Lori Millberg	Terri Cobb	
	Mark Winters	
	Donna Hargens	Board Attorney Present
	Bev White	Ann Majestic

Patti Head called the meeting to order at 2 p.m. Everyone recited the Pledge of Allegiance.

APPROVAL OF MEETING AGENDA

Patti Head noted that the agenda had been adjusted to accommodate a guest who was making a presentation at today's meeting. She also amended the agenda to add the following Facilities items to the Consent Agenda:

- Construction Documents: Banks Road Elementary (E23)
- Construction Documents: River Bend Elementary (E19)
- Construction Documents: Lynn Road Elementary Renovations and Reconstruction
- Preferred Brands of Equipment for Construction Projects
- Bids: Fuquay-Varina Middle – Partial Roof Replacement

These items had been emailed to Board members previously. Ms. Head thanked the Facilities staff for bringing these items before the Board today in an effort to eliminate the need for a Board meeting on December 19. She pointed out that there is always the option of having a specially called meeting for a specific purpose, but barring an emergency situation, the December 19 Board meeting will be cancelled.

Eleanor Goettee made a motion to approve the amended meeting agenda, seconded by Horace Tart. The vote was unanimous.

INFORMATION ITEMS

FINANCE

1. COMPREHENSIVE ANNUAL FINANCIAL REPORT

This report is the Comprehensive Annual Financial Report of the Wake County Board of Education (Board) for the fiscal year ended June 30, 2006. The Board's independent certified public accountants, Cherry, Bekaert & Holland, LLP, have audited the general purpose financial statements and related combining and individual fund and account group statements and schedules and have rendered their

unqualified opinion on them. The auditor's reports on the schedule of federal and state financial assistance, 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, 2006. Recommendation for Action: No Action Necessary.

Mark Winters began by thanking the firm of Cherry, Bekaert & Holland, who have completed their first financial audit of WCPSS. Mr. Winters complimented Cherry, Bekaert & Holland on their timeliness and professionalism, and he introduced Eddie Burke from Cherry, Bekaert & Holland, who was present to review the audit process and the two letters from his firm.

Mr. Burke reported that the audit process takes many months of preparation and planning. He explained the various steps in the audit process, such as: development of the reporting and materiality objectives for the audit; identification of unusual trends; gathering data on internal controls and evaluating those internal controls; gaining an understanding of the federal and state money administered by the Board in order to determine which grants should be a focus; gathering data on the administrative controls that are used to administer those grants; and finally, development of the audit approach and commencement of the audit process. Mr. Burke shared that the audit went very smoothly, and he felt that the communication was very good between his firm and the Finance Department. He shared comments regarding the Finance Department, stating that the staff was very cooperative, very qualified, and very capable; and he also reported that overall, the internal controls were very good and appeared to be working effectively. Mr. Burke then gave a presentation of both of the letters (information items #2 and #3 below) from Cherry, Bekaert and Holland.

Following the presentation by Eddie Burke, Mark Winters began his presentation of the Comprehensive Annual Financial Report by thanking Robyn Presley and the Accounting staff for their hard work. Patti Head joined Mark Winters in thanking and recognizing Robyn Presley for her fine work.

Mark Winters gave a detailed and thorough review of each section of the report, which included: Introduction, Financial Section, Statistical Section, and Single Audit Section. He noted that this is the seventeenth consecutive year that the Wake County Board of Education has won the award for excellence in financial reporting by the Government Finance Officers Association and the Association of School Business Officials. Mr. Winters explained the issues of overuse of State months of employment and overpayment to teachers due to the calendar law change. Mr. Winters answered clarifying questions regarding these issues, and he responded to additional questions from the Board that arose as he continued his presentation. Superintendent Burns shared publicly the professional qualifications of Mark Winters, Finance Officer; Robyn Presley, Senior Director of Accounting; and David Neter, Chief Business Officer, and he noted that all three had substantial business experience before coming to WCPSS. Dr. Burns stated that the system is fortunate to have their business expertise, and he thanked them for their outstanding work.

2. LETTER FROM CHERRY, BEKAERT AND HOLLAND, LLP REGARDING THE ANNUAL AUDIT

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

Eddie Burke with Cherry, Bekaert & Holland reviewed the contents of the letter and highlighted the areas where there were issues or areas for improvement. He encouraged the Board to read the letter.

3. LETTER FROM CHERRY, BEKAERT AND HOLLAND ON SIGNIFICANT MATTERS RELATED TO THE ANNUAL AUDIT

This letter to the Wake County Board of Education (Board) is provided by Cherry, Bekaert & Holland, LLP to inform the board of any significant matters related to the conduct of the annual audit. Fiscal Implications: Not Applicable. Recommendation for Action: No Action Necessary.

Eddie Burke with Cherry, Bekaert & Holland reviewed the contents of the letter. He encouraged the Board to read the letter for information purposes. He thanked the Finance Department for the assistance they provided, and he thanked the Board for allowing Cherry, Bekaert & Holland to be part of the WCPSS auditing process. There were no questions from the Board.

4. RESPONSE TO LETTER FROM CHERRY, BEKAERT AND HOLLAND, LLP REGARDING THE ANNUAL AUDIT

This administration shares the concerns addressed in the letter regarding the annual audit from Cherry, Bekaert and Holland, LLP. The attached response provides actions taken and future plans to monitor the issues. Fiscal Implications: Not Applicable. Recommendation for Action: No Action Necessary.

Mark Winters reviewed the contents of the response letter, which summarized the actions that will be taken to address the concerns in the letter from Cherry, Bekaert and Holland regarding: school buses, the Transportation Department, Child Nutrition bid process, individual schools, and Information Technology. Mr. Winters answered clarifying questions from the Board.

