

Who

We

Are

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Office of Financial  
and Business Services

Public Schools of NC  
NC Department of Public Instruction  
State Board of Education

November 2016

## **Overview of the Office of Financial and Business Services**

- The **Chief Financial Officer for Financial and Business Services** provides day-to-day oversight management for the Division of School Business, Division of Financial Services, Division of Safe and Healthy Schools Support, the Agency Business Support Section, and the Licensure Section. This Area manages nearly \$10.4 billion in state and federal funds and provides various technical support services for the 115 local education agencies (LEAs), charter schools, their employees, and the Department of Public Instruction.
- The **Division of Financial Services** is responsible for the general accounting functions of the Department. This includes recording and reporting of all financial transactions for the Department which include the receipt, disbursement, and transfer of funds, child nutrition claim reimbursements, and LEA cash processing (daily cash transfer to LEA bank accounts). The Division is also responsible for the procurement of goods and services and supporting miscellaneous internal control and reporting functions for the department such as fixed asset accounting and preparation of the Comprehensive Annual Financial Report. The Budget Management Section of the Division is responsible for establishing and managing the \$10.4 billion state, federal, and receipt supported budget of DPI and the State Public School Fund (SPSF). This involves ensuring proper alignment of resources to meet the Agency's and SBE goals, as well as, compliance with state and federal budget regulations.
- The **Division of Safe and Healthy Schools Support** is responsible for providing auxiliary services for the 115 LEAs in the areas of School Nutrition, Insurance, Plant Operation, School Planning, Transportation, Textbooks, Driver Education, and Allied Health. The School Nutrition Services Section provides strategic direction and oversight of the state's school nutrition programs. Technical assistance, training and consultation are provided for school officials in LEAs, Charter Schools, Federal Schools, Non-public schools, Residential Child Care Institutions and other similar education institutions to guide the local operations of their individual school nutrition programs; the section is also responsible for all Federally-mandated monitoring, compliance and reporting activities. The Insurance Section provides property insurance coverage for LEAs and community college administrative units; manages the third party contract for the Worker's Compensation, and provides assistance and expertise to LEAs on Unemployment Claims. The Plant Operation Section provides engineering support for the LEAs. The School Planning Section advises the LEAs on school planning and construction. The Transportation Section responsibilities include funding allocations, school bus inspections and replacement as well as the management of two statewide information systems; all related to the transportation of students to and from school. In addition, the Transportation Section oversees third party contracts for collection and sale of DWI seized vehicles. The Textbook Section purchases and distributes between 60 to 95 million dollars of textbooks for all LEAs. The Division Deputy Chief Financial Officer services as the Department's representative of the Governor's Utility Savings Initiative, Emergency

Management, and Food Safety and Defense Task Force; along with building support management for the Agency.

- The **Division of School Business** is responsible for all financial, personnel, salary, and allotment policies for the LEAs and charter schools. The Division works closely with the General Assembly and the State Budget Office in building the State Public School Budget. Once the budget is ratified the Division of School Business is responsible for allotting the funds to the school districts. Once the school districts spend the funds, the Division of School Business collects the financial, student and personnel data and compiles the data and reconciles the data. The Division ensures that the LEAs and charters are in compliance with state and federal rules and regulations. The Division analyzes the data and reports the data for all stakeholders. The Division responsible for interpretation of all related policies related to LEAs and charter schools and ensuring appropriate implementation of legislation.
- The **Agency Business Support Section (ABS)** assists the Agency with its contract management, competitive bid preparation, grant development, and internal process improvement. The Section also performs research on behalf of the CFO and agency leadership with regard to budgets, expenditures, laws, policies, and procedures. ABS also oversees the work of the FBS Summer Research Internship program.
- The **Licensure Section** is responsible for evaluating teaching credentials and issuing new and renewal licenses that qualify individuals to seek and to be employed in North Carolina public, non-public schools, as well as in federal, charter, and some private schools. The Licensure Section serves all existing and potential public school teachers, administrators and other special service personnel within the state of North Carolina, as well as existing and potential teachers throughout North America and the globe who are interested in teaching in North Carolina, or holding a NC Professional Educator's license.

North Carolina statutes specify that all professional employees of public schools hold the appropriate license for the subject and grade level taught or for the professional assignments. The North Carolina Constitution delegates responsibility for setting those standards to the State Board of Education (SBE), whose regulations for licensure are in turn administered by the Licensure Section.

## Chief Financial Officer

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### Staffing Overview

The total number of personnel in the Chief Financial Officer's office is 4.

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### Area Goals

- Effective and efficient accounting, budgeting, and business processes
  - Strong internal accounting controls to mitigate risks
  - Exceptional customer and employee service
  - Clear and current policies and procedures which are adequate in scope
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### Area

#### **Management – Philip Price, Chief Financial Officer 807-3600**

##### **(Responsibilities)**

- Provides day-to-day oversight management for the Division of School Business, Division of Financial Services, Division of Safe and Healthy Schools Support, Office of Charter Schools, and the Licensure Section. This Area manages nearly \$10.4 billion in state and federal funds and provides various technical support services for the 115 local education agencies (LEAs), their schools, their employees, and the Department of Public Instruction.

