

West Concord Resource Center – Olive Hill Room
509 West Concord Street
Morganton, NC 28655

Agenda

Special Joint Meeting – SACS CASI Recommendation #9

Burke County Board of Education and
Burke County Board of Commissioners

Monday, April 12, 2010

6:00 P.M.

** (Denotes an addition to the agenda)

- I. Call to Order – Mr. Buddy Armour, Chairman ~ Board of Education
- II. Call to Order – Mr. Bruce Hawkins, Chairman ~ Board of Commissioners
- III. Invocation – Mr. Ron Lewis, Burke County Manager
- IV. Pledge of Allegiance to the Flag of the United States
- V. Agenda Review and Approval – Mr. Buddy Armour
- VI. Student Recognitions
 - A. Middle School Speech Contest 1* Place Winner
 - B. North Carolina Teaching Fellow Recipients
 - C. North Carolina Governor's School Finalists
 - D. **Regional & State Science Fair Participants
 - E. Selected to the North Carolina Coaches Association East-West All-Star Boys Soccer
 - F. 2nd Place Finish in 2010 Nike National Indoor Track and Field High School Championship
 - G. Acceptance to the Lenoir Rhyne North Carolina Stream Investigation Project Camp
- VII. Employee Recognitions
 - A. Norma Rains, Heritage Middle School ~ Grant Recipient from Burke Women's Fund
 - B. Christy Propst, Draughn High School – Selected as Advanced Placement Exam Reader
 - C. Burke County Public Schools Safety Committee
- VIII. Evergreen Solution Efficiency Audit Presentation - Dr. Linda Recio
- IX. Adjournment

BURKE COUNTY BOARD OF EDUCATION MEETING

**April 12, 2010
Open Session Minutes
Special Joint Meeting**

**Burke County Board of Education and the
Burke County Board of Commissioners**

**West Concord Resource Center
Olive Hill Room**

Call to Order

Mr. Buddy Armour, Chairman of the Burke County Board of Education called the meeting to Order at approximately 6:00 p.m. Other members of the Board who were present for the meeting included Mr. Tim Buff, Mr. Rob Hairfield, Mrs. Karen Sain, Mrs. Susan Stroup, Mrs. Catherine Thomas, and Mr. Sam Wilkinson. Also present for the meeting was Dr. Arthur Stellar; Superintendent of Schools, Mr. Tony Cox; Assistant Superintendent, Mr. Winston Bagley; Human Resources Director, and Mr. Keith Lawson; Chief Finance Officer.

Call to Order

Mr. Bruce Hawkins, Chairman of the Burke County Board of Commissioners called the meeting to Order at approximately 6:05 p.m. Other Commissioners present for the meeting included Mrs. Ruth Ann Suttle; Vice Chair, Mr. Wayne Abele, Sr., Mr. Gene Huffman, and Mr. Stephen Smith. Also present was Mr. Ron Lewis; County Manager and Mrs. Doris Smith; Clerk to the Commissioner Board.

Invocation and Pledge of Allegiance

The Invocation was given by Mr. Ron Lewis, County Manager followed by the Pledge of Allegiance to the American Flag.

Agenda Review and Approval

The Motion was made by Mrs. Thomas with a Second by Mr. Wilkinson to approve the agenda as presented. The Motion carried 7-0.

Student Recognitions

The following students were recognized:

- A. Middle School Speech Contest 1ST Place Winner – Graham Hildebran, East Burke Middle School
- B. North Carolina Teaching Fellows
East Burke High School - Melinda Clark and Brandon Phillips
Freedom High School – Shaddoe Blackford, Christina Platero and Samantha Platero
Draughn High School – Erin Pons
Patton High School – Jordan Carswell, Magdalena Gaspar and Anne Robertson
- C. North Carolina Governor's School
Draughn High School – Lauren Wallrichs (Superintendent's Choice)
Morgan Welch, Nathaniel McDaniel, Kristen Earwood and Heather Colvin
East Burke High School – Austin Hoffman and Jordan Rash

