

**EXECUTIVE SUMMARY****Title:** Pre-approval of Financial and Business Services' Policy Manuals**Type of Executive Summary:**

Action       Action on First Reading       Discussion       Information

**Policy Implications:**

- Constitution \_\_\_\_\_  
 General Statute #EEO-T-000; EEO-M-003; QP-D-003  
 SBE Policy # \_\_\_\_\_  
 SBE Policy Amendment  
 SBE Policy (New)  
 APA # \_\_\_\_\_  
 APA Amendment  
 APA (New)  
 Other \_\_\_\_\_

**Presenter(s):** Mr. Philip Price (Associate Superintendent, Financial and Business Services), and Mr. Paul LeSieur (Director, School Business Division)

**Description:**

The State Board of Education (SBE) is requested to approve, in advance, the issuance of the following manuals upon the adjournment of the General Assembly, allowing the Department to incorporate changes approved by legislative action that does not require State Board approval to change any policy directives. It will also allow the Department to distribute resources and disseminate these documents to the local education agencies (LEAs) and charter schools in a timely manner (example, the state salary schedules cannot be implemented by the LEAs until passed in legislation and approved by the SBE). The documents impacted are as follows:

- Public School Personnel State Salary Schedules and Manual (SBE Policy #EEO-T-000)
- Allotment Policy Manual (SBE Policy #EEO-M-003)
- Benefits and Employment Policy Manual for Public School Employees (SBE Policy #QP-D-003)

Should circumstance and/or legislative action require the SBE to revise a current policy or institute any new policies referenced in these documents, these items would be brought to the SBE for separate action as appropriate

**Resources:**

N/A

**Input Process:**

Annual item brought to the SBE prior to the adjournment of the General Assembly to ensure timely distribution of information and resources to the LEAs.

**Stakeholders:**

LEAs, charter schools, public school employees, DPI, budget office, General Assembly, and State Board of Education

**Timeline For Action:**

This item is being presented for Action on First Reading at the June SBE Meeting.

**Recommendations:**

It is recommended that the State Board of Education approve the manuals (Public School Personnel State Salary Schedules and Manual, the Allotment Policy Manual, and the Benefits and Employment Policy Manual for Public School Employees) at the June SBE meeting and take action upon adjournment of the General Assembly or the passage of the budget bill for Fiscal Year 2008-09 and supporting legislation.

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Audiovisual equipment requested for the presentation:

Data Projector/Video (Videotape/DVD and/or Computer Data, Internet, Presentations-PowerPoint preferred)  
Specify: \_\_\_\_\_

Audio Requirements (computer or other, except for PA system which is provided)  
Specify: \_\_\_\_\_

Document Camera (for transparencies or paper documents – white paper preferred)  
\_\_\_\_\_

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Motion By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_

Abstain \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Postponed \_\_\_\_\_ Revised \_\_\_\_\_

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\*Person responsible for SBE agenda materials and SBE policy updates: Doris McCain (919) 807-3702

**NORTH CAROLINA STATE BOARD OF EDUCATION  
Policy Manual**

**Policy Identification**

**Priority:** Effective and Efficient Operations

**Category:** Public School Employee Salary Schedules

**Policy ID Number:**EEO-T-000

**Policy Title:** 16 NCAC 1A.0005 Policy regarding the NC Public School Personnel Salary Schedules and Manual

**Current Policy Date:** ~~06/04/2008~~; 06/03/2009

**Other Historical Information:** Previous board dates: 02/01/1995, 07/11/1996, 07/10/1997, 06/04/1998, 06/03/1999, 08/05/1999, 09/02/1999, 07/13/2000, 09/14/2000, 06/07/2001, 06/06/2002, 06/05/2003; 06/05/2004, 06/29/2005, 08/01/2006, 05/01/2007; 06/04/2008; 06/03/2009

**Statutory Reference:**GS 115C-12(9)a

**Administrative Procedures Act (APA) Reference Number and Category:**16 NCAC 1A .0005

The Department provides state salary funds to LEAs in accordance with the State Salary Schedule for Public School Personnel and State Salary Conversion Tables, which the SBE adopts annually.