#### **Executive Assistant – Teresa Matthews 807-3600**

- Assist Chief Financial Officer with day-to-day operations
- Maintains scheduling of Chief's calendar
- Attends monthly BSOP SBE Board Review meetings and attends SBE meeting (as needed); responsible for gathering and distributing materials, posting materials to the eBoard, and taking minutes at the BSOP Committee meetings (as needed)
- Provides assistance to Financial and Business Services staff in BEACON as a Time Approver and Time Administrator on an as needed basis
- Provides customer service to callers and visitors
- Provides administrative assistance to the entire area of Financial and Business Services as needed

#### **Accounting Technician – Debby Jackson 807-3603**

- Assists Chief Financial Officer with review and approval of contracts for the agency
- Maintains database for Finance Officers' certification
- Communicates financial information to Finance Officers' thru a weekly newsletter

- Reviews and processes for approval, meetings, workshops, and conferences for the Agency
- Provides assistance to Finance Officers' upon request

**Section**      **Agency Business Support Section – Eric Moore, Section Chief 807-3731**

**(Responsibilities)**

- Assists Chief Financial Officer in responding to field requests from the General Assembly, Office of State Budget and Management, school districts, members of the press, general public, etc.
- Performs research on behalf of the Chief Financial Officer relating to budgets, expenditures, policies programs, etc.
- Coordinates completion of various agency deliverables among all Agency divisions
- Participates as project team member in large technology initiatives, e.g., Home Base
- Oversees the FBS Summer Research Intern Program
- Investigates and strategizes improvement for business processes within FBS
- Works with Sections across the Agency to navigate FBS processes in a timely and effective manner

## Division of Financial Services

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### Staffing Overview

The total number of personnel in the Division of Financial Services is 34.

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### Division Goals

- Effective and efficient accounting, budgeting, and business processes
  - Strong internal accounting controls to mitigate risks
  - Exceptional customer and employee service
  - Clear and current policies and procedures which are adequate in scope
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### Division

**Management** – **Meera Phaltankar, Director 807-3636**  
**Sam Fuller, Assistant Director 807-3741**  
**Pat Gillott, Administrative Assistant 807-3610**

#### (Responsibilities)

- Provides leadership, policy development, and direction for the work of the Division
- Develops the Agency Cash Management Plan
- Deposits and records agency cash collections
- Requisitions (transfers) state appropriation to DPI and LEA disbursing accounts
- Analyzes and draws federal funds for DPI and LEA disbursing accounts and prepares related reports and reconciliations
- Forecasts and projects cash requirements and cash reversions
- Prepares required federal financial status reports
- Prepares monthly reconciliation of cash transactions between accounting systems and banking systems
- Processes and distributes checks
- Manages the accounting for fixed asset transactions and acts as the agency's Fixed Asset Officer

### Section

**Budget Management** - **Rose Page, Section Chief 807-3743**

#### (Responsibilities)

- Plans and develops all budgets
- Aligns, establishes, and manages all budgets
- Monitors, analyzes, and reviews budgetary activity
- Projects state and federal fund reversions
- Provides budgetary guidance and direction

**Section Purchasing and Contracts – Joni Robbins, Section Chief 807-3664**

**(Responsibilities)**

- Administers purchasing and contracting
- Supervises bidding (quotes, RFPs) and vendor selection
- Provides central receiving of goods
- LEA cooperative purchasing agreements
- Trains and advised agency staff in the use of the E-Procurement System
- Administers Agency P-Card Program

**Section Accounts Payables and Child Nutrition Claims – Regetta Darden, Section Chief 807-3652**

**(Responsibilities)**

- Processes payments for invoices, contracts, and travel claims
- Processes and reports on Child Nutrition reimbursements to school systems and USDA
- Responsible for 1099, sales tax and withholding tax determination and reporting
- Audits and pays travel reimbursement requests and maintain travel policies and procedures

**Section Accounting Controls and Reporting – Dare O'Connor, Section Chief 807-3621**

**(Responsibilities)**

- Prepares and certifies monthly accounting reports and annual (CAFR) financial statements
- Analyzes, reconciles, and supports general ledger records
- Maintains the chart of accounts
- Manages agency's accounts receivables through billing and recording
- Assesses agency internal controls and acts as the Internal Control Officer for the Agency
- Manages Payroll and Fixed Assets
- Chief Records Officer

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**Current Initiatives** Major current initiatives include:

- Supporting audits of agency by State auditors and Federal Auditors
- Reviewing core processing (e.g., purchasing, accounts payable and cash management) procedures
- Revising methods for establishing, recording and analyzing budgets and expenditures
- Assessing agency internal controls
- Reviewing agency fixed asset records and inventory

## Division of Safe and Healthy Schools Support

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**Staffing** The total number of personnel in the Division of Safe and Healthy Schools Support is 90.

**Overview**

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- Division Goals**
- Assists clients to achieve educational goals, safe environments and economy of operation
  - Meet statutory requirements by providing leadership, strategic direction, professional consultation, technical assistance, and other services as needed
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**Division Management –**  
**Ben Matthews, Deputy Chief Financial Officer for Operations 807-3501**  
**Administrative Assistant – Teri Williams 807-3500**

**(Responsibilities)**

The Safe and Healthy Schools Support Division Deputy Chief Financial Officer provides executive oversight and leadership for the division which includes the sections of School Nutrition Services, Public School Insurance, Plant Operation, School Planning, Transportation Services, Textbook Services, and Driver Education.

- Manages all personnel decisions for the Division
- Appointed by the Governor to serve on the Safe Schools Task Force
- Appointed by the Governor to serve on the Mental Health and Substance Use Task Force
- Chairs subcommittee on School Climate and Discipline Working Group
- Serves on Domestic Violence Commission for the State Superintendent
- Serves on the Food Safety and Defense Task Force which works to ensure a safe food supply to citizens and public schools across the State
- Serves as building manager for the Department of Public Instruction (DPI) and works with the Department of Administration to provide a safe, effective work environment for DPI employees
- Serves as construction manager for all DPI building renovation and repair
- Provides service to citizens of the State who have issues in the specific areas of the Division. Responds to requests from legislators, Governor and State Superintendent. For example, when a citizen suspects toxic mold in a public school and notifies a legislator, he provides a quick response and works with appropriate parties to resolve the issue.
- Provides reports and makes presentations to the General Assembly as requested. For example, Public School Facilities Survey
- Provides direct service to school districts related to Qualified Zone Academy Bonds and Qualified School Construction Bonds. Convenes and chairs the Superintendent's Bond Advisory Council who makes bond authorizations for the public schools.

