

EXECUTIVE SUMMARY**Title: Pre-Approval of Financial and Business Services Policy Manual****Type of Executive Summary:**

Consent Action Action on First Reading Discussion Information

Policy Implications:

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

Presenter(s): Mr. Philip Price (Associate Superintendent, Financial and Business Services)

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. This will allow the department to incorporate changes approved by legislative action that do not require State Board action 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, State Board of Education

Timeline For Action:

Action on First Reading is requested to facilitate implementation upon the adjournment of the General Assembly or the passage of the revised budget bill and supporting legislation.

Recommendations:

It is recommended that the State Board of Education approve, in advance, the issuance of the Public School Personnel State Salary Schedules and Manual, the Allotment Policy Manual, and the Benefits and Employment Policy Manual for Public School Employees, upon adjournment of the General Assembly or the passage of the budget bill for Fiscal Year 2003-04 and supporting legislation

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)

Motion By: _____

Seconded By: _____

Vote: Yes _____ No _____

Abstain _____

Approved _____ Disapproved _____

Postponed _____ Revised _____

*Person responsible for SBE agenda materials and SBE policy updates: Teresa Matthews, 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: 06/07/2001

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, 07/13/00, 09/14/2000

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

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

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

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
Auditing and Charter Schools Section
~~6334 Mail Service Center 301 North Wilmington Street~~
Raleigh, NC ~~2769901-63342825~~

Questions regarding the **NC Public School Personnel Salary Schedule Manual** and the schedules should be directed to:

(919) 807-37~~38~~24

The **NC Public School Personnel Salary Schedule Manual** is also available from the following link: <http://www.ncpublicschools.org/fbs/SSmanual/default.html>. Click on the following link to view only the Public School Salary Schedules:
http://www.ncpublicschools.org/salary_admin/salinfo.htm.

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: 06/06/2002

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

Statutory Reference:

Administrative Procedures Act (APA) Reference Number and Category:

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

Please refer to the insert **NC Public School Allotment Policy Manual**. This Manual is available for purchase from the NC Department of Public Instruction. For **price** and **availability**, please call the Publication Sales Section of the Communications and Information Services Division at 1-800-663-1250. Instructions for ordering will be given at that time.

Attention: Local Education Agencies of North Carolina (only). This Manual is also available on-line through the Department of Public Instruction's AS/400. For information on accessing this Manual on-line, please call the Education Support Center Help Desk at (919) 807-3399. You will be connected with someone that can provide assistance.

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

NC Department of Public Instruction

School Allotments ~~Division of School Business~~

6333 Mail Service Center ~~301 North Wilmington Street~~

Raleigh, NC 27699 ~~01-63332825~~

(919) 807-3718 ~~00~~.

The **NC Public School Allotment Policy Manual** is also available from the following link:

<http://www.ncpublicschools.org/fbs/Allot/default.html>.

**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: 06/06/2002

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

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

~~6335 Mail Service Center 301 North Wilmington Street~~

Raleigh, NC 27699 ~~01-63352825~~

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/benemanual/>