

**THE BOARD OF COUNTY COMMISSIONERS
and
DURHAM PUBLIC SCHOOLS BOARD OF EDUCATION
DURHAM, NORTH CAROLINA**

Monday, April 28, 2003

4:00 P.M. Special Joint Session

MINUTES

Place: Commissioners' Room, second floor, Durham County Government Administrative Complex, 200 E. Main Street, Durham, NC

Present: Chairman Ellen W. Reckhow, Vice-Chairman Joe W. Bowser (arrived late—4:40 p.m.), and Commissioners Philip R. Cousin Jr. (arrived late—4:23 p.m.), Becky M. Heron, and Mary D. Jacobs

Chairman Kathryn Meyers, Vice-Chairman Regina George-Bowden, and Board of Education members Gail Heath and Steve Martin

Absent: Phillis Scott and Jackie Wagstaff

Presiders: Chairman Reckhow and Chairman Meyers

Welcome/Opening Remarks

Chairman Reckhow and Chairman Meyers welcomed everyone to the joint meeting.

Chairman Reckhow and Chairman Meyers reviewed the agenda items to determine if any agenda adjustments would be necessary.

Dr. Denlinger, Superintendent, Durham Public Schools, introduced the Durham Public Schools Senior Staff.

Budget Overview

Dr. Denlinger and Mr. Hank Hurd, Assistant Superintendent—Human Resources and Financial Services, presented to the Board of County Commissioners the budget overview for Fiscal Year 2003-04.

Mr. Hurd took the lead role in the budget presentation. He detailed the requested increases that included \$3,606,947.11 in salaries and benefits. Other requested increases were \$819,608.10 for Charter School ADM growth and \$334,500.00 for the 2nd year of the Hillside High School supplemental funding. The total original request for County funds amounted to \$4,761,055.21.

Mr. Hurd said the total amount expected from the County is \$1,100,000.

The Superintendent's Budget Proposal for Fiscal Year 2003-04 follows:

Superintendent's Budget Proposal
 Fiscal Year 2003-04—April 10, 2004

Summary of Requested Increase

Description	\$ Increase		% of Total	
Local Salary Increase of 2%	921,745.69		19.4%	
Local Teacher Salary Supplement for state paid teachers as a result of ADM growth	129,850.98		2.7%	
3 rd year salary-step increase for classified staff	319,405.00		6.7%	
Employers Retirement matching increase of 3%	1,424,245.94		29.9%	
Employers Health Insurance matching increase of 25%	811,699.50		17.0%	
Subtotal Salary & Benefits	3,606,947.11		75.8%	
Charter School ADM growth county funding	819,608.10		17.2%	
2nd year of the Hillside HS supplemental funding	334,500.00		7.0%	
Subtotal Other Funding	1,154,108.10		24.2%	
Total Original Request of County funds	4,761,055.21		100.0%	
	Expected from County	Revised Request	Reductions absorbed in local budget	Original Request
Total Expected from County	1,100,000.00			
2nd Year Hillside	334,500.00	334,500.00		334,500.00
Balance for CS ADM Growth *	765,500.00	777,550.00	(42,058.10)	819,608.10
Reductions from Budget to absorb expected legislated salary increases & other reductions			(3,606,947.11)	3,606,947.11
Subtotals	1,100,000.00	1,112,050.00	(3,649,005.21)	4,761,055.21

<u>Menu of Potential Local Funds Adjustments</u>	<u>Position Impact</u>	<u>\$ Impact</u>
Teacher formula held to 02-03 level	\$ @ 38.8K per	42.00
		1,629,600.00
Teacher Assistant Formula to stay true to state funding levels (before add't cuts)	\$ @ 23K per	48.00
		1,104,000.00
Assistant Principal formula to stay true to funding levels	\$ @ 52K per	6.00
		312,000.00
Central Services - Targeted Reductions	\$ @ 35K per	16.00
		561,347.11
<i>*CS difference and exact budget impact will be determined after CS enrollment is known in September</i>		
Dollars identified		112.00 3,606,947.11

Note: This does not include potential cuts due to State Funding Decreases which could be close to \$1.5 to \$2.5 million. The Discretionary cut alone of \$42 million statewide has a \$900K impact on DPS.