- Works with state emergency management during storms when public schools may be involved
- Coordinates with appropriate agencies to ensure support for public schools during emergency situations
- Works with Crime Control and Public Safety to reduce stop-arm violations on public school buses
- Makes presentations to local boards of education upon request with issues related to the Division. For example, goes to local school board meeting and explains process for passing a bond referendum.
- Ensures that legislation related to the division is implemented. For example, made sure all counties had anti-idling policies in place to reduce diesel emissions on public school properties.
- Coordinates with State Energy Office to include public schools with appropriate service

**Section            School Nutrition Services – Lynn Harvey, Chief 807-3506**

**(Responsibilities)**

The state of North Carolina is statutorily required to have a unit within the State Education Agency that is specifically devoted to the administration and oversight of the six Federally-assisted school nutrition programs in order for local school districts and other education agencies and institutions to receive over \$480 million annually in Federal Child Nutrition funds. The section is supported predominately (93%) by Federal funds provided specifically for program administration by the US Department of Agriculture. The section is responsible for administering one of the largest Federally-assisted education programs in the NC Department of Public Instruction. Collectively, the section oversees nearly \$1 billion in Federal, State and local funds to support the School Nutrition Programs.

The purpose of the section is to provide strategic direction, leadership and administrative oversight of the nine (9) school nutrition programs and all Federal Child Nutrition Program discretionary grants administered by the NC Department of Public Instruction. The school nutrition program in North Carolina boasts a national reputation as one of the finest in the country and is currently recognized as the seventh largest (local) school nutrition program in the nation. Collectively, the school nutrition programs are responsible for the service of over 1.5 million nutritious, wholesome, appealing meals to students daily, while preserving a zero tolerance for food-borne illness with no reports of outbreaks associated with school meals in the State. The section works first and foremost to support the success of local School Food Authorities (SFAs) in the achievement of their specific goals and objectives related to the service of wholesome, nutritious, appealing, affordable meals to students by providing prompt, courteous, meaningful technical assistance and support and valuable administrative oversight. The majority of staff within the section are regionally-based, thus enabling staff to be on-site in the SFAs as frequently as possible to support the work of the local SFA.

The section is committed to the nutritional, operational and financial integrity of the State's school nutrition programs as reflected in the State-level staffing. A team of Registered Dietitians/Licensed Dietitian/Nutritionists (all licensed health care providers) lead the Nutrition Services Unit; a team of operations/management Consultants, each with

significant local School Nutrition administrative experience and advanced skillsets, lead the Operations/Management Unit and a team of financial analysts, auditors, and data management professionals lead the Financial and Data Management Unit. The Professional Development Unit is staffed by highly qualified education experts who provide continuing professional education programs for nearly 12,000 school nutrition professionals and culinary specialists throughout the State.

Professionals within the section provide consultation, technical assistance and professional development for local school officials (Superintendents, Associate Superintendents, Finance Officers, Chief Operating Officers, School Nutrition Administrators, etc.) and others involved in the operation of local school nutrition programs. The section provides direction to local school nutrition programs in the implementation of best practices that support the State Board of Education's priorities for healthy, responsible and globally-competitive students. In addition, members of the section conduct Federally-mandated compliance reviews/audits and conducts routine monitoring reviews and audits to support and assist local staffs in complying with Federal, State and local regulations. Professionals within the section serve in various advisory capacities to the US Department of Agriculture and other nationally-recognized regulatory and advocacy groups.

**Routine duties of the section include:**

- Oversight of all school nutrition programs to ensure compliance with Federal laws, State Statutes and policies of the State Board of Education that govern the School Nutrition Programs
- On-site Technical Assistance, Consultation and Support for every SFA on an annual basis
- Consultation with Superintendents and other school officials, local Boards of Education, and other key officials establish policies, procedures and best practices in the administration of their school nutrition programs
- Development, implementation and assessment of a system of Financial management and accountability, including the evaluation of the allowable/unallowable use of Federal Child Nutrition funds, as well as application of penalties and required correction action for areas of non-compliance
- Assessment of local program administration, management and operation through the use of various technologies
- Development, implementation and assessment of a system for procurement of goods, services and equipment through competitive bids, proposals or negotiations (over \$350 million annually) based on Federal, State and local procurement regulations and procedures
- Provides leadership to the NC School Nutrition Procurement Alliance which combines the purchasing power of local school nutrition programs, thus rendering significant cost savings to the districts (as recognized by the Program Evaluation Division by the NC General Assembly)
- Development of contract templates for use by local school nutrition programs to ensure compliance with Federal and State statutes, Federal policy and regulations, and other Federal guidance as required by law; monitors all local

contracts when the school nutrition program is out-sourced to a for-profit third party contractor

- Continuous assessment and management of the food safety and food security environment, including the coordination of food recalls
- Proactive guidance, support and assistance to SFAs in preparation for and in the aftermath of natural disasters
- Coordination with Exceptional Children Consultants, Chief State School Nurse, Occupational Therapists, Physical Therapists and other health professionals to provide guidance local education agencies and institutions relative to the management of students with life-threatening food allergies, physical conditions requiring adaptive feeding modalities and other conditions requiring physician-managed nutrition therapies
- Accurate management of diet modifications and medical nutrition therapy orders required by Special Needs students within the local unit
- Assessment and analysis of student program eligibility, benefits issuance, direct certification and verification procedures
- Implementation and oversight of Federal, State and local policies for the control of foods sold in competition with the school meals program; for oversight of the Smart Snacks regulations and application and enforcement of appropriate penalties and fines for compliance violations
- Development, implementation and accurate assessment of a system of menu planning, recipe development, nutrient analysis and implementation of nutrition standards (Federal, State and local) to ensure full Federal reimbursement for SFAs
- Development of Standard operating procedures for use in local school nutrition programs synthesizing Federal, State and local laws and other requirements
- Development, implementation and assessment of a system of Personnel and Performance Management including employee selection, training, appraisal, assessment of productivity; and various personnel actions
- Analysis of policy issues and their implications on the state-wide School Nutrition Program as directed by the NC General Assembly members and staff, State Board of Education, and Office of the Governor
- Monitoring of supplemental foods offered for meal service based on various cost, facility and program regulations
- Development of strategic marketing initiatives to promote student participation and financial viability of the school nutrition programs
- Annual comprehensive on-site Technical Assistance reviews of all program operations, concentrating on meal production and services, collections and cash management, and food safety risk management
- Assessment of Federal Civil Rights compliance and prompt documented response for any allegations concerning Civil Rights
- Needs assessments for facility design, equipment and renovation
- Development, implementation and monitoring of emergency management and disaster plans
- Problem-solving (sometimes crisis management) with sub-recipient agencies
- Coordinating and collaborating with local stakeholder groups including the NC PTO, NC School Boards Association, NC Association of School

