

Pitt County Board of Education
Pitt County Office Building
1717 West 5th Street, Third Floor Board Room
April 16, 2018

AGENDA

The Pitt County Board of Education will meet in Regular Session on April 16, 2018, at 6:30 PM in the 1717 West 5th Street, Third Floor Board Room, Pitt County Office Building. The following items have been placed on the Agenda:

1. Start of Meeting
 - A. Call to Order
Presenter: Mildred A. Council, Board Chair
 - B. Pledge of Allegiance
Presenter: Betsy Flanagan, Board Member
 - C. Moment of Silence
Presenter: Betsy Flanagan, Board Member
2. Routine Business
 - A. Adjustments to the Agenda - **Board Action is Required**
 - B. Spotlight on Teaching and Learning
 - 1) Science Olympiad - Fritz Robinett
 - 2) PAM PACK Math Competition Results - Tim DeCresie
 - 3) NPHS Girls' Basketball Team State Champions - Ron Butler
 - 4) J.H. Rose High School 300 Meter Indoor Track State Champion - Ron Butler
 - 5) NC Works Certified Career Pathways - Beth Ann TruebloodPresenter: Dr. Travis Lewis, Director of Community and Student Services
 - C. Public Expression 3
Presenter: Mildred A. Council, Board Chair
3. Consent Items for Approval - **Board Action is Required**
 - A. Board Minutes 4
Presenter: Carol Rankin
 - B. Personnel Report - **Confidential** 11
Presenter: Dr. Ve-Lecia Council, Assistant Superintendent of Human Resources
 - C. Beginning Teacher Support Program Plan 12
 - D. Ayden Elementary School DOT/Town of Ayden Project 23
Presenter: Matt Johnson, Executive Director of Operations
 - E. 2018 PCS Child Nutrition Procurement Plan 24
Presenter: Leann Seelman, Director of Child Nutrition
 - F. Policy 7410, Teacher Contracts 50
 - G. 2018-2019 Innovation Early College High School Instructional Calendar 53

H. 2018-2019 PCS Early College High School at Pitt Community College Calendar Presenter: Dr. Ve-Lecia Council, Assistant Superintendent of Human Resources	55
4. New Business	
A. 2017-2018 Budget Amendment #2	57
B. 2018-2019 Proposed Local Budget	58
5. Closing Comments	
A. Comments by the Superintendent	
B. Comments by the Board Members	
C. Comments by the Board Chair	
6. Adjourn	

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: Public Expression

BACKGROUND:

Individuals wishing to make public comment must register prior to the Board of Education meeting and will receive 3 minutes to address the Board members.

Groups wishing to make public comment must register prior to the Board of Education meeting and will receive 5 minutes to address the Board members.

If you wish to provide written materials to the Board members, please provide twelve (12) copies.

Please keep in mind that the Board of Education members will not respond to comments during Public Expression.

SUPERINTENDENT'S RECOMMENDATION:

No Board action is required.

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: Board Minutes

BACKGROUND:

Please find attached for your review and consideration the minutes from the:

- Regular Board meeting held on March 5, 2018
- Closed Board Session held on March 5, 2018- **CONFIDENTIAL**
- Board Work Session held on March 19, 2018

Should you have any questions or comments that would require an adjustment please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

Board Work Session Minutes

DATE: March 19, 2018

PRESENT: Chair Mildred A. Council, Vice Chair Anna Barrett Smith, Caroline W. Doherty, Melinda Fagundus, Betsy Flanagan, Worth Forbes, Benjie Forrest, Robert Moore, and Mary Blount Williams

ALSO PRESENT: Dr. Ethan Lenker, Cheryl Olmsted, Dr. Ve-Lecia Council, Debra Baggett, Matt Johnson, Dr. Travis Lewis, Leann Seelman, Nikki Frey, Mary Carter, Beth Ann Trueblood, 2 ECU students, and Media

ATTORNEY: Emma J. Hodson

TIME: 11:03 A.M.