5. AUDIT COMMITTEE REPORT

Gordon Brown, Audit Committee Chair, to present independent Audit Committee report on the Comprehensive Annual Financial Report review. Fiscal Implications: None. Recommendation for Action: This item is for information.

Patti Head reported that in September, the Board adopted a policy (8810) to establish an Audit Committee for WCPSS, the first of its kind in North Carolina. The purpose of the Audit Committee is to “assist the Wake County Board of Education in the process of procurement of an independent audit firm to review the audit of the financial statements prior to presenting to the Board of Education and to assist in obtaining effective corrective action and necessary improvement based on audit findings and recommendations received from the external auditors.” In October, the Board approved six voting members to be on this committee, and Ms. Head shared the professional background of each of the members. Gordon Brown is the chair of the Audit Committee, and Phyllis Pearson is the vice-chair. The non-voting member of the committee is David Neter, Chief Business Officer for WCPSS. Carol Parker, chair of the Finance Committee, is the Board liaison for the Audit Committee. Ms. Head expressed Ms. Parker’s deep regrets that due to being out of the country, she could not be at the meeting to receive this report and welcome Gordon Brown. On November 17, Cherry, Bekaert and Holland presented the financial audit to the Audit Committee. Ms. Head welcomed Gordon Brown for his report to the Board on the Audit Committee’s review of the financial report.

Gordon Brown presented the Audit Committee report to the Board. Mr. Brown reported that the first organizational meeting of the Audit Committee was held on November 3. The first working meeting was held on November 17, at which time Cherry, Bekaert and Holland made a detailed presentation of the audit and their findings. Audit Committee members asked questions of Cherry, Bekaert, and Holland regarding the scope of the audit and the availability of data that was provided to them by the staff. The response from Cherry, Bekaert and Holland was very favorable regarding the staff’s accessibility, timeliness, and competence. The Audit Committee reviewed questioned costs in the report. After having discussion regarding this issue, the committee felt comfortable that these are standard practices for school systems throughout North Carolina. The Audit Committee reviewed responses to the recommendations and management letter comments made by Cherry, Bekaert and Holland and believe

the responses are appropriate at this time in the intent of WCPSS to move forward with remediation where appropriate. The Audit Committee will continue to seek reports from the school system and staff to ensure that all appropriate steps are taken as agreed upon. Mr. Brown reported that the Audit Committee accepted the audit report and the accompanying statements, and it is being presented to the Board with the Audit Committee's blessing and approval. Mr. Brown outlined the next steps for the Audit Committee and stated that the committee will reconvene sometime in the spring. In closing, Mr. Brown reported that the internal auditors did an audit of the external auditors, which produced a favorable report.

Beverley Clark and Patti Head expressed hearty thanks to Gordon Brown and members of the Audit Committee for their participation on this committee.

PUBLIC COMMENT

Citizens who signed up to address the board during public comment will be called on in priority order first for items on the agenda and then for items not on the agenda. Each individual speaker will be allowed three minutes for remarks. Issues or concerns involving personnel matters are not appropriate for this public comment setting. After 30 minutes of public comment, any speakers remaining will be recognized at the end of the agenda for their comments.

- **Saundra Smoak, parent.** Ms. Smoak is opposed to the proposed bell schedule extension for Enloe High School, and she provided Board members with a handout outlining her concerns. Ms. Smoak spoke of four areas of concern: lack of parent participation; transportation implications; student stress; and financial implications. She stated that parents were not allowed any dialogue concerning this issue, nor was there any information available to review.
- **Courtney Davies, Executive Director for the Triangle-Eastern North Carolina Chapter of the Juvenile Diabetes Research Foundation.** Ms. Davies began by thanking Superintendent Burns for the overwhelming support from WCPSS for the Juvenile Diabetes Research Foundation and the Walk to Cure Diabetes program. This year WCPSS has already raised \$74,400, which is very impressive. Over the past two years, WCPSS has raised over \$145,000 for diabetes research. Ms. Davies acknowledged Bobby Guthrie and Maurice Boswell for their efforts, and she recognized the top five schools: Centennial Campus Middle School, West Lake Elementary, Douglas Elementary, Middle Creek High School, and Millbrook High for their fundraising efforts, and Ms. Davies provided these schools with certificates.

LEGISLATIVE

1. LEGISLATIVE AGENDA

The 2007 Legislative Agenda has been reviewed by the Legislative Committee and is being presented for information. Fiscal Implications: Undetermined at this time. Recommendation for Action: Information at this time.

Susan Harrison made a presentation of the draft proposal of the 2007 Legislative Agenda. Ms. Harrison thanked the members of the Legislative Committee for their efforts. The committee began meeting in September, and Ms. Harrison stated that she will be back at the first Board meeting in January to request approval of the 2007 Legislative Agenda. Ms. Harrison outlined the draft proposal and noted the category changes that have been made to reflect: Teaching and Learning; Retain, Recruit, and Train Highly Qualified Employees; Implement Systems and Structures to Support Schools, Ensure Accountability and Engage Community; and Expand Fiscal Accountability. Recommendations for consideration from the committee have been placed under these categories for the Board's review. She displayed the proposed cover for the 2007 Legislative Agenda which was designed in conjunction with the Print Shop staff. There was lengthy discussion, and Susan Harrison answered numerous clarifying questions from the Board. Patti Head thanked Beverley Clark for serving on the Legislative Committee again this year.