Business Officials, NC Association of School Administrators, NC School Nutrition Association, NC Alliance for Health, NC Sustainable Local Food Policy Council, No Kid Hungry- NC, NC Principals and Assistant Principals Association, North Carolina Association of Educators and other advocacy groups as needed, to support SFAs in the achievement of their individual and collective goals

- Development and evaluation of professional development resources and curriculum/educational materials for the NC School Nutrition Leadership Academy which leads to certification credit for participation
- Oversight of the K-12 Culinary Institute (which provides culinary-related professional development for local school nutrition personnel annually)
- Provision of Professional Development programs to staff at State and local levels
- And other areas as prescribed in statute and recognized as best practices in the achievement and maintenance of nutritional, operational and financial integrity of school nutrition programs

**Section            Public School Insurance – Eileen Townsend, Section Chief 807-3522**

**(Responsibilities)**

NC Public Insurance Fund (Fund) is an established enterprise fund under Article 38 State Insurance of Public School Property, NC GS 115C-533 through 115C-546.

- Statute mandates the State Board of Education to operate an insurance system with a duty to insure property; to inspect property on an annual basis; to provide broad insurance coverage and affordable rates; to pay losses timely
- The Fund operates under the same business management as a private insurer
- The Fund purchases reinsurance, in order to protect the financial integrity of the Fund in the event of a catastrophic event
- Coverage offered to schools cannot be denied nor canceled except for non-payment of premium
- The Fund insures school districts and community colleges, covering approximately \$20 billion of insurance values across the State
- Insurance protection provided includes “all risk” and replacement cost coverage
- While coverage for flood, earthquake and terrorism are subject to higher deductibles; coverage provided by the Fund is currently not offered in the private insurance market
- The Fund offers insurance rates significant lower than those offered in the private insurance market
- Rates range from .02/\$100 (West of I95) to .25/\$100 (East of I95)
- Coverage is specifically written to insure and protect the tangible assets of schools and community colleges
- In the event of a loss, the Fund has the ability to provide immediate monetary relief, allowing schools to return to business as quickly as possible
- The Fund employs insurance professionals and loss control specialists

- The Fund inspects insured property on an annual basis to ensure the safety of buildings against loss and damage, as well as safeguarding the children and school employees

The Fund manages the third party administrator (TPA) responsible for administration of workers' compensation claims of state employees. TPA is contracted with a private vendor and a bid is prepared for competitive service and pricing. The Fund works directly with the Attorney General's office and the Industrial Commission. FY16 workers' compensation benefits paid were in excess of \$54.5 million. The Fund is responsible to manage and oversee unemployment claims for state, local and federal funded employees. The Fund works directly with all public schools and the Employment Security Commission. FY15 unemployment claim payments were \$14 million.

**Section        Plant Operation – Kim Lawson, Section Chief 807-3542**

**(Responsibilities)**

Each day North Carolina's Public School personnel struggle with maintaining an acceptable teaching environment as the state's school buildings continue to age, student populations grow, and technology needs change. Schools across the state turn to the Department of Public Instruction's Plant Operation Section to provide experienced professional engineering for cost effective solutions to their facility maintenance related issues.

Plant Operation streamlines facility maintenance by providing technical consulting and professional design solutions uniquely tailored for the public schools.

Representative technical discipline areas are:

- |              |                 |
|--------------|-----------------|
| • Civil      | • Environmental |
| • Structural | • Mechanical    |
| • Roofing    | • Electrical    |

These services are available to all of the schools of North Carolina and are especially invaluable in areas where engineering services are scarce or unaffordable. The technical assistance provided by this section is vital to the majority of counties in North Carolina, especially since more than half of North Carolina's school districts are identified as low wealth and may be unable to afford private consulting services.

The use of Plant Operation results in cost savings in design fees, maintenance/construction costs, utility/operations costs, and protection of current school assets and the learning environment.

In addition to these areas of expertise, Plant Operation provides:

- Training in specialized areas of maintenance related work
- LEA notification of changes in regulatory requirements
- Quick response to facility related emergencies/natural disasters

- LEA consultation concerning construction contracts
- LEA consultation concerning project phasing and execution sequence
- LEA consultation concerning budgetary opinions of probable costs
- LEA consultation concerning warranty issues

*“We were really dreading the three school roof projects this summer but thanks to Plant Operation these roofs were the easiest projects we had...thanks.”*

*Asheboro City Schools*

*“The Plant Operation Section of the Department of Public Instruction is a valuable asset to all Public School LEA’s across North Carolina. With budgets as tight as they are (and are expected to get tighter), I don’t see how schools can afford to operate without the services the Plant Operation Section offers.”*

*Elkin City Schools*

*“You have saved the school system several million dollars and your services are vital to our daily operations.”*

*McDowell County Schools*

*“This is to thank you for being so helpful and efficient with the engineering services provided by your department to Bladen County Schools.”*

*Bladen County Schools*

*“Plant Operation is vitally important to us and saves funds that we do not otherwise have to pay for outside services. I urge the state to continue the funding for Plant Operations as local dollars are not available and we cannot do without the services provided to us.”*

*Person County Schools*

## **Section      School Planning – Ken Phelps, Lead Consultant 807-3561**

### **(Responsibilities)**

In general, the role of the School Planning Section is to support local boards of education in NC as they work to provide adequate school facilities to meet learning needs in the most cost effective way. The School Planning Section executes various legislative mandates related to the planning, finance, design, construction and maintenance of efficient public school facilities on behalf of the State Board of Education.