Please refer to the insert **NC Public School Personnel Salary Schedule Manual**. This manual and the schedules are available from the:

NC Department of Public Instruction  
Division of School Business  
Information Analysis & Reporting  
6334 Mail Service Center  
Raleigh, NC 27699-6334

Questions regarding the **NC Public School Personnel Salary Schedule Manual** and the schedules should be directed to: (919) 807-3708

The **NC Public School Personnel Salary Schedule Manual** is also available from the following link: <http://www.ncpublicschools.org/fbs/finance/salary/>.

Click on the following link to view only the Public School Salary Schedules:  
<http://www.ncpublicschools.org/fbs/finance/salary/schedules/2009-10schedules.pdf>

**NORTH CAROLINA STATE BOARD OF EDUCATION  
Policy Manual**

**Policy Identification**

**Priority:** Effective and Efficient Operations

**Category:** Allotments

**Policy ID Number:**EEO-M-003

**Policy Title:** Policy regarding NC Public Schools Allotment Policy Manual

**Current Policy Date:** ~~06/04/2008~~; 06/03/2009

**Other Historical Information:** Previous board dates: 08/03/1995, 10/05/1995, 01/04/1996, 02/01/1996, 04/02/1996, 07/11/1996, 05/01/1997, 07/10/1997, 06/04/1998, 07/09/1998, 11/05/1998, 07/01/1999, 07/13/2000, 12/07/2000, 06/07/2001, 08/02/2001, 03/07/2002, 06/06/2002, 06/05/2003;01/08/2004, 06/29/2005, 08/01/2006, 05/01/2007; 06/04/2008; 06/03/2009

**Statutory Reference:**

**Administrative Procedures Act (APA) Reference Number and Category:**

Please refer to the insert **NC Public School Allotment Policy Manual**. This Manual is available only online through the NC Department of Public Instruction's website to the Local Education Agencies of North Carolina (LEAs) and the general public.

Questions regarding the **NC Public School Allotment Policy Manual** should be directed to the:

NC Department of Public Instruction  
Division of School Business  
School Allotments Section  
6334 Mail Service Center  
Raleigh, NC 27699-6334  
(919) 807-3739

The **NC Public School Allotment Policy Manual** is available from the following link:  
<http://www.ncpublicschools.org/fbs/allotments/general/>

**NORTH CAROLINA STATE BOARD OF EDUCATION  
Policy Manual**

**Policy Identification**

**Priority:** Quality Teachers, Administrators, and Staff

**Category:** Public School Employee Benefits

**Policy ID Number:** QP-D-003

**Policy Title:** NC Public School Employees Benefit and Employment Policies

**Current Policy Date:** ~~06/04/2008~~; 06/03/2009

**Other Historical Information:** Previous board dates: 12/01/1994, 12/07/1995, 11/07/1996, 02/06/1997, 07/10/1997, 01/14/1998, 05/07/1998, 06/03/1999, 10/07/1999, 09/14/2000, 02/07/2002, 06/06/2002, 06/05/2003; 06/03/2004, 06/29/2005, 08/01/2006, 05/01/2007; 06/04/2008; 06/03/2009

**Statutory Reference:** See the note at the bottom of the page.

**Administrative Procedures Act (APA) Reference Number and Category:**

**\*\*\* Begin Policy \*\*\* (Do not tamper with this line)**

Please refer to the insert **Public Schools of North Carolina Benefits & Employment Policy Manual**. This manual is available from the:

NC Department of Public Instruction  
Division of School Business  
School Personnel Support Section  
6334-Mail Service Center  
Raleigh, NC 27699-6334

Questions regarding the **Public Schools of North Carolina Benefits & Employment Policy Manual** should be directed to: (919) 807-3366

The **Public Schools of North Carolina Benefits & Employment Policy Manual** is also available from the following link: <http://www.ncpublicschools.org/fbs/personnel/benefits/>