PLACE: Facilities Meeting Room, 300 Sylvania Street, Winterville, NC 28590

1) Welcome

Chair Council called the Board of Education Work Session to order at 11:03 A.M. Robert Moore led the Board members in a Moment of Silence and ended with a prayer.

2) Human Resources

Seth Brown shared the details of the Beginning Teacher Support Program Plan (BTSP). Mr. Brown explained two changes, the first concerning lateral teachers and the second being state requirement of mentors. Mr. Brown requested the BTSP plan be placed on the next Board meeting agenda. Consensus of the Board members was to allow the BTSP Plan to be placed on the April 16, 2018 Board meeting Consent Agenda.

Dr. Ve-Lecia Council, Assistant of Human Resources, shared the 2018-2019 PCC and ECU Early College Calendars with the Board members and requested the calendars to be placed on the next Board meeting agenda. Consensus of the Board members was to allow both calendars to be placed on the April 16, 2018 Board meeting Consent Agenda.

Dr. Council shared the 2018 Pitt County Schools Job Fair Flyer with the Board members, stating the Job Fair will be held on Saturday, April 21, 2018 from 8:30 am until 12:00 pm at J.H. Rose High School.

Dr. Council stated she has not received any questions or concerns since the first reading of the revised Policy 7410, Teacher Contracts, which will be on the April 16, 2018 Board meeting Consent Agenda.

EPS

Mary Carter, Director of 9-12, shared that PCS is collaborating with Pitt Community College to expand the opportunities for students to participate in Career and Promise courses. Ms. Carter shared that after receiving an offer to collaborate from PCC, she and her staff suggested the program be expanded to early morning classes, classes 5

Minutes Recorder: Carol Rankin

days a week, and for PCC to offer more courses. PCC agreed to have a pilot program for 20 students starting in the Fall of 2018 offering HVAC and Computer Integrated Machinery classes. More course offerings for more students will be available in the Fall of 2019. Ms. Carter stated this will allow PCS to provide equality for all students not just the ones with their own transportation.

Operations

Matt Johnson, Executive Director of Operations, shared that after a traffic study, the Department of Transportation and the Town of Ayden have partnered together to request Board approval to rework the driveway at Ayden Elementary School. Mr. Johnson shared the work will begin this summer with plans to create a driveway loop for parent pick up and drop off, bus pick up and drop off, fix the nature walking trail, water lines, and storm drains. The purpose of this project is to alleviate traffic congestion on Highway 102. Consensus of the Board members was to place the Ayden Elementary driveway project on the April 16, 2018 Board meeting Consent Agenda.

Mr. Johnson gave a quick update on security, including access control, secure corridors, interior cameras and servers, etc., stating bids are coming in, contracts will be awarded soon, and work will begin as soon as possible on projects.

Mr. Johnson stated he is working with Ms. Hodson, our In-House Counsel, to finalize the contract for the Allen Road property. An interior designer team is working with PCS staff to create a good training flow for a professional development lab at this property. The site is projected to open next year.

Other items shared by Mr. Johnson and Dr. Ethan Lenker, PCS Superintendent, included the following.

- some Sadie Saulter staff will be moved to the location on Allen Road and other locations yet to be determined
- all Pitt Academy students will be housed at Sadie Saulter
- lunch can be prepared on site at Sadie Saulter, thus saving money
- easy bus transportation for Pitt Academy students
- will save the district approximately \$100,000 dollars
- Bus Garage facility located on Allen Road is on schedule
- PCS Early High School College building located on PCC property is on schedule

PCS is currently looking at other locations to create more professional office space for PCS employees.

Mr. Johnson and Dr. Lenker answered many questions from the Board members.

Discussion

Chair Council led a discussion among the Board members concerning the location of upcoming Board Work Sessions. After some discussion, it was decided to continue to rotate the location of the work sessions with plans to include the Allen Road location once it is complete.