The core of this mission lies in GS 115C-521 Erection of School Buildings, and GS 115C-81(b) Basic Education Program, providing “Facilities guidelines that reflect educational program appropriateness, long-term cost efficiency, and safety considerations”.

Activities include:

- Construction plan review and commentary by building professionals to ensure safety, function and sanitation, and for compliance with GS 133 Public Works, and GS 143 Executive Budget Act
- Plans review and approval of science facilities before occupancy, and of modular construction
- Plans review and commentary for guaranteed energy savings contracts

- Management of capital projects within the three Residential Schools and NCCAT, and selected projects within the department, generally funded with Repairs and Renovations appropriations
- Establishment and maintenance of the School Prototype Design Clearinghouse
- Assist local boards of education (LEAs) with long-range plans for school facility needs every 5 years (The survey is based on a computer program developed by School Planning, into which each LEA inputs data we collect, collate and disseminate information about statewide school facility needs to the legislature and the public)
- Administration of various school facility funding sources such as the recent (and previous) Public School Building Capital Fund (lottery and corporate income tax), NC State School Construction Bond, Federal programs such as Qualified School Construction Bonds (QSCB), Qualified Zone Academy Bonds (QZAB), and Emergency Repair and Renovation Grants
- Upon request of LEA administrators, evaluate district facilities and make recommendations or present alternatives for consolidation, repurposing, or addition to or renovation of facilities
- The establishment and updating of the NC Public Schools Facilities Guidelines
- The establishment and updating of the NC Public Schools Energy Guidelines
- The establishment and updating of Science Safety Standards
- Administration of historic preservation laws for re-use or disposal of school buildings
- Examination of alternate project delivery methods and funding sources

School Planning provides licensed professional review for *all* school building construction and renovation projects and the only professional review for new school buildings of less than 20,000 square feet in area. Small projects typically have the least professional input and tend to require greater assistance than larger projects. School Planning provides construction document review of all school related construction projects.

School Planning coordinates with other NC departments and agencies to ensure the protection of school children while improving the economy, function and sanitation of school facilities and simplifying regulatory compliance.

#### Coordinating Agencies:

- Department of Insurance, Office of State Fire Marshall
  - Facilitating adoption of numerous amendments to the State Building Code specific to public schools, protecting children while enhancing the function and economy of schools, ADA coordination
- Department of Health and Human Services
  - Coordinating child care rules related to Pre-K and before/after programs at public schools
- Department of Environment and Natural Resources
  - Continuous review of Sanitation Rules for Schools, Food Service, Child Care and on-site water and wastewater
- Department of Transportation
  - Coordinating on-site safety for children and pedestrians with efficient vehicular movement

- Department of Commerce, Energy Office
  - Coordination of energy savings opportunities for school facilities

Through meetings and participation in workshops and seminars, School Planning engages in outreach to local boards of education, facilities and maintenance staff, architects, engineers, professional education and design organizations and legislative study committees. Topics generally relate to the latest research on school facilities design, construction, cost, safety, longevity, sanitation, high performance, and new trends, laws and regulations.

Lastly, it should be noted that the majority of School Planning Staff and budget is *not* funded through the Department of Public Instruction’s budget.

**School Research and Evaluation – Ken Gattis, Senior Coordinator 807-3940**

- Coordinate data collection for the Consolidated Data Report and Federal Reports regarding school crime, dropout, discipline, and alternative learning programs, and provide oversight of schools at risk of being designated as Persistently Dangerous Schools. Monitor alternative schools and alternative learning programs for compliance with state standards

**Section Transportation Services – Derek Graham, Section Chief 807-3571**

**(Responsibilities)**

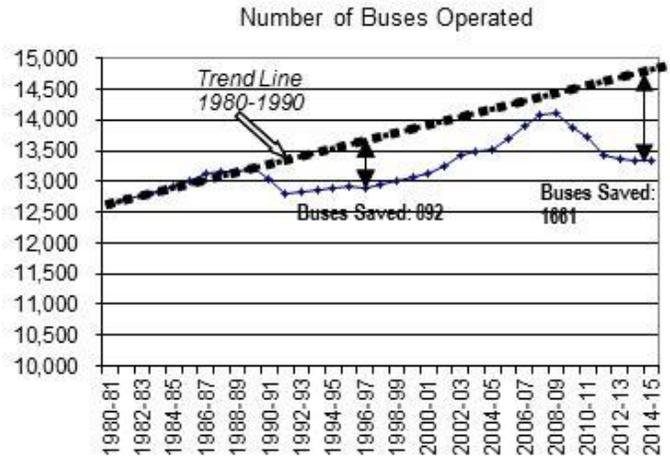


The North Carolina Department of Public Instruction Transportation Services Section consists of three field staff and five Raleigh-based staff. The Section is dedicated to allocating funds in a method that encourages efficiency of operation while maintaining the state’s investment in a fleet of over 13,000 school buses as well as spare buses and trucks for servicing those buses. Technical assistance is focused on safety, efficiency and compliance.

**EFFICIENCY**

State funds are allocated to Local Education Agencies (LEAs) for the operation of a transportation system to provide to- and from-school transportation for students in grades K-12. DPI allocates funds to LEAs for operations and provides incentives and tools (and corresponding support) to promote efficient operations.