FACILITIES

1. INTERLOCAL AGREEMENT FOR SALES TAX

Attached is the proposed sales tax interlocal agreement between the Board of Education and the County Commissioners, under which ownership of school property will be transferred to Wake County for the duration of the construction project. Staff consulted with the Board attorney regarding the agreement and it has been discussed between the attorneys for both boards. The initial list of projects that will be jointly owned by the boards is also attached. The existing CM At Risk contracts between the Board and the CMs will be replaced with new agreements showing both boards as the owner of the project. The agreement used for the joint contracts will be modeled after the CM agreement approved by the Board on November 21, 2006. This agreement was presented to the Board of County Commissioners for first reading on December 4, 2006 and is being presented today to the Board of Education for information. It will be considered for approval at a second reading of the Board of County Commissioners on January 8, 2007, and will be presented to the Board of Education for approval on January 9, 2007. Fiscal Implications: It is anticipated that the cost of construction projects will be reduced by the amount of sales tax. Recommendation for Action: Presented for information only.

Don Haydon made a presentation to the Board. He reported that the proposed sales tax interlocal agreement between the Board of Education and the County Commissioners would provide for the transfer of title of school property to the county for the duration of the construction projects. This would allow the county to claim sales and use tax refunds from the State and that money would then be appropriated back for school purposes. Mr. Haydon reported that the financial impact of this agreement is estimated to be \$12-15 million over the life of the CIP 2006. He continued his presentation by outlining the provisions of the agreement. Mr. Haydon pointed out that the County did not have a first reading on December 4 as was incorrectly stated on the Précis. Mr. Haydon reiterated to the Board that this agreement is a “work in progress,” and he and Mark Winters answered clarifying questions from the Board. Susan Parry commented that it was unfortunate to have to go to this extent to recoup funds. Mr. Haydon will be coordinating schedules with the County and coming back before the Board.

INSTRUCTIONAL PROGRAM

1. LITERACY COACH

2005-2008 WCPSS STRATEGIC PLAN OBJECTIVES AND DR. BURNS' FOUR POINTS

(1) Focus on Teaching and Learning

- Reduce the gap between each student's actual and potential achievement.
- (2) Retention, Recruitment and Training of High Quality Employees
 - Recruit, develop, and retain quality employees whose vision, potential, and abilities support high academic achievement for all students.
 - Develop systems to support professional learning communities that recruit and retain quality teachers and principals.

(3) Systems and Structures to Support Schools, Ensure Accountability, and Engage Community

- Design educational programs and facilities to maximize resources and support rapid growth and changing demographics.

(4) Fiscal Accountability

- Demonstrate fiscal accountability in the efficient use of resources.

Fiscal Implications: None. Recommendation for Action: None

Donna Hargens introduced Ruth Steidinger, Director of Literacy, for her presentation of the role of the literacy coach, which has resulted in the refocusing of the work of the local literacy teacher. Barbara Sorensen, a former literacy coach, was also present to share firsthand information on the impact that the literacy coach has had on “teaching and learning.” Ruth Steidinger gave a detailed PowerPoint presentation that focused on K-2 instruction, and she furnished Board members with a hard copy of the presentation. Ms. Steidinger pointed out that research shows that if intervention is delayed until nine years of age, approximately 75% of the children will continue to have difficulties learning to read

throughout high school. In repurposing the role of the literacy teacher, it was determined that in addition to direct instruction, the literacy coach would:

- Support classroom teachers through peer collaboration, coaching, and modeling lessons
- Conduct professional development
- Assist with analyzing assessment data
- Provide literacy expertise for the school

Ms. Steidinger shared the criteria and job description of the literacy coach. She pointed out the need for the literacy coach to be an expert in working with adult learners. Ms. Steidinger showed an excerpt from the DVD on literacy coaching, and Board members were furnished with a copy of the DVD.

Barbara Sorensen, former literacy coach at Penny Road Elementary School, shared information regarding this initiative from a literacy coach's perspective. Ms. Sorensen described it as "powerful" and "the best form of staff development I have ever experienced." She shared that from the moment she had the training, she could immediately go back to school and share what she had learned with the teachers. The teachers, in turn, could take that training back to the classroom. She spoke of the collaborative environment that was created. Ruth Steidinger ended the presentation by outlining the training involved to become a literacy coach, and she stated that there has to be release time during the day for teachers to participate in this training. She also discussed the cost of implementation. Ms. Steidinger answered clarifying questions from the Board. Ann Majestic explained the "tie in" to special education and the changes in the special education laws. Superintendent Burns thanked Ms. Steidinger and Ms. Sorensen for an outstanding presentation and cited this as a "great example of continuous improvement." Patti Head joined Dr. Burns in thanking Ms. Steidinger and Ms. Sorensen for the wonderful presentation.

Patti Head called for a recess at 4:08 p.m.

The meeting reconvened at 4:19 p.m.

INFORMATION

Chair's Comments

- Patti Head expressed that she hoped everyone had a wonderful Thanksgiving holiday.
- Ms. Head reported on the Community Engagement Meetings that took place on November 27 at Knightdale High School and November 30 at Middle Creek High School. Ms. Head offered thanks to the Board members who were in attendance to listen and observe. She expressed appreciation to staff for their hard work in organizing these meetings. Ms. Head specifically thanked Chuck Dulaney and the entire Growth Management staff. Due to the large number of speakers at the last meeting, there were a few individuals from Garner who were not able to speak. Ms. Head assured them that their emails have been received, and the Board is aware of their comments.
- On December 8, the proposed draft of the student assignment plan will be on the WCPSS website. From December 8 until the staff proposal comes to the Board on January 9, staff will be taking input from the community.
- Patti Head reminded Board members to reserve the evenings of January 16, 18, 24, and 25 on their calendars for public hearings. How many of these dates will actually be needed will be determined at a later date.
- On January 30, there will be a Board Work Session.
- The Board of Education Meeting scheduled for December 19 has been cancelled.
- Patti Head expressed thanks to Melanie Upton for the timely manner in which the Board meeting minutes are provided to Board members and for the thoroughness of those minutes.