Finance

Minutes Recorder: Carol Rankin

Leann Seelman, Director of Child Nutrition, shared a revised Pitt County Child Nutrition Procurement Plan with the Board members. After attending a procurement plan workshop, Ms. Seelman and her staff worked together to create the updated plan to incorporate the new federal requirements of code of ethics/conduct governing the procurement of goods and services using School Nutrition Funds, conflicts of interest, and specific procurement procedures for the purchase of all goods and services by the school food authority (SFA). Ms. Seelman requested the Pitt County Child Nutrition Procurement Plan be placed on the next Board meeting agenda. Consensus of the Board members was to allow the Child Nutrition Procurement Plan be placed on the April 16, 2018 Board meeting Consent Agenda.

Debra Baggett, Chief Finance Officer, shared a proposed 2018-19 local budget with the Board members. Items reviewed included the following.

- DPI has not released Planning Allotments for 2018-2019
- Do not have the impact of Low Wealth funding yet
- Adjustments for Charter Schools and ECU Lab School growth
- Adjustments to budget for Traffic Violation Implementation
- Pitt County comparison to the State (PCS is 51st in pupil spending)
- Projected Fixed Cost Increase of \$1,130,813.70
- Projected New Money Requests of \$2,187,787.00
- Capital Appropriations
- House Bill 90

Much discussion occurred between Ms. Baggett and the Board members, including the desire to request more than one percent supplement increase for teachers. Ms. Baggett stated the proposed budget will be submitted to the County Commissioners on April 24, 2018 with any additional funding requests from the Board members. Ms. Baggett and Dr. Lenker answered many questions from the Board members.

7) Board Training

Chair Council asked with the Board members to continue to take advantage of the webinars provided by the NCSBA.

Discussing the upcoming National School Board Association Conference held in Texas, Mary Blount Williams requested Board members contact her with and sessions they would like her to attend while she is there.

The Work Session adjourned at 2:20 P.M.

Respectfully Submitted,

Mildred A. Council, Chair

Dr. Ethan Lenker, Secretary

Minutes Recorder: Carol Rankin

Regular Board Meeting Minutes

Date: March 5, 2018

Present: Chair Mildred A. Council, Vice Chair Anna Barrett Smith, Caroline W. Doherty, Melinda Fagundus, Betsy Flanagan, Benjie Forrest, Worth Forbes, Robert Moore, and Mary Blount Williams

Attorney: Emma J. Hodson

Time: 6:30 P.M.

Place: Pitt County Office Building, 3rd Floor Boardroom

1) Start of Meeting:

A) Chair Mildred A. Council called the Board of Education meeting to order in Regular Session on March 5, 2018 at 6:30 P.M.

B) Pledge of Allegiance and Moment of Silence

Melinda Fagundus led the Board members in a Moment of Silence and the Pledge of Allegiance.

2) Routine Business:

Caroline Doherty made a motion, with a second from Robert Moore, to approve the Agenda as presented. The motion to approve the Agenda passed unanimously.

3) Special Recognition

Mary Holloman, Hope Middle School teacher and Quill Team Coach, came and shared her Quill Team's accomplishments with the Board members. Ms. Holloman said this is the second year that Hope's Quill team has won first place in the state writing competition held in Chapel Hill. The team consists of many students but only four can participate in the state competition. The team members present were Carter Adrias, Ian Branigan, and Emily Fleming and the team member not present was Anna Rosenberg. Benjie Forrest, on behalf of the Board members, recognized each team member and Coach Holloman with a "Creating Excellence in the East" Award.

Victoria Bridgers, South Central Civics teacher, came to share the accomplishments her Civics class has achieved since she encouraged them to get involved in local government. Students working as teams shared the projects they chose, to impact the community, with the Board members. Projects included creating care packages for the homeless and senior citizens in nursing homes, raising awareness of human and sex trafficking, helping children with dental care, and by helping underprivileged kids by being role models. The students present were Ariana Bullock, Annaka Evans, Sydney McDuffie, Kennedy Fipps, Mason Denius, Ryan Hodges, Ashton Phillips, Greyson Smith, Brylee Phillips, Emme Wainright, Quentin Sanders, and Rami Darawsheh. Betsy Flanagan, on behalf of the Board members, presented each student and Ms. Bridgers with a "Creating Excellence in the East" Award.

Janarde Cannon, South Central High School principal, recognized Lauren Piner for recently being named North Carolina Outstanding Social Studies Teacher of the Year.