- An **efficiency-based funding formula** gives LEAs the flexibility to manage a block grant for transportation, yet funds each LEA only to the extent that it operates efficiently.
- **The Transportation Information Management System (TIMS)** provides LEAs with tools to plan an efficient transportation system. TIMS is a mapping-based system provided to LEAs statewide, allowing for the development and management of cost-effective bus routes.
- Since 1991, there is a **reduction of 1600+ school buses** compared with the pre-1991 trend while at the same time transporting more students.



**FLEET MANAGEMENT**

The replacement value of North Carolina's public school bus fleet is over \$1 billion. The state's investment is protected through various activities of DPI Transportation Services staff:

- Coordinated **preventive maintenance** program to maximize useful vehicle life
- Statewide **information system for maintenance**, inventory control (DOT's Business Systems Improvement Portal - **BSIP**)
- **Random bus inspections** performed by DPI staff (the only state-level inspection done on NC buses).
- Coordinated **sale of surplus equipment**, generating over \$1.5 million in revenue
- Development of **vehicle purchasing and safety specifications and contracts**
- Administers legislative appropriation for **replacement of buses** at end of the useful vehicle life.



### **TRAINING AND TECHNICAL ASSISTANCE**

Ongoing assistance is provided to LEAs to support the safe transportation of students. Telephone support, online classes, classroom training and conference-setting instruction is provided to transportation directors and staff as well as finance officers and others.

- Training in the use of TIMS for **school district planning, routing and efficiency**
- Training to support SBE required **certification of school bus inspectors**
- Technical assistance in vehicle **maintenance**, insurance settlements, transporting students with **special needs**, **optimization** strategies, allowable **financial expenditures**, etc.

### **Section                    Textbook Services – Drew Fairchild, Section Chief 715-5379**

#### **(Responsibilities)**

1. Per Public Law discharges State Board of Education (SBE) responsibility to acquire, by contract, basic textbooks adopted by the Board, administer a system of distribution and provide for the free use of elementary and secondary basic textbooks
2. Per Public Law discharges SBE responsibility to provide same free use of elementary and secondary basic textbooks in modified formats (large print and Braille) for use by children with special needs
3. Administers SBE textbook contracts guaranteeing the following economies:
  - Individual textbook prices equal to the lowest offered to any other entity nationally
  - Additional 6.25% discount recognizing the NC single-point textbook receipt warehouse
  - Authorized return (for full credit) of any unused textbook purchased and returned within the contract period
  - All SBE textbook orders are shipped Free on Board NC warehouse/freight prepaid-no charge
  - No order minimums
  - Is only authorized purchasing portal for all SBE adopted textbooks and instructional resources for NC Local Education Agencies (LEAs), NC Virtual Public School System and NC Charter Schools
  - Stores and distributes all "Driver's Handbook" in support of driver education program
4. Provides the following services not economically available to individual LEAs or users:
  - Creates, updates, disseminates and facilitates annual SBE textbook adoption databases
  - Administers database of all inventory and order status by vendor and user
  - Administers "real time" fund balance database for all users to include invoice and statement for all respective account transactions
  - Provides timely replacement for damaged or defective textbooks
  - Administers guaranteed return stock balancing for all unused textbooks

- Maintains active, accessible customer support for all textbook/allotment/financial/contract questions, information, interpretation and adjudication
  - Acts as critical contact for publishers regarding textbook updates, pricing and policies
  - Developed/administers intra-state textbook freight delivery/return mechanism (Correction Enterprises) insuring lowest comparative freight costs
  - Supports financially-challenged charter schools with discontinued sample textbooks, teaching materials and donated textbooks from system users
5. Provides the following support to the Department of Public Instruction (DPI) / other state agencies thus reducing their operating costs:
- Provides warehouse space to NC Department of Agriculture Soil Testing Services
  - Provides warehouse space and support for NC Department of Agriculture supplies and equipment staged to eradicate Ebola Virus and/or Avian Influenza Virus if found in NC
  - Provides warehouse space to several DPI departments
  - Provides storage, staging and inspection area for all DPI-purchased LEA support vehicles and equipment (pickup trucks, tankers, and specialty truck bodies)
  - Provides warehouse space to NC Museum of Art
  - Provides warehouse space to NC Museum of Natural Sciences
  - Provides warehouse space and “cost only” distribution of DPI teacher evaluation instruments
  - Provides warehouse space to State Capitol Police for scanning equipment
  - Provides warehouse space for training facility for all NC Highway Patrol K-9 units
  - Provides targeted distributions to NC schools for donations/materials as requested

**Section            Driver Education – Karl Logan, DE Consultant 984-289-4241**

**(Responsibilities)**

The North Carolina Department of Public Instruction Driver Education Consultant provides Driver Education Administrative and Program Area support to Local Education Agencies (LEAs). Driver Education Programs are required in all LEAs and they provide classroom and behind the wheel training to all qualified public, private, charter, federal and home school students. Over 100,000 students are trained annually through Driver Education Programs throughout the state.

The Driver Education Consultant of the Safe and Healthy Schools Support Division:

- Provides LEA support for Driver Education Coordinators/Administrators
- Provides workshops/training sessions
- Provides support for LEA teachers and commercial instructors
- Provides curriculum assistance
- Provides assistance with the State Automated Driver Licensing System
- Supports the implementation of the North Carolina Driver Education Strategic Plan
- Supports the work of the Driver Education Advisory Committee
- Collects data to identify strengths and weaknesses in program areas
- Collaborates with other driver education stakeholders to improve delivery of services
- Represents North Carolina Driver Educators on State, Regional and National Associations
- Provides legislative updates/recommendations as required
- Makes LEA site visits as needed or as requested