Superintendent's Report

- At the Closing the Achievement Gap Conference, only five North Carolina schools were recognized for their success in closing the gap. Carroll Middle School was among those recognized. Dr. Burns

recognized Mary Rich and her team for their hard work. The Instructional Services Division will be following up with Carroll so the staff at the school can share best practices with other schools.

- Dr. Burns reported that a team from WCPSS recently attended the TAP Conference in South Carolina, November 17-20. TAP stands for Teacher Advancement Program. He stated that as we look for ways to improve “teaching and learning” for all students, we also focus on teacher leaders. The opportunities to gather information at conferences such as this are very important, and we look forward to using this information in the future as we focus on teacher leadership and how we embed that in our system.
- The High Five districts recently participated in a video conference with Rick and Becky DuFour. The conference allowed us to discuss our progress and next steps related to Professional Learning Communities (PLCs). Staff received very important information. It is helpful, especially for those in Central Services, to know how we can better support PLCs in the schools.
- Red Ribbon Week occurred in October. Sixty thousand red ribbons were purchased by businesses for all elementary students. The students wore them daily at school and at home. There was a poster contest coordinated through the Poe Health Center and WCPSS Prevention Services. On November 2, an awards ceremony was held at the Poe Health Center to recognize the winners. Rosa Gill was present at the ceremony, along with Sheriff Donnie Harrison. Winners included students from: Davis Drive Elementary, Partnership Elementary, and Poe Elementary. Poe Health Center will now be the new home for Red Ribbon Week.
- Russ Smith, Senior Director for Security, recently conducted a practice lockdown drill. This provides schools with the opportunity to actually practice what they should do in the event of a lockdown. The results were very positive, and this event serves as a model for the district. There has been good feedback from the school and the school community. The information has been shared with the area superintendents. Michael Evans and the Communications Department will be preparing a DVD that will be shared with all schools. Dr. Burns commented that he is sure there will be more drills of this nature in the future as WCPSS moves forward in implementing its emergency management response grant.
- This past Saturday, December 1, the Fall Job Fair was held at Knightdale High School and Forestville Elementary. It was very well attended. Over 800 candidates were in attendance. Dr. Burns thanked Maurice Boswell and the Human Resources Department for their hard work. Many principals, Central Services staff, and school staffs were in attendance to interview the applicants, and Dr. Burns thanked everyone who took the time to give candidates the opportunity to learn more about WCPSS’ focus on recruiting the very best.
- On Friday, December 8, the draft Student Assignment Plan will be released at 5 p.m. on the web. Chuck Dulaney and his staff are continuing to work diligently to meet this deadline. They are taking information that has been gained through participation in the Community Engagement Meeting as well as what they know about the growth in our district and the projections for the future. This plan is focusing on: utilizing capacity; addressing overcrowding; maintaining healthy schools; and long-range planning. The format for reviewing the plan online has been changed. It is more narrative now.
- Dr. Burns reminded the public of WCPSS’ inclement weather notification system, and he encouraged anyone who has not signed up for notification in the event of inclement weather, to go to the WCPSS website and do so.

Other Board members shared the following comments:

- Eleanor Goettee reported that she attended a meeting at Kingswood Elementary on the morning of the practice lockdown. She expressed how amazed and impressed she was at how smoothly it went. There had been a mock drill previously. Ms. Goettee explained that the object of the lockdown was to rattle the doors and look in, but not see any students nor hear any noise. She reported that the students were in total compliance, and she heartily commended the staff’s efforts in this regard.
- Beverley Clark commented on the JDRF presentation given earlier during Public Comment. Ms. Clark clarified that WCPSS’ involvement in this initiative has gone on much longer than previously

stated in the presentation. Ms. Clark spoke of a student, who is now a senior in high school that was diagnosed with juvenile diabetes while in the second grade at Lacy Elementary. The student's parents met with former superintendent, Bill McNeal, to ask for the support of WCPSS in raising funds for research to find a cure. Ms. Clark shared her excitement and pleasure in seeing how this initiative has grown over the years.

- Susan Parry reported that she attended all three of the Community Engagement Meetings, and she commended the Growth Management staff for the great job they did in presenting lots of very factual and in-depth information. She also complimented staff on the fact that at this year's meetings, staff responded to comments and questions from the public, which had been a change from the meeting format of previous years. Both Susan Parry and Patti Head expressed that this year's format was very beneficial for everyone.

CONSENT ITEMS

Lori Millberg made a motion to approve the amended consent agenda, seconded by Rosa Gill. The vote was unanimous.

APPROVAL OF MEETING MINUTES

September 12, 2006 – Committee of the Whole for Facilities Minutes
 October 10, 2006 – Committee of the Whole for Facilities Minutes
 October 10, 2006 – Finance Committee Meeting Minutes
 October 17, 2006 – Amended Board Meeting Minutes
 October 17, 2006 – Closed Session Minutes
 November 7, 2006 – Closed Session Minutes
 November 21, 2006 – Board Meeting Minutes

FINANCE

1. BUDGET AMENDMENTS AND TRANSFERS, 2005-2006

To report changes in the budget resolution resulting from transactions processed during 2005-2006. These are the final adjusting entries included in the Annual Financial Report.

Fiscal Implications:

Adjust State Public School Fund	+ \$	0
Adjust Local Current Expense Fund	+ \$	500
Adjust Federal Programs Fund	+ \$	71,391
Adjust Capital Outlay Fund	+ \$	72,000
Adjust Multiple Enterprise Fund	+ \$	0
Net Changes	+ \$	143,891

Recommendation for Action: No action. In accordance with the Budget Resolution, administration is reporting changes in appropriations

2. FUND BALANCE APPROPRIATION

To appropriate fund balance for the purpose of reimbursing the North Carolina Department of Public Instruction for excess months of employment paid from the State Fund. Fiscal Implications: Funds reserved in fund balance in the amount of \$537,680.00. Recommendation for Action: Board Approval is requested.