The Menu of Potential Local Funds Adjustments and the Estimated Impact of the House's Budget on LEA Budgets (from the FY 2003-04 Planning Allotments) were discussed.

The County Commissioners asked questions and made comments about the proposed budget.

Other budget items that were discussed follow:

- Board of Education stipend increases (must be approved by the County Commissioners).
- Dr. Denlinger expecting to receive action on the state budget.
- Non-instructional support and technology cuts—major concern.
- Durham Public Schools intent to focus on goals concerning the \$1.1 million budget increase.
- Concern about the loss of school custodians.
- Central office cuts.
- Request for more dollars for Southern High School (Commissioner Heron).
- Travel and training freeze (County Manager Ruffin).
- Presentation of Durham Public Schools' budget to the Commissioners in May.

Dr. Denlinger and Mr. Hurd responded to questions and comments throughout the budget presentation.

Memorandum of Understanding

Superintendent Denlinger and County Manager Ruffin made a presentation to the Board of County Commissioners regarding the Memorandum of Understanding.

The memorandum follows (additions/changes are in boldfaced print):

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made and entered this _____ day of _____ 2003 by and between the DURHAM COUNTY BOARD OF COMMISSIONERS and the DURHAM PUBLIC SCHOOLS BOARD OF EDUCATION.

WHEREAS, the Durham Public Schools has presented and the Durham County Commissioners have approved its proposed Fiscal Year **2003-2004** Budget; and

WHEREAS, the Board of County Commissioners and the Board of Education mutually desire to improve the educational achievements of all Durham school children; and

WHEREAS, members of the Board of County Commissioners and the Board of Education understand the importance of regular communications during the budget process and throughout the school year:

IT IS NOW THEREFORE AGREED THAT:

1. The Durham Public Schools shall follow the budget process and format for the 2005 Fiscal Year that was utilized for the 2001, 2002, 2003, and 2004 Fiscal Years. The budget document will incorporate measurable objectives and key accomplishments.
2. The Durham Public Schools shall provide the Board of County Commissioners with reports according to the established 2002-2003 Schedule for Information Reports as prepared by the Durham Public Schools Office of Public Affairs. The reports will include disaggregated information **by school**. These reports shall be disseminated at the same time copies are provided to the Board of Education.
3. A copy of all reports provided to the Office of Civil Rights will be provided to the Clerk to the Board of County Commissioners. Reports/topics will be addressed during semi-annual joint meetings.
4. The Durham Public Schools shall provide the Board of County Commissioners with copies of the following program evaluations upon completion:
 - Lakeview School
 - DPS Third Grade Reading Goal
 - Hillside High School Plan Evaluation/Status Report
5. The Board of Education, with input from concerned citizens, including but not limited to members of organizations in the African-American and Latino communities and other appropriate stakeholders, representing the population most at risk, will continue to set measurable goals and outcomes in an effort to further reduce the dropout rate. **Efforts will also be made to increase the attendance rate to the state average by 2005.**
6. The Durham Public Schools shall continue to work with Durham County to develop alternative education programs for all suspended students with the goal of reducing the number of long- and short-term suspended students.
7. **The Durham Public Schools shall work with the Durham Technical Community College, the Workforce Development Board, and the Greater Durham Chamber of Commerce to enhance and expand workforce preparedness training, cooperative school/work programs and internships.**
8. The Durham Public Schools and the Durham County Board of Commissioners shall provide one another appropriate information regarding school funding as such information is released to the public.
9. The Superintendent of Durham Public Schools and the Durham County Manager, working with representatives from both boards, will direct appropriate staff members to develop future school sites in a manner that ensures maximum use (co-locating parks, libraries on school sites, or jointly using existing and expanded facilities) by

the public **using a joint planning protocol approved by both boards.** This will require joint planning prior to the purchase of school sites and prior to finalizing the architectural specifications for school buildings.