## **Current Initiatives**

- Implementation of the *Healthy, Hunger-Free Kids Act* (congressional reauthorization of Child Nutrition Programs)
- Pending Congressional Reauthorization of Child Nutrition Programs
- Disaster assistance for schools, communities, families and students in the aftermath of Hurricane Matthew
- No Kid Hungry – North Carolina Initiative
- Expansion of State funding to support the financial viability and future sustainability of the School Nutrition Programs
- Innovative School Breakfast Program Expansion (SBE Resolution) to promote student’s overall health, well-being and academic success
- Summer Nutrition Program transition from NCDHHS to NCDPI (to maximize Federal funds to support local summer meals for at-risk children)
- NC School Nutrition Procurement Alliance
- Automated Direct Certification and Verification of students for School Meals as a means of reducing administrative error
- Expanded application-based technology to increase accuracy and transparency and decrease duplication of effort
- Community Eligibility Provision
- Pilot Project with NCDHHS for At-Risk Afterschool Meal Program in high poverty schools conjointly with an afterschool educational enrichment program
- Serve as expert witness in litigation where nutritious meals at school are considered to be a fundamental component of a sound, basic education for every child
- Elimination of the cost of reduced-price breakfast meals
- Service on USDA Advisory Panels, including State Systems Support (data management and technology), Procurement Oversight, Reform of the Administrative Review Process, Professional Standards/Certification
- Implementation of the K-12 Culinary Institute for School Nutrition Personnel
- Fresh Fruit and Vegetable Program (intended to promote fruits and vegetables as students’ preferred “snack” foods)
- Farm-to-School Implementation, emphasizing the use of locally grown agricultural produce
- Healthier US School Challenge
- School Nutrition Leadership Academy (comprehensive, certification-based professional development)
- Equipment Assistance Discretionary Grants distribution to eligible School Food Authorities
- Special Nutrition Needs/Therapies Task Force
- Monthly Continuous Improvement Workshops for all staff within the section
- Leadership of and/or participation in various child-poverty prevention/eradication work groups
- Membership on Whole Child NC Intra-agency Advisory Committee
- Seeking expansion of insurance coverage for community colleges
- Serving schools through annual inspections of school property
- Annual negotiations of reinsurance for Public School Insurance Fund to maintain competitive property insurance premiums
- Providing a liability program for schools to purchase insurance for students involved in work-based learning curriculum

- Assisting LEAs with management of unemployment claims and year-end payouts to the Employment Security Commission
  - Providing partnership programs for LEAs to manage successful outcomes of worker's compensation claims and to secure competitive worker's compensation premiums
  - Providing immediate response to LEAs when notified of a school insurance property claim
  - Providing leadership for more secure public schools
  - Furnishing Rapid Response Technical Services to LEAs in emergency conditions
  - Supplying LEAs with maintenance centered design services
  - Providing expertise relating to more environmentally-sound public schools
  - Managing the PSBCF, and the lottery funds
  - Managing Qualified Zone Academy Bonds and Qualified School Construction Bonds
  - Updating and managing our website ([schoolclearinghouse.org](http://schoolclearinghouse.org)) with more information, more prototypes and more publications that are useful to designers and planners
  - Collecting data on school construction, capacities and costs
  - Continuing with outreach, training and consultation to school officials, designers and others on issues of school facility design
  - Setting up new financing contracts to make arrangements for LEA to order new replacement school buses
  - Implementing certification process for school bus inspectors; including instruction, testing, and database administration
  - Coordinating school bus driver security teaching
  - Pilot program of external cameras on school buses to prosecute Stop Arm violators
  - Providing technical support for TIMS to help LEAs become more efficient in routing school buses
  - Inspecting 10% of school buses in each county
  - Analyzing LEA allotments based on rising fuel prices and providing regular status to management
  - Manages the state-operated textbook purchasing, warehouse and distribution facility responsible for all LEA activity in state-adopted textbooks
  - Utilizes the North Carolina Accounting System (NCAS) software to account for the purchase, distribution and invoicing of all adopted textbook purchases. Maintains, monitors, and communicates allotment balances for all transactions affecting said accounts
  - Operates a lending library of adopted textbooks in modified formats (large print and Braille) for the use of children with exceptional needs. Operational requirements to include purchase, receipt, distribution, collection and cataloging all modified titles.
  - Coordinating Dream Machine Recycling Rally for selected LEAs
  - Collaborating with State Energy Office on grant to assist LEAs with performance contracting
  - Operates state-owned warehouse collaborating with other state agencies to offer available storage space and services to leverage users' budgets for maximum utilization/efficiency
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## Division of School Business

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### Staffing Overview

The total number of personnel in the Division of School Business is 27.

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### Division Goals

Manage the \$9 Billion in state and federal funds Collect and compile student, salary and expenditure data

- Audit 104,000 educator monthly salaries totaling \$5.5 billion
- Assess the financial health of the charter schools
- Monitor compliance with state and federal laws
- Generate and distribute budget, financial, student and personnel data and information
- Aligns internal and external procedures to comply with all applicable statutes and policies, ensuring they are aligned with the SBE missions and priorities

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### Division

**Management – Alexis Schauss, Director 807-3701**  
**Leigh Ann Kerr, Assistant Director 807-3553**

### **(Responsibilities)**

#### **Data Analysis**

The primary responsibility of the Data Analysis group is to analyze financial, personnel and student data, and respond to requests for information and report data.

- Provides analyses and costing proposals on state, federal, and local expenditures and personnel data. This is used by the General Assembly for state budget purposes and proposed legislation
- Provides reporting and analyses for the State Board of Education as required by policy and by request
- Compiles data on students, staff, and finances of the school systems
- Provides student and salary projections and other statistical analyses
- Provides the data required for EDEN and CCD for the Federal Agencies
- Responsible for annual federal reporting on Classroom Teacher Compensation (TCS) and National Public Education Finance Survey (NPEFS), which plays a large part in calculating Title I allocation funds to NC
- AFT and NEA data collection on Education Salaries and other statistics
- Administers and compiles the survey on Institutes of Higher Education graduates
- Disseminates quantitative information about the school systems through publications and electronic means eg. Statistical Profile, Highlights of the North Carolina Public School Budget, Facts and Figures

- Maintains and updates the Financial and Business Services website
- Owner of Educational Directory and Demographic Information Exchange (EDDIE)

**Section School Financial Reporting – Gwendolyn Tucker, Section Chief 807-3708**

**(Responsibilities)**

This section's primary responsibilities are the LEA and charter school financial reporting, certified personnel salary administration, and student accounting.