3. IBM GLOBAL SERVICES STATEMENT OF WORK

Technology Services will utilize IBM professional services to develop a Data Repository and Delivery System (DRDS). The goal is to provide an easily accessible centralized information repository rather than continuing to pull data from multiple, unlinked legacy systems. By creating an enterprise-wide central data repository, stakeholders will have access to key performance indicators as well as key standard reports thus allowing a measure of their successes as the district works towards meeting the aggressive goals of Goal 2008. Services will begin December 11, 2006 and will be completed no later than June 1,

2007. Total fixed price for engagement is \$308,700.00 to be invoiced monthly for services performed. Fiscal Implications: Total amount of contract is \$308,700.00. Funding for contracted services was planned for and is available in the Technology Services 2006-07 operating budget request. Recommendation for Action: Staff is requesting Board approval of statement of work.

4. ANNUAL RENEWAL OF ORACLE TECHNICAL SUPPORT

Original purchase of Oracle business applications was approved by the Board in November 1998 following a resolution approved by the County Commissioners. The first three years of technical support were financed over a three-year term. Beginning with the fourth year of support, renewal has been carried to the Board on an annual basis for approval. Renewal for Year 9 to extend support through November 19, 2007 is due. Support consists of updates and patches as well as telephone and other support services. This year's fee includes the standard 3% increase over last year as well as the cost for an additional line item (six database licenses) which was a separate purchase and is now co-termed with the other renewal items. Fiscal Implications: Total amount of change order is \$343,370.90. Funding for contracted services was planned for and is available in the Technology Services 2006-07 operating budget request. Recommendation for Action: Staff is requesting Board approval of renewal.

FACILITIES

1. CONSTRUCTION DOCUMENTS: EAST MILLBROOK MIDDLE

Staff has reviewed the construction documents and requests Board approval and authorization to advertise for the construction and renovation of East Millbrook Middle School. Fiscal Implications: Funding is available from the total project budget of \$31,098,704, of which \$109,089 is from PLAN 2000 Start Up, \$3,470,802 from PLAN 2004, and \$ 27,518,813 from CIP 2006. Recommendation for Action: Board approval is requested.

2. DESIGN PHASE CHANGE ORDER NO. 6: HERITAGE HIGH (H2)

Board approval is requested for Design Phase Change Order No. 6 to LS3P/Boney. This design phase change order, in the amount of \$837,708 is to fully fund the design consultant to include bidding and permitting, construction administration, and close-out of the project. The design consultant had previously been authorized to provide services through the preparation of construction documents. Fiscal Implications: Funding is available from the total project budget of \$61,456,416, of which \$1,564,638 is from the PLAN 2000 Start Up, \$513,391 from PLAN 2004, \$56,321,991 from CIP 2006, and \$3,056,396 will be provided by the Town of Wake Forest and the Wake County Parks and Recreation Department for additional ball fields and upgrades to the school's ball fields. Recommendation for Action: Board approval is requested.

3. PERMISSION TO ADVERTISE: LAUREL PARK ELEMENTARY (E26)

The Board approved the schematic design at its October 3, 2006 meeting. In order to meet the tight construction schedule needed to complete this project for a 2008 school opening, it is proposed to advertise six bid packages early, before completion of the total design package. Staff has reviewed the construction documents for these early bid packages and requests Board approval and authorization to advertise. The award of the contracts will be presented to the Board for approval on February 6, 2007. Staff also requests Board approval and authorization to advertise for the remaining project packages upon completion of design and satisfactory review by staff. These packages will be brought to the Board for approval after receipt of bids. Fiscal Implications: Funding is available from the total project budget of \$21,043,651, of which \$895,000 is from PLAN 2004 Start Up and \$20,148, 651 is from CIP 2006. Recommendation for Action: Board approval is requested.

4. GRASS MOWING/LANDSCAPE MAINTENANCE AT 53 SITES

Grass mowing/landscaping contracts are to be awarded to Baines Landscaping, Inc., for work at 53 sites. The contract term is January 1, 2007, through June 30, 2007. Fiscal Implications: The total award of this contract is \$190,440, for the period of January 1, 2007, through June 30, 2007. Funds are available in the

Maintenance and Operations Department's current expense budget. Recommendation for Action: Board approval is requested.

5. RESOLUTION: REQUEST TO SURPLUS A 6.659 ACRE TRACT OF LAND IN CARY

The Board of Education owns 6.659 acres of land in Cary located on the northwestern side of Kildaire Farm Road adjacent to Hemlock Bluffs State Park. The property is not contiguous to other tracts owned by the Board of Education, and is of insufficient size for cost effective conventional school uses. The property is nearly completely covered by stream buffers, floodways, floodplains, and 100 year flood zones. Staff requests that the Board of Education declare as surplus and order the sale of the 6.659 acres of property, which is further identified as Wake County PIN # 0761.07-58-3636, and Wake County Tax Account #0102464. Fiscal Implications: Upon approval from the Board of Education, staff will implement per policy 7250. Recommendation for Action: Staff requests Board approval.

