



A G E N D A

**Durham Public Schools Board of Education
Administrative Services Committee
January 9, 2014
Fuller Administration Building, 511 Cleveland Street, Durham, NC**

1. Call to Order 4:30 p.m.
2. Moment of Silence
3. Agenda Review and Approval
4. Administrative Services Committee Meeting Minutes
 - December 5, 2013
5. Public Comment
6. **Operational Services**
 - a. Acquisition of Real Property at W. G. Pearson Middle School
 - b. Mangum Elementary School – Change Order for Administrative Suite
7. 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.

Date: January 9, 2014



Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Subject: Administrative Services Committee Meeting Minutes

Staff Liaison Present:

Phone #

Main Points:

Attached for committee consideration and approval are the following meeting minutes:

- December 5, 2013

Fiscal/Goal Implications:

None

Recommendation	
Information	<input type="checkbox"/>
Discussion	<input type="checkbox"/>
Action	<input checked="" type="checkbox"/>
Consent	<input type="checkbox"/>

MINUTES
Administrative Services Committee of the
Durham Public Schools of Education
December 5, 2013

The Administrative Services Committee of the Durham Public Schools Board of Education held a meeting on Thursday, December 5, 2013 at 4:30 p.m. in the Board Room of the Fuller Building, 511 Cleveland Street, Durham, NC.

Board Members Present

Natalie Beyer, Chair; Pastor Davis, Vice-Chair; Heidi Carter; and Nancy Cox.

Administrators Present

Hugh Osteen, Deputy Superintendent of Operations; Elaine Batten, Director of Information Technology; Scott Denton, Executive Director of Auxiliary Services; Tim Carr, Program Director; Aaron Beaulieu, Chief Financial Officer; and Paul LeSieur; Executive Director of Budget Management Services and Jim Keaten, Executive Director of Child Nutrition Services.

Attorney Present

Ken Soo and Colin Shive

Call to Order/Moment of Silence

Chair Beyer called the meeting to order and a moment of silence was observed.

Agenda Review and Approval

There were no changes to the agenda.

Approval of Minutes

Ms. Cox moved the minutes be approved. The motion was adopted.

General Public Comment

One speaker expressed concern regarding Time Warner Cable Channel 4 public access, changes to Family Academy and requested budget advisory meetings start earlier in the day.

There were 2 speakers regarding Teacher Tenure contracts and their disapproval of the process.

2012-2013 Comprehensive Annual Financial Report

Mr. Beaulieu stated that the 2012-13 Comprehensive Annual Financial Report (CAFR) audit by the certified public accounting firm of Rives & Associates, LLP has been completed. Mr. Beaulieu introduced Mr. Steven Smith from Rives & Associates, LLP to present, highlight and review the audit report in detail. Mr. Smith highlighted key points in the audit and answered all questions. Mr. Smith praised the Finance Department and their staff on a very clean audit report.

Mr. Smith explained that there was only one financial statement finding regarding “internal control weakness over credit cards”. Mr. Smith stated that the recommendation would be for the board to implement policies and procedures to ensure the internal controls over credit cards are followed and only allowable costs are charged to the school system.

Mr. Beaulieu revisited the Budget Resolution for 2012-13 and explained the categories of fund balance since the CAFR is now complete. Mr. Beaulieu explained that actual numbers did not change only supporting documentation.

Ms. Carter made a motion to move both items (2012-13 Comprehensive Annual Financial Report and 2012-13 Budget Resolution) to the agenda for action; seconded by Ms. Cox; motion passed unanimously.

Sale of Morris Street Facility

Mr. Osteen stated that the Morris Street Facility has been declared surplus property for sale. Mr. Osteen shared that the County has declined to purchase the property. Mr. Osteen explained that a solid offer from Measurement, Inc. for \$901,200 has been received. Mr. Osteen stated that Durham Public Schools will follow the upset bid process as stated in G.S.160A-269. Mr. Osteen stated that the final bid will be brought back to the board for final approval.

Pastor Davis made a motion to move this item to the consent agenda; seconded by Ms. Carter; motion passed unanimously.

Child Nutrition Services – Funding Equipment Upgrades

Mr. Keaten stated that additional serving lines are needed at Holt, Eno Valley and Shepard. Mr. Keaten shared that Pearis Elementary School and Northern High School are in need of upgrades and specific equipment is needed at other schools.

Mr. Keaten explained that to continue the effort to eliminate fryers in the high schools, combi-ovens are needed at Jordan, Durham School of the Arts, Hillside and Southern.

Mr. Keaten shared these equipment upgrades will require a child nutrition fund balance reallocation of \$725,000.

Ms. Cox made a motion to move this item to the consent agenda; seconded by Pastor Davis; motion passed unanimously.

Teacher Tenure and Contract Process

Ms. Palmer shared a detailed PowerPoint presentation which captured the changes in the teacher tenure law and the impact on licensed personnel. Ms. Palmer explained that based on a new law designed to end tenure in North Carolina’s Public School, Durham Public Schools will off 355

teachers and other support personnel four-year contracts. Ms. Palmer shared that this number represents 25% of the 1,422 people eligible for a four-year contract.

Ms. Palmer stated that of the 355 people to be offered those contracts, the majority (292) will come from the ranks of the district's 1,167 eligible teachers. Ms. Palmer stated that to qualify for the contracts, staff must be employed by Durham Public Schools for a least 3 consecutive years and found to be proficient in their last two annual reviews.

Mr. Shive, board attorney, informed members that numerical values will be assigned to those evaluations, and teachers and staff with the highest rating will be offered four-year contracts sometime this spring. Ms. Palmer stated that those chosen for contracts will be notified by June 30, 2014.