- Collects all monthly and annual LEA and charter school financial data
- Monitors the allotment usage and ensures overdrafts are refunded in a timely manner or assesses penalties for violation of policies
- Manages the Public School Chart of Accounts and monitors use of state funds to ensure they are allowable
- Serves as a liaison between the LEAs system vendors and DPI and coordinates required changes due to new legislation
- Monitors the salaries of 100,000 certified personnel in the LEAs and consults with LEA staff to resolve audit exceptions
- Provides interpretation on new legislation as it pertains to salaries, financial accounting and student accounting
- Collects and calculates the Principals Monthly Report, Retentions, Promotion and Graduation, Full Time Personnel, Grade Race Sex, Local Salary Supplements from LEAs and charter schools
- Responsible for the Graduation Verification Data collection, used as the official State record of graduates and in the calculation of the cohort graduation rate
- Responsible for the annual School Activity Report and consulting with LEAs and charter schools to resolve compliance problems. Used for multiple reports and analyses, including the Highly Qualified Teachers and class size reporting.
- Responsible for the School Attendance and Student Accounting Manual, State Salary Manual and the State Salary Schedules

**Section School Allotments – Lydia Prude--807-3718**

**(Responsibilities)**

This section's primary responsibilities are to allot \$8.1 billion in State funds and \$1.2 billion in federal funds to LEAs and charter schools in accordance with legislated and state board policy and providing planning data and projections to support future budget needs.

- Projects funding needs based on average daily membership (ADM) growth and average salary, and prepares continuation budget
- Prepares projections and analyses of allotment categories as requested by State Board of Education, OSBM, Fiscal Research, LEAs, and other stakeholders

- Performs special analysis at the request of the Legislature, State Board, LEAs, and other state and outside agencies
- Develops funding formulas based on legislation and/or State Board approval
- Assists LEAs and charter schools with understanding funding and implication of new legislation
- Prepares the biennial and the continuation budgets for the State Public School Fund
- Responsible for the Allotment Policy Manual

**Section      Monitoring & Compliance — Irwin Benjamin—807-3738**

**(Responsibilities)**

This section's primary responsibilities are to monitor the use of federal funds to ensure that the LEAs and charter school are in compliance with federal regulations.

- Performs on-site visits to monitor fiscal compliance for major federal grants.
- Monitors the financial health and fiscal compliance of charter schools
- Reviews the LEAs and charter financial audits and follows up on material and/or reportable issues to ensure corrective action has been taken to prevent the error from reoccurring
- Calculates and negotiates indirect cost rates and carry-over limitation/Administration
- Provides training to LEAs and charter schools with DPI program staff related to federal grants fiscal issues
- Establishes the fiscal procedures for new grants to ensure fiscal integrity
- Monitors LEAs potential federal grant reversions and notifies the directors, associates, etc.
- Maintains and updates the Audit Compliance Supplements
- Researches and maintains knowledge of current federal legislative guidelines
- Responsible for Impact Aid and maintaining the files for each application submitted to the federal government

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**Current Initiatives**

- Assess the charter school funding policies and procedures, head up a committee of budget, legislative staff and others to prepare recommendations for a change in the funding mechanics
- Formalize the policies and procedures around charter school monitoring and compliance
- Develop best practice procedures for federal fiscal monitoring for all DPI staff responsible for federal grants
- Streamline procedures and continue to develop systems, so that all customers, both internally and externally are better served

## Licensure Section

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### Staffing Overview

The total number of personnel in the Licensure Section is 21.

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### Section Goals

- Ensure operational excellence in issuing licenses according to the policies and laws set forth by the NC State Board of Education, the NC General Assembly, and Federal regulation
  - Provide prompt and courteous customer service with a high degree of accuracy
  - Provide licensure related communication and support to the North Carolina Local Education Agencies and teachers
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### Section

**Management – Susan Ruiz, Section Chief 807-3316  
Nadine Ejire, Asst. Section Chief  
Christy Layne, Program Manager**

#### **(Responsibilities)**

- Provides leadership, policy development, and direction for the work of the Licensure Section
- Responds to policy issues from local education agencies' personnel administrators and licensure specialists
- Responds to policy issues for General Assembly staff
- Presents licensure updates to diverse organizations throughout the State such as State Board of Education, Education Oversight Committee, PANC, School Leadership, etc.
- Issues licenses for all professional employees of public schools in North Carolina
- Ensures No Child Left Behind data accuracy in Licensure system
- Partners with Personnel Administrators of North Carolina
- Attends national and state conferences related to Licensure and Professional Practices for professional educators
- Facilitates State Superintendent's Ethics Committee
- Receives daily fees for licensure processing - 100% receipt supported
- Processes approximately 75,000 requests per year

#### **Licensure Request Types**

- New Out-of-State Application
- New In-State Application
- Experience Review
- Upgrading a License
- New Application for Employed Person

- Lateral Entry License
- Clearing Provisions on a License
- Career & Technical Licenses
- Request for a Continuing License
- Renewal License
- Adding Experience to a License
- Emergency Permits for Non-Core Academic Teaching Areas
- Deleting an Area on a License
- Name Change
- Social Security Number Change
- Duplicate License Request
- Address Change
- Adding Provisional Areas
- Validation of Expired License

### **Current Initiatives**

- Automation of all Licensure requests and processes to ensure faster and expanded access to all NC Licensure related services
  - Apply on line
  - Pay on line
  - Easily check licensure status in real-time on line
  - Secure access to online copy of a license
  - Public information look-ups