6. OFFER TO PURCHASE AND CONTRACT FOR SALE OF SURPLUS 2.51 ACRE TRACT OF LAND IN ZEBULON

The Board of Education owns 2.51 acres of land in Zebulon located at the southern end of Jones Street on the eastern side of the road, near the intersection of Dogwood Drive. The Board of Education declared it as surplus property and ordered its sale on August 8, 2006. At its September 18, 2006 meeting, the Wake County Board of Commissioners declined to purchase the property at fair market value. Terms and conditions of an Offer to Purchase and Contract have been reached to sell the 2.51 acre surplus tract to LRC Development Company, LLC at a purchase price of \$574,000. The property is further identified as Wake County PIN #2705.05-19-9739, and Wake County Tax Account #0211541. Fiscal Implications: Estimated income to the Board of Education to reduce the County's bonded indebtedness for schools or for future land acquisitions for schools is \$574,000. Recommendation for Action: Staff requests Board approval of the terms and conditions of the proposed contract, conditioned upon and subject to completion of the advertisement and upset bid process as described in N.C.G.S. 115C-518 and N.C.G.S. 160A-269.

7. OFFER TO PURCHASE AND CONTRACT FOR SALE OF SURPLUS 0.036 ACRE TRACT OF LAND IN FUQUAY-VARINA

The Board of Education owns 50.5 acres of land located between Broad Street and Ransdell Road known as the Fuquay-Varina High School tract. The property includes an unusable 0.036 acres of the southwestern end of the property, and is severed from the bulk of our tract by Bengal Boulevard. Its size and location prohibit cost effective conventional school uses. The Board of Education declared as surplus property and ordered its sale at its meeting on August 8, 2006. At its September 18, 2006 meeting, the Wake County Board of Commissioners declined to purchase the property at fair market value. Terms and conditions of an Offer to Purchase and Contract have been reached to sell the 0.036 acre surplus tract to Ruby D. Ransdell, an adjoining landowner, at a purchase price of \$1,330. The property is further identified as a portion of Wake County PIN #0667.12-12-1689. Fiscal Implications: Estimated income to the Board of Education to reduce the County's bonded indebtedness for schools or for future land acquisitions for schools is \$1,330. Recommendation for Action: Staff requests Board approval of the terms and conditions of the proposed contract, conditioned upon and subject to completion of the advertisement and upset bid process as described in N.C.G.S. 115C-518 and N.C.G.S. 160A-269.

8. OFFER TO PURCHASE AND CONTRACT – DONATION OF LAND ADJACENT TO LAUREL PARK ELEMENTARY (E26)

Terms and conditions of an Offer to Purchase and Contract have been reached with Laurel Park Associates, LLC, to acquire approximately 2.33 acres located immediately adjacent to and on the eastern side of the Laurel Park Elementary School site in Cary. The land will be recombined with the Laurel Park Elementary site by recordation of an appropriate plat. Fiscal Implications: Purchase price of the Land is shown on the Offer to Purchase as \$342,510, but the total cost of the land to Board of Education is shown therein as \$1.00, said figure being nominal or token consideration. The balance of the purchase

price represents a donation to the Board of Education by Laurel Park Associates, LLC. No additional funding for this acquisition is needed. Recommendation for Action: Staff requests Board approval.

9. OFFER TO PURCHASE AND CONTRACT – DONATION OF LAND ADJACENT TO EAST GARNER ELEMENTARY (E13)

Terms and conditions of an Offer to Purchase and Contract have been reached with Sausage Patty, LLC, to acquire approximately 0.34 acres located immediately adjacent to and on the eastern side of the East Garner Elementary School site which will accommodate a sanitary sewer easement that will serve the East Garner Elementary School Site. Fiscal Implications: Purchase price of the land will be shown on the Offer to Purchase in an amount to be determined in the future by the Seller, but the total cost of the land to the Board of Education is shown therein as \$1.00, said figure being nominal or token consideration. The balance of the purchase price represents a donation to the Board of Education by Sausage Patty, LLC. No additional funding for this acquisition is needed. Recommendation for Action: Staff requests Board approval.

10. CONSTRUCTION DOCUMENTS: BANKS ROAD ELEMENTARY (E-23)

Staff is reviewing the construction documents and requests Board approval and authorization to advertise for the construction of Banks Road Elementary School. Fiscal Implications: Funding is available from the total project budget of \$21,977,716, of which \$745,000 is from Plan 2004 Start Up and \$21,232,716 from CIP 2006. Recommendation for Action: Board approval is requested.

11. CONSTRUCTION DOCUMENTS: RIVER BEND ELEMENTARY (E19)

Staff is reviewing the construction documents and requests Board approval and authorization to advertise for the construction of River Bend Elementary School. Fiscal Implications: Funding is available from the total project budget of \$21,876,734, of which \$2,292,654 is from Plan 2004 and \$19,584,080 from CIP 2006. Recommendation for Action: Board approval is requested.

12. CONSTRUCTION DOCUMENTS: LYNN ROAD ELEMENTARY RENOVATIONS AND RECONSTRUCTION

Staff is reviewing the construction documents and requests Board approval and authorization to advertise for the renovations and reconstruction for Lynn Road Elementary. Fiscal Implications: Funding is available from the total project budget of \$22,172,049, of which \$1,206,943 is from PLAN 2004 and \$20,965,106 from CIP 2006. Recommendation for Action: Board approval is requested.

13. PREFERRED BRANDS OF EQUIPMENT FOR CONSTRUCTIONAL PROJECTS

N.C.G.S. 133-3 requires performance standards to be used when specifying products. The statute also allows preferred brands of equipment to be bid as an alternate on school system projects, provided that the Board approved the performance standards. To be approved, the alternate must provide either a cost savings or maintain/improve the functioning of a process or system affected by the brand alternate. Previously, the Board has approved door hardware, kitchen equipment, security equipment, HVAC controls, and stage lighting as preferred brands. At its January 21, 2003, meeting, the Board approved specific sole source manufacturers for door exit devices and closers to be used in our new and existing schools. Staff recommends the addition of Ingersoll-Rand, a second manufacturer of door exit devices and closers to provide price competition while maintaining high quality and limited replacement part inventory. Fiscal Implications: The approval will permit competitive bidding of our door exit device and closer hardware. The two manufacturers provide high quality products and long-term warranties. Additional cost, if any, for a brand alternate will be identified on the bid and will be part of the total contract that the Board awards. Recommendation for Action: Board approval is requested.