Ms. Palmer explained that if a teacher is already tenured, they would have to agree to give up their "tenure status" in exchange for a four-year contract. Ms. Palmer shared that teachers who have not been granted tenure or "career status" as it has been called before the 2013-14 school year, will be offered one-year contracts under the new law.

Ms. Palmer stated that by the 2018-19 school year, there will not be "career status" for anyone in the state's public schools and districts will only be allowed to offer one, two or four year contracts.

Pastor Davis made a motion to move this item to the agenda for action; seconded by Ms. Cox; motion passed unanimously.

There were no follow-up items to be discussed.

Meeting adjourned at 6:45 p.m.

Natalie Beyer, Committee Chair

Hugh Osteen, Deputy Superintendent of Operations



One Vision. One Durham.

Date: January 9, 2014

Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Agenda Item: Acquisition of Real Property at W. G. Pearson Middle School

Staff Liaison Present: Hugh Osteen **Phone #** 560-3831

Main Points:

- The owner of an adjacent vacant lot at W. G. Pearson Middle School wishes to sell the property to Durham Public Schools for a nominal cost (\$10). The lot is 1202 Lincoln Street.
- It is in the best interests of Durham Public Schools to acquire adjacent property to improve future use of the site.
- Durham Public Schools will pay closing and recording costs.

Administration submits this purchase for discussion and subsequent approval.

Fiscal Implications:

- The nominal cost makes this purchase very economical.

Strategic Plan Alignment:

None

Purpose

Information **Discussion** **Action** **Consent**

Reviewed by: **Finance** _____ **Attorney** _____

January 2014



2012 Lincoln St.

W. G. Pearson Middle School
Adjacent Property



One Vision. One Durham.

Date: January 9, 2013

Durham Public Schools ADMINISTRATIVE SERVICES COMMITTEE PRECIS

Agenda Item: Mangum Elementary School – Change order for Administrative Suite

Staff Liaison Present: Hugh Osteen
Evia Nelson

Phone # 560-3831
560-2216

Main Points:

- 2007 Bond funds provide for a complete 20-year cycle renovation of the 1983 building.
- Due to budget constraints, renovation of the Administrative Suite was removed from the base project through a value options analysis. During the presentation at the October Board meeting, it was indicated a request for change order to include in the project would be forthcoming.
- The budget transfer to include the Administrative Suite was approved at the November Board meeting and the funds transfer is complete.
- A change order in the amount of \$188,900.00 for renovation of the Administrative Suite of the 1983 building is attached.

Administration submits this change order for discussion and subsequent approval.

Fiscal Implications:

This contract is within the current project budget.

Strategic Plan Alignment:

III.4 – Implement educational specifications for designing and renovating school facilities.

Purpose

Information **Discussion** **Action** **Consent**

Reviewed by: **Finance** AB **Attorney** _____

January, 2014

Mangum Elementary School Renovation
Construction Change Order

Change Order No: 01

Change Order Amount: \$188,900.00

Areas Impacted: Administrative Suite in 1983 Building

This change order includes a lump sum cost for the complete renovation of the Administrative Suite in the 1983 Building. This work will be performed under the construction contract for the renovation project. This scope of work was specifically removed from the base contract and detailed in Attachment A to the contract with the provision that it could be added back to the contract at the same value prior to February 1, 2014. Funding for this scope of work has been provided by the 2007 Bond transfer approved in November, 2013.

The project schedule will not be impacted by the addition of this scope of work. The substantial completion date for the project will remain August 11, 2014.

CHANGE ORDER

AIA DOCUMENT G701

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER **Surety**

PROJECT: **Mangum Elementary School Renovations** CHANGE ORDER NUMBER: **G-1**
 (name, address) **9008 Quail Roost Road**
Bahama, NC 27503 INITIATION DATE: **December 09, 2013**

TO (Contractor):
 [**Bordeaux Construction Co., Inc.**] ARCHITECT'S PROJECT NO: **12016**
P.O. Box 2935 CONTRACT FOR: **General Construction**
Durham, NC 27715-2935 (Single Prime Contract)
 [CONTRACT DATE: **October 24, 2013**

You are directed to make the following changes in this Contract:

PR-01: Add for Phase 4 work that was removed from the Contract at the request of the Owner and is now being added back into the Contract: \$188,900.00 ADD

Not valid until signed by both the Owner and Architect.
 Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original (Contract Sum) ~~XXXXXXXXXXXXXXXXXXXX~~ was \$ **1,388,100.00**
 Net change by previously authorized Change Orders \$ **0.00**
 The (Contract Sum) ~~XXXXXXXXXXXXXXXXXXXX~~ prior to this Change Order was \$ **1,388,100.00**
 The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) ~~XXXXXXXXXXXXXXXXXXXX~~
 by this Change Order \$ **188,900.00**
 The new (Contract Sum) ~~XXXXXXXXXXXXXXXXXXXX~~ including this Change Order will be ... \$ **1,577,000.00**
 The Contract Time will be ~~XXXXXXXXXXXXXXXXXXXX~~ (unchanged) by () Days.
 The Date of Substantial Completion as of the date of this Change Order therefore is **August 11, 2014**

DTW Architects & Planners, Ltd.	Bordeaux Construction Co.	Durham Public Schools C&CP
ARCHITECT	CONTRACTOR	OWNER
P.O. Box 3636	P.O. Box 2935	2011 Hamlin Road
Address	Address	Address
Durham, NC 27702	Durham, NC 27715-2935	Durham, NC 27704

BY _____ BY _____ BY _____
 DATE _____ DATE _____ DATE _____