10. The Durham Public Schools will consult with the Durham County Board of Commissioners on school construction and develop energy-efficient and cost-effective plans and specifications with focus on the recommendations included in the state planning report of April 1993.
11. The Board of County Commissioners and the Durham Public Schools Board of Education shall jointly meet in the last quarter of the fiscal year to review compliance with this Memorandum of Understanding prior to the commencement of budget discussion for the **2004-2005** Fiscal Year.

COUNTY OF DURHAM

DURHAM PUBLIC SCHOOLS
BOARD OF EDUCATION

Ellen W. Reckhow, Chairman
Durham Board of County Commissioners

Kathryn Meyers, Chairman
Board of Education, Durham Public Schools

Attest: _____
Garry Umstead, Clerk

Attest: _____
Debbie Terrell, Board Liaison

County Manager Ruffin said that he would send the corrected Memorandum of Understanding to the Board of Education. The Board of County Commissioners and the Board of Education will present the Memorandum of Understanding and Schedule for Informational Reports to their board meetings for approval.

The Schedule for Informational Reports follows:

2003-2004 SCHEDULE FOR INFORMATIONAL REPORTS

JULY	Week 4	Annual Suspension Report Quarterly & Annual Preliminary Unadjusted Dropout Report
AUGUST	Week 1	ABC & Student Achievement Results (contingent upon release from DPI)
SEPTEMBER	Week 1	SAT Results (contingent upon release from ETS) Advanced Placement Report (contingent upon release from ETS)
	Week 4	20-Day Enrollment Information

OCTOBER	Week 1	2001-02 Retention Report for Grades 1, 3, 5, 6, and 8
	Week 3	First Quarter Preliminary Unadjusted Dropout Report First Quarter Suspension Report
JANUARY	Week 1	Dropout Report for Previous Year Released <i>(Contingent upon release from DPI)</i>
	Week 3	First Semester Preliminary Unadjusted Dropout Report First Semester Suspension Report
MARCH	Week 3	Third Quarter Preliminary Unadjusted Dropout Report Third Quarter Suspension Report
MAY	Week 4	4 th , 7 th , and 10 th Grade Writing Results <i>(contingent upon release from DPI)</i>

Protocol for Joint Planning

County Manager Ruffin gave a presentation regarding a memorandum on protocol for joint planning that he and Superintendent Denlinger prepared.

The memorandum follows:

TO: Durham County Board of County Commissioners
Durham County Board of Education

FROM: Michael M. Ruffin, County Manager
Ann T. Denlinger, Superintendent

DATE: April 25, 2003

SUBJECT: Joint Planning Protocol

The purpose of this Memorandum is to outline the understanding the County Manager and Superintendent have reached regarding the implementation of protocols to facilitate the planning and construction of new school facilities in Durham County. These protocols have been developed to minimize the public resources that will be required to implement the *Long Range Facilities Plan* for the Durham Public Schools, to assure attention to joint use and environmental issues, and to strengthen communication between both boards during the planning, design and construction of public school facilities.

1. Property Acquisition: While North Carolina General Statutes require the Board of County Commissioners to approve the final site on which new schools are to be constructed, there is no requirement for any communication prior to the selection thereof. However, the Manager and Superintendent have agreed as follows:

- a. Site selection criteria will be distributed to the Board of County Commissioners prior to the initiation of any search for prospective sites for a new school.
 - b. The Board of Education will provide the Board of County Commissioners with an evaluation of the final sites that were considered outlining any advantages or disadvantages that may have swayed the Board of Education's final site selection decision. The evaluation will include an assessment of the sites by the Joint City-County Planning Department, the Transportation Division of the City of Durham's Public Works Department and/or the North Carolina Department of Transportation, and any other departments of the City and County that may impose requirements that would affect the final site selection decision. The assessment will also include an evaluation of the each site's suitability for co-location with other public facilities.
2. Use of Triangle J Council of Governments (TJCOG) High Performance Guidelines: The aim of TJCOG's high performance guidelines is to provide a roadmap for the design and construction of energy-efficient, cost-effective, durable, and environmentally sound buildings and landscapes. The Manager and Superintendent have agreed that the design process will incorporate design principles with a strong focus on the following:
 - a. *Sustainability*, which is a long-term vision that balances economics, equity, and environmental impacts.
 - b. *An Integrated Approach*, which engages a multidisciplinary team at the outset of a project to work collaboratively throughout; and
 - c. *Feedback and data collection*, which quantifies both the finished facility and the process that created it and serves to generate improvements to future projects.
 - d. *Environmental Review*, which includes impacts on wetlands, floodplains, and steep slopes.
3. **Additional Design Issues**: The Manager and Superintendent have also agreed that high performance facilities must also ensure that the following are addressed:
 - a. *Facility Flexibility*, which allows facilities to undergo change while using minimal resources.
 - b. *Crime Prevention through Environmental Design*, which creates environments that are safe to occupy by reducing opportunities for criminal mischief.
4. **Final Design**: Final design decisions are vested with the Board of Education. However, since the Board of County Commissioners provides funds for the construction of public school facilities and has broader community interests for which it is responsible, the Manager and Superintendent have agreed that copies of final design drawings will be provided to the Board of County Commissioners prior to the publication of any invitations for bids. In addition, the Durham Appearance Commission will be provided an opportunity to comment on the plans prior to the bid process.

We believe the above language embraces the spirit and intent of the issue we were asked to review. However, we look forward to working with you in your review of the protocols that have been enumerated and invite any suggestions that you might have.

In Section 3(a) after the word “change,” Chairman Reckhow suggested adding “and accommodate various community functions.”

The Commissioners and School Board members agreed to the change.

Superintendent Denlinger said that this document is completely manageable for the school system.

The County Commissioners and School Board members asked questions and made remarks to which the Manager and Superintendent responded.

Hugh Osteen, Assistant Superintendent, responded to questions and comments regarding planning and capital construction.

Chairman Meyers assisted in the responses.

Chairman Reckhow suggested that the administration track this document with the Memorandum of Understanding since it is referenced in the memorandum.

County Manager Ruffin said he would make the revision to the document and send a copy to Dr. Denlinger.

Update on Long Range Facilities Plan /Bond Request

Dr. Denlinger made introductory remarks about this agenda item. She said the County Commissioners and the Board of Education requested four changes, which were made as directed. The four changes follow:

1. To reduce the amount of dollars going into the maintenance of W. G. Pearson Elementary School until the new Hillside Elementary School is constructed.
2. To add to the capacity at the Hillside Elementary School and the cost.
3. To eliminate the Lowe’s Grove Elementary school site for a new elementary school.
4. To increase the amount of dollars going into the Lowe’s Grove Middle School to make sure it will be on par with our other middle schools.

Dr. Denlinger said Mr. Osteen would address additional changes when he reviews the Supplement to the DPS Long Range Facilities Plan—Priority One Projects for the 2003 Bond Referendum dated April 24, 2003.

Mr. Osteen reviewed the projects and noted six changes that pertained to Mangum (\$5,001,840), Pearson (\$374,000), Spaulding (\$6,371,360), New “B”(\$13,486,700), New “D” (\$13,354,700), and Lowe’s Grove (\$9,602,400).

Mr. Osteen said that the grand total for the Priority One Projects amounts to \$105,315,106.

Chairman Reckhow said that the County Manager is contracting for a survey to gauge community support for the various bond projects. The Board would like to obtain the information by the end of May or early June.

County Manager Ruffin said that the Board is considering three other ballot issues. The survey will give feedback to determine if any of those three issues should be placed on the ballot. The three issues being considered are Durham Technical Community College (\$8 million), Museum of Life and Science (\$5 million), and a library (\$4.6 million). The survey will cost Durham County \$19,000.

The Board of County Commissioners and School Board members asked questions and made comments about the bond referendum.

Chairman Reckhow and County Manager Ruffin responded to questions and comments.

Next Scheduled Meeting

The meeting is scheduled for Monday, August 25, 2003 at 4:00 p.m. in the Commissioners’ Room. Proposed agenda items are:

1. Lakeview School Facility Report
2. GED Program—Durham Technical Community College
3. Career Pathways Presentation

Adjournment

Chairman Reckhow adjourned the meeting at 6:00 p.m.

Respectfully submitted,

Garry E. Umstead, CMC
Clerk to the Board