14. BIDS: FUQUAY-VARINA MIDDLE – PARTIAL ROOF REPLACEMENT

Bids for the construction of the partial roof replacement at Fuquay-Varina Middle School were received on November 28, 2006. Staff and Rooftop Systems Engineers, P.C. recommend award of the single-prime contract to T.R. Driscoll, Inc. in the amount of \$272,000. Fiscal Implications: Funding is available

from the total project budget of \$400,000 in the PLAN 2000 Priority Needs project. Funds are temporarily encumbered in PLAN 2000 Deferred Maintenance. Recommendation for Action: Board approval is requested.

HUMAN RESOURCES

1. RECOMMENDATIONS FOR EMPLOYMENT (Exhibit A)

- a. Professional
- b. Support

ACTION ITEMS

INSTRUCTIONAL PROGRAM

1. BELL SCHEDULE EXTENSION FOR ENLOE MAGNET HIGH SCHOOL

It is recommended that Enloe Magnet High School follow the bell schedule extension included in the backup information provided. The extension allows for the implementation of a proposed strategy submitted by the school's SIP committee for this year's 2006-2007 SIP Work Plan. This bell schedule extension will allow for remediation, restart, acceleration, enrichment, and possible early graduation. Fiscal Implications: Resources necessary to accommodate the original bell schedule will be sufficient to provide for the bell schedule extension. No change to transportation is needed to implement this bell schedule extension. Recommendation for Action: Approval of bell schedule for Enloe Magnet High School.

Susan Parry made a motion to approve, seconded by Rosa Gill. Jonibel Willis introduced Beth Cochran, principal of Enloe High School, for her presentation of the proposed bell schedule extension that would provide flexibility in "teaching and learning." Beth Cochran began her presentation by introducing the parents, students, and staff who were present in support of the Enloe bell schedule extension. Dr. Cochran briefly reviewed the background information on the creation of the proposed bell schedule extension. Dr. Cochran emphasized that it allows for acceleration, enrichment, remediation, and in some cases, early graduation, and she also noted that this bell schedule gives more flexibility and possibilities for common planning time for teachers for PLCs. Dr. Cochran reported that this change is a reflection of Enloe's School Improvement Plan, and this year's work plan specifically addresses looking at the instructional schedule. Discussion ensued, and Dr. Cochran answered numerous clarifying questions from the Board. Lori Millberg questioned whether this bell schedule would cause a division among students since students riding the bus would not have the option of taking classes at periods 0 and 9. The vote was 6 to 1 with Ron Margiotta, Susan Parry, Eleanor Goettee, Rosa Gill, Horace Tart, and Beverley Clark voting "yes," and Lori Millberg voting "no." The motion passed.

Patti Head called for a recess to prepare for Spotlight on Students at 4:50 p.m.

The meeting reconvened at 5 p.m.

RECOGNITION

SPOTLIGHT ON STUDENTS (Exhibit B)

Seventeen students will be recognized as Spotlight on Students award winners. Fiscal Implications: None. Recommendation for Action: None

Eric Sparks presented each student for recognition. Patti Head commented on how much pleasure the Board receives from the Spotlight on Students presentation each month. She expressed to the students how special they are to be chosen as the only recipient of this award from their school for this year. Ms. Head shared that during this season of giving gifts, these students have given the gift of themselves – who they are, and what they do for others – with the Board. On behalf of the Board, Ms. Head thanked each of the

students for sharing their own special gifts. The Board and audience joined Ms. Head in giving these extraordinary students a standing ovation.

Patti Head called for a recess at 5:18 p.m.

The meeting reconvened at 5:24 p.m.

COMMITTEE CHAIRS' REPORTS

There were no committee chairs' reports to be given.

Ms. Head gave the following calendar updates on committee meetings:

- Facilities Committee Meeting, December 12 at 9:30 a.m.
- Policy Committee Meeting, December 12 at 12:30 p.m.
- Finance Committee Meeting, December 12 at 2:30 – **cancelled**
- Community Relations Committee Meeting, December 13, at 10:30 a.m. – **cancelled**
- Human Resources Committee Meeting, December 13 at 12:30 p.m. – **cancelled**
- Instructional Program Committee Meeting, December 13 at 2:30 p.m. – **cancelled**

Due to the fact that it was the desire of the Board to have further discussion of the Legislative Agenda prior to approval in January, it was decided that the Board would have a Committee of the Whole meeting on December 12 from 11 a.m. to 12 noon.

Citizens Facilities Advisory Committee (CFAC)

Horace Tart reported that the Citizens Facilities Advisory Committee met on November 28 at Salem Middle School. The committee reviewed comments that had been submitted to the WCPSS website from the public as well as reviewing the organization of the Facilities Department, the construction process, and construction delivery. The committee was provided with a copy of the facility planner's checklist and the project manager's checklist. The next meeting of the Citizens Facilities Advisory Committee will be December 18 at 4 p.m. at Daniels Middle School. At that meeting, there will be discussion of public-private partnerships; municipal partnerships; and real estate services and site selection. Mr. Tart invited all Board members to attend this meeting. He reiterated that the Facilities Committee meeting will be held on Tuesday, December 12 at 9:30 a.m. At this meeting, Johnna Rogers from the County office will discuss the type of funds that can be used to pay for leases and the things to be considered in evaluating a program. Mr. Tart invited all Board members to attend this meeting as well.

ACTION ITEMS (cont'd)

FACILITIES

1. BIDS: WAKEFIELD HIGH 9TH GRADE CENTER

Bids for the construction of Wakefield High 9th Grade Center were received on November 16, 2006. Staff and Schenkel Shultz Architecture recommend award of the single-prime contract to DeVere Construction Company, Inc. in the amount of \$4,050,000. Fiscal Implications: Funding is available in the overall 2007 Crowding Solution project budget of \$7,896,677, of which the budget for this conversion in PLAN 2004 funding is \$6,486,327. The funding for the outfitting of the school is provided in CIP 2006 in the amount of \$1,684,388. Thus, the total project budget is \$8,170,715. Recommendation for Action: Board approval is requested.

Lori Millberg made a motion to approve, seconded by Eleanor Goettee. Mike Burriss made a presentation to the Board. He stated that staff and Schenkel Shultz Architecture recommend the award of the single-prime contract to DeVere Construction Company, Inc. Mr. Burriss reported that bids were very favorable for this project. The low bid and the recommendation to the Board is for \$4,050,000; the budget for the project was \$5,303,000. Information about this project was presented to the community, and staff received feedback. Mr. Burriss noted that one of the questions regarding the design and construction of the facility was in regards to windows within the facility. He reported that interior and exterior classrooms will not have outside windows, but all students will have adequate lighting and access to sunlight during the day. Mr. Burriss further reported that staff is also looking at capacity and the

projected enrollments for Wakefield High School. Mr. Burriss answered clarifying questions from the Board. The vote was unanimous.

INSTRUCTIONAL PROGRAM

1. SCHOOL IMPROVEMENT PLAN WAIVER

- Wake Early College of Health and Science has determined the need for a class size waiver to be in place prior to the beginning of the second semester of the 2006-2007 school year not included in their initial School Improvement Plan.
 - Copy of waiver request and supporting documentation are attached.
- Fiscal Implications: None. Recommendation for Action: Staff is requesting the Board add this school to the existing list of schools approved for class size waiver.

Eleanor Goettee made a motion to approve, seconded by Susan Parry. Donna Hargens made a presentation to the Board. Wake Early College of Health and Science is joining with 136 schools that already have the class size waiver in their school improvement plans. Eleanor Goettee asked a question as to what prompted this waiver request, and Dr. Hargens responded. The vote was unanimous.

2. GRANT PROPOSALS

1. Contract (#1123): Exceptional Children's Assistance Center, Parents as Teachers Demonstration Site/Project Enlightenment.
2. Entitlement (#1124): US Department of Education, Office of Elementary and Secondary Education, Indian Education Programs/Central Office, Curriculum and Instruction.
3. Entitlement (#1125): US Department of Education, Office of Elementary and Secondary Education, Title VIII Impact Aid/Central Office, Administrative Services.
4. Collaboration/Contract Amendment (#1126): Public Education Network, Life Skills Initiative/Central Office Physical Education with Wake Education Partnership being fiscal agent.

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

Rosa Gill made a motion to approve, seconded by Eleanor Goettee. Bill Carruthers made a presentation to the Board and highlighted the key points of each of the four grant proposals. Cynthia Chamblee also provided clarifying information to the Board. Beverley Clark commended Bill Carruthers' premier grant writing skills, and Ms. Clark noted what a valuable resource he is to WCPSS. The vote was unanimous.

Being that this was the last official Board meeting before the holidays, Patti Head wished everyone a Happy Hanukkuh and a Merry Christmas.

CLOSED SESSION

Lori Millberg made a motion to go into Closed Session at 5:54 p.m. to consider confidential personnel information protected under G.S. 143-318.11(a)(6) and 115C-319. The motion was seconded by Rosa Gill. The vote was unanimous.

The Board reconvened into Open Session at 5:56 p.m.

ACTION ITEMS (cont'd.)

HUMAN RESOURCES

1. RECOMMENDATION(S) FOR ADMINISTRATIVE APPOINTMENT

Eleanor Goettee made a motion to approve the following administrative appointments:

- Elizabeth M. Colbert, Principal at Moore Square Museums Magnet Middle School, to Senior Director, Office of Continuous Improvement and Professional Development, effective date January 2, 2007.

- Lawrence L. Jackson, Assistant Principal at Athens Drive High School, to Principal at Reedy Creek Middle School, effective date December 6, 2006.

The motion was seconded by Susan Parry. The vote was unanimous.

2. ADMINISTRATIVE TRANSFER

Eleanor Goettee read the following administrative transfers:

- Mary Castleberry, Principal at Carver Elementary School, to Principal at Wendell Middle School, effective date January 1, 2007.
- Mark Savage, Principal at Wakefield Middle School, to Principal at Wakefield High School, effective date January 2, 2007.
- Sharon H. Floyd, Assistant Principal at Cary High School 9th Grade Center, to Assistant Principal at West Lake Middle School, effective date January 1, 2007.
- Randall W. Weddle, Assistant Principal at Southeast Raleigh High School, to Assistant Principal at Heritage Middle School, effective date December 11, 2006.

3. RECOMMENDATION FOR CAREER STATUS

Eleanor Goettee made a motion to approve career status for the following teachers:

- Gloria Robinson, Broughton High School
- April Hitch, Panther Creek High School

The motion was seconded by Susan Parry. The vote was unanimous.

ADJOURNMENT

There being no further business coming before the Board, Susan Parry made a motion to adjourn, seconded by Lori Millberg. The meeting adjourned at 5:58 p.m.

Respectfully submitted,

Melanie A. Upton, Recording Secretary

Del Burns, Superintendent, WCPSS

Patti Head, Chair, Wake County Board of Education