Betsy Flanagan, on behalf of the Board members, presented Ms. Piner with a “Creating Excellence in the East” Award.

Dr. Sharon Moore, Associate Professor, ECU Athletic Training Education Program, recognized Ron Butler for recently receiving the North Carolina Athletic Trainers Association (NCATA) Sports Medicine Person of the Year Award. Dr. Moore shared that Mr. Butler is the first Athletics Director to receive this award in its 21-year history, with all previous recipients being physicians. Chair Council, on behalf of the Board members, presented Ms. Butler with a “Creating Excellence in the East” Award.

Jennifer Johnston, Stokes School principal and Misty Simmons, Stokes’ PTA president, came to share that Stokes Schools recently received a \$10,000 Green Families Foundation Grant. Ms. Simmons told the Board members with additional funds from the PTA, Stokes was able to purchase a new sound system.

4) Public Expression:

Lisa Reardon, a J.H. Rose High School parent, addressed the Board members concerning school safety stating “safe schools must be our immediate priority.”

Tierney Reardon, a J.H. Rose High School student, addressed the Board members by reading a personal writing from her journalism class concerning school safety stating “we need more than sympathy and extra rules, real change is needed, everyone needs to work together to protect our communities.”

Scarlett Stovall addressed the Board members concerning school safety. Ms. Stovall asked the Board to take action to make all schools secure including having master’s degree level counselors and by asking the community and teachers for their suggestions.

Keith Cooper representing the Eastern North Carolina Regional Association of Black Social Workers came to address the Board members concerning the achievement gap among minorities.

5) Consent Items:

Robert Moore made a motion to approve the consent items as presented, with a second from Mary Blount Williams.

The Consent Agenda items included the following:

- February 19, 2018 Board Work Session minutes,
- February 5, 2018 Board Meeting minutes,
- February 5, Closed Session minutes,
- Personnel Report for March 2018,
- Summer School Proposal 2017-2018, and
- Extended School Year 2018 Summer Program,

With no discussion, the motion to approve the amended Consent Agenda passed unanimously.

6) New Business

Chair Council shared the 1st Reading of revised Policy 7410, Teacher Contracts with the Board members. No action was taken.

Closing Comments:

Closing comments were made by Dr. Lenker, Board Members, and Chair Council.

6) Closed Session

Vice Chair Smith made a motion to go into Closed Session pursuant to General Statute 143.318.11 for the following purposes under subsection (a)(3) to consult with our attorney: to preserve the attorney-client privilege, to consider and give instructions concerning a judicial action titled Kozel v. City of Greenville, Pitt County Board of Education, and other defendants, with a second from Caroline Doherty. The motion was unanimous. Time was 7:32 P.M.

Adjourn:

Benjie Forrest made a motion to adjourn with a second by Caroline Doherty. The motion to adjourn passed unanimously. Time adjourned was 8:13 P.M.

Respectfully Submitted,

Mildred A. Council, Chair

Dr. Ethan Lenker, Secretary

Minutes Recorded by Carol Rankin

DRAFT

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: Personnel Report for April 16, 2018

BACKGROUND:

Please find attached for your review and consideration the Personnel Report for April 16, 2018.

Should you have any questions or comments that would require an adjustment please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: Beginning Teacher Support Program Plan 2017-2018

BACKGROUND:

Please find attached for your review and consideration the Beginning Teacher Support Program Plan for 2017-2018.

Should you have any questions or comments that would require an adjustment please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required



Beginning Teacher Support Program Plan
Pitt County Schools
State Board of Education Policy: LICN-004

Introduction:

In accordance with State Board of Education Policy: LICN-004, Pitt County Schools established a Beginning Teacher Support Program (BTSP), under the supervision of the Teacher Support Coordinator.

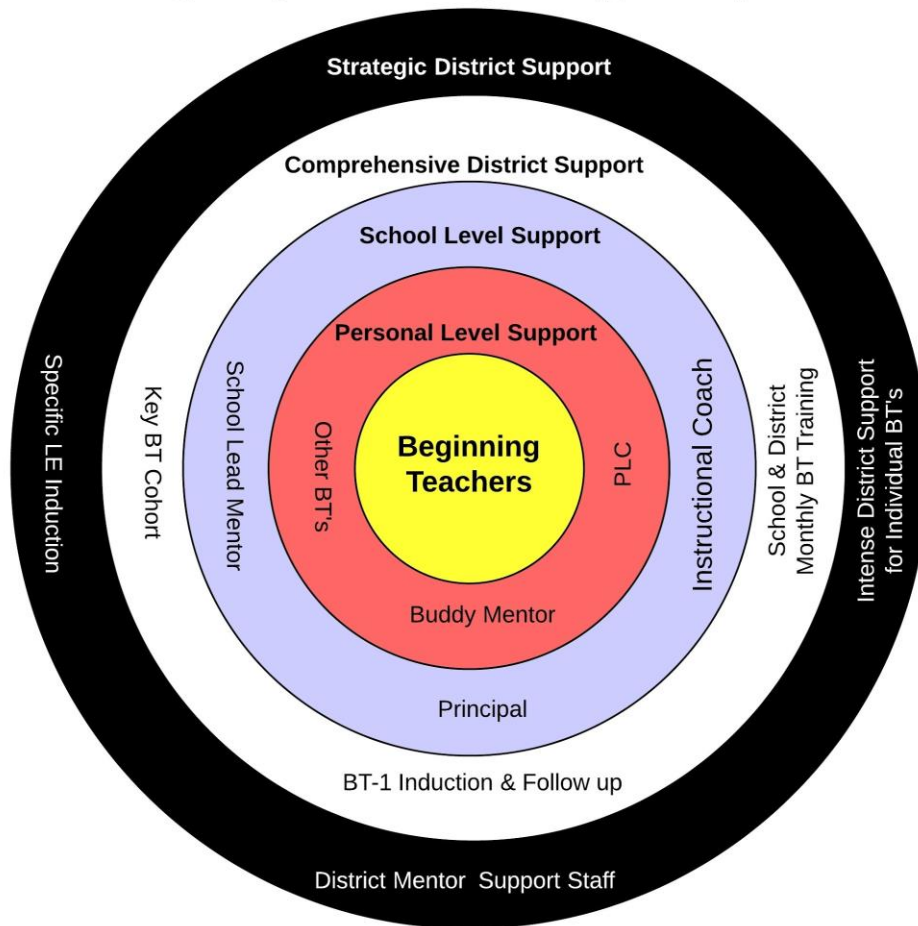
The BTSP is organized under the Human Relations Department and the Assistant Superintendent of Human Resources. The Teacher Support Coordinator works collaboratively with the Assistant Superintendent of Human Resources to ensure that Pitt County Schools follows the guidelines and procedures outlined in LICN-004. The Teacher Support Coordinator reports to the Director of Educator Support and Leadership Development.

The BTSP Team includes the Teacher Support Coordinator, the Director of Educator Support and Leadership Development, Lateral Entry Support Specialist, District Beginning Teacher (BT) Coaches, School Lead Mentors, School Level Administrators, and Buddy Mentors. Each principal and assistant principal plays a pivotal role in supporting, training, and retaining BTs in Pitt County. Each principal will designate a School Lead Mentor whose responsibilities are outlined in the School Lead Mentor Designation Form and supplemental materials.

Each school also has an Instructional Coach, who is not directly supervised by the BTSP program. That position is an integral part of providing professional development and support for BTs at each school. The Licensure Specialist also works closely with the Teacher Support Coordinator to manage licensure questions and processes for Beginning Teachers.

The diagram below is a visual of the rings of support provided to BTs in Pitt County Schools.

**Pitt County Schools
Beginning Teacher Rings of Support Graphic**



A documented process for identifying and verifying all BTs.

Beginning Teachers (BTs) are defined as all teachers with an initial license or provisional license. Initial licenses are issued to teachers with fewer than three years of appropriate teaching experience in their initial licensure area. Provisional licenses are issued to lateral entry teachers. All teachers who hold an Initial license or