- Freedom High School – Jeremiah Safford (Superintendent’s Choice)
Katherine Benson, Stephen Smith, McCaide Wooten and Daniel Oliver
Patton High School – Julia Singley, Ana Ramirez, Magdalena Perez Vicente, Taylor Link,
Matthew Griffin and Richard Welser
- D. Regional and State Science Fair
 - E. North Carolina Coaches Association East-West All-Star Boys Soccer Selection –
Arael Regino, Freedom High School
 - F. 2nd Place Finish in High Jump at 2010 Nike National Indoor Track and Field High School
Championships – Tanner Anderson, East Burke High School (Also earned First Team All-
American Honors)
 - G. Accepted to Lenoir Rhyne North Carolina Stream Investigation Project Camp – Sara-Kelly
Hawes, Draughn High School

Employee Recognitions

The following employees were recognized:

- A. Norma Raines, Heritage Middle School - \$2,000 Grant Recipient from Burke Women’s Fund
- B. Christy Propst, Draughn High School – Selected as Advanced Placement Exam Reader
- C. Burke County Public Schools’ Safety Committee – Efforts and Achievements by Identifying
and Reducing Exposures and Hazards

Evergreen Efficiency Audit Presentation

Dr. Linda Recio, Project Director for Evergreen Solutions commended Burke County Public Schools for providing the requested information needed and for the availability of staff that met with consultants which allowed Evergreen to perform the job they were hired to do. She also commended both the Board of Education and the Board of Commissioners for their collaboration and for their focus on the children of Burke County Public Schools.

Dr. Recio reported that Burke County Public Schools was a well run school system that had been grappling with the demands from declining student enrollment, stagnant financial resources and higher and higher public expectations. She reported that Evergreen had found 56 recommendations to improve the operation and management of the school system. She shared that while some recommendations could be implemented immediately, others would take months or even years to implement. She reported that the recommendations were made by a four (4) member consultant team and were based on a review of documentation provided, interviews and focus groups, functional analysis and comparisons to peer school systems, best practices that Evergreen had seen operational throughout the United States and the expertise of the consultant team.

Dr. Recio presented a generic overview of commendable practices and most significant recommendations for the school district.

Financial Management – Dr. Recio commended the school system for mandatory direct deposit, for reducing workers compensation costs and claims through safety and training inspections and for detailed audits for school and daycare funds to ensure proper use and accountability.

She cited the central theme of “Accountability” for financial management.

The major recommendations for financial management were as follows:

- ♦ All financial functions should be under a Chief Financial Officer
- ♦ Board of Education should adopt a formal policy for tracking and periodically reporting on status of reported recommendations made to the school system, i.e. audit report and other state reports

- ♦ A specific tracking system and monitoring procedures should be implemented to ensure expenditures are managed
- ♦ Board of Commissioners should be provided with financial reports that have capability to monitor authorized transfer limits
- ♦ A legal opinion should be obtained as to the appropriate use of capital funds obtained through the CTE Program and develop a board policy to determine management of funds. The Board should also receive regular reports on how funds are expended, transferred and how funds can be used.
- ♦ Child Nutrition Program should be self sustaining; operating within its own budget. Expenditures have exceeded revenues for past two (2) years and this should not be occurring.
- ♦ Budget control system be developed by finance officer where schools and departments are held accountable for their budget.
- ♦ Budget Amendments should state case in writing to the Board with expenditures to be increased identified, state how increase is to be funded, provide justification for amendment and indicate course of action if amendment not approved.
- ♦ Financial reports to the Board of Education need to be more user friendly.
- ♦ Principals and department heads should be allowed to make low cost purchases with prior approval.
- ♦ Board needs to establish a purchasing card (credit card) program and establish a limit with guidance from superintendent. Certain individuals should have access with monthly report of what card was used for. This recommendation along with previous recommendation will help reduce back log in purchasing.
- ♦ Board policy needs to be implemented to help ensure protection of district's fixed assets, i.e., computer, etc.
- ♦ Principals and department heads should be held accountable for fixed assets at their location.
- ♦ All daycare accounts need to be centralized with accountability of how funds are being used. Any remaining year end fund balance should go into local current expense fund.

District Administration – Dr. Recio commended staff for recognizing the need to better organize the central office structure to improve efficiency, effectiveness and customer service. She also commended the administrative staff for recognizing and aggressively addressing inequities in instructional technology for students in the school system. Evergreen commended the outreach to the community and the transparency of the strategic planning process. They also commended the cost effective measures to reduce substitute teachers costs.

The major recommendations for district administration are as follows:

- ♦ An executive organizational structure needs to be created to decrease superintendent's span of control to enable the superintendent to focus on broader district responsibilities.
- ♦ Eliminate instructional coach positions and create content coordinator positions.
- ♦ Department of curriculum and instruction be better aligned with grant funded positions consolidated.
- ♦ Merge all planning and accountability functions to better focus on accountability.
- ♦ Immediately increase daycare rates for before/after school as well as summer daycare rates.
- ♦ Create an incentive for principals who increase daycare enrollment.
- ♦ Consolidate staff of College Street Academy and East Alps.
- ♦ Expedite the revision of the Board Policy Manual.
- ♦ Reduce assistant principal positions to be in line with the funding the state allows instead of drawing from local current expense fund.
- ♦ Create a cost-benefit analysis prior to pursuing legal cost to make sure it's cost effective for the expected outcome.

- ♦ Create new job descriptions specific to the school system that are tied directly to performance evaluations.
- ♦ Use Burke County Public Schools salary schedule to determine salary/benefits of all positions funded by grants.
- ♦ Recommends a paying classification study to ensure internal equity.
- ♦ Create an employee attendance incentive program to recognize good attendance.

Transportation – Commended for achieving consistent high level of efficiency by the state and for diligent preventative maintenance and bus inspection program.

The major recommendation for transportation was as follows:

- ♦ Evaluate program based on an annual report card and report to Board of Education.

Child Nutrition – Commended for incentive program for cafeteria staff.

The major recommendations for child nutrition were as follows:

- ♦ Superintendent to create a task force to implement detailed strategy to operate the child nutrition department in a fiscally sound manner with purpose being to increase revenues and decrease expenditures.
- ♦ Develop and implement labor productivity improvement program for child nutrition program to assist with meals for labor hour.
- ♦ Obtain lunch reimbursement eligibility from federal government.
- ♦ Implement a board meal price policy indexed to USDA reimbursement rates – this would automatically increase rates based on index.
- ♦ Use money generated from child nutrition fund to renovate and construct needed cafeterias so capital money wouldn't have to be used. Federal government will allow child nutrition funds to be used for construction purposes.
- ♦ Separate position of child nutrition director and purchasing director into two (2) positions.

Facilities – Commended for energy management program and the appropriate number of maintenance workers and custodians; in line with national best practice standards.

The major recommendations for facilities were as follows:

- ♦ Work out cooperative arrangement with maintenance departments from the county and the school system for supplementing each departments work load.
- ♦ Use performance contracting approach to finance capital improvements to facilities to assist with deferred maintenance.
- ♦ Create facilities master plan to measure progress.
- ♦ Consolidate the central office facilities into one (1) building to be more efficient and effective.
- ♦ Consolidate and re-zone schools with low enrollments; too many portables with too few students enrolled.
- ♦ Commended the facilities use policy but reported that benefits were not recognized due to too many exceptions. Any exceptions should be clearly listing in policy.

Safety and Security – Commended the installation of surveillance cameras on school buses.

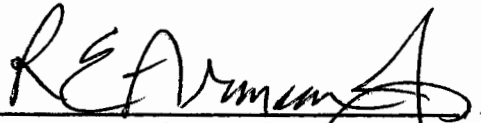
The major recommendations for safety and security were as follows:

- ♦ Create policies on student discipline, surveillance and screening.
- ♦ Create a crisis management plan.


Dr. Recio concluded by reporting that of the 56 recommendations, 26 of the recommendations had fiscal impact. She further reported that if all recommendations were implemented over the next five (5) years the savings would be \$22 million in local funds.

Adjournment

Mr. Hairfield made a Motion to adjourn with a Second by Mrs. Stroup. The Motion carried 7-0. The meeting adjourned at approximately 7:40 P.M.


Buddy Armour, Chair
Burke County Board of Education

ATTEST:


Art Stellar, Board Secretary
Burke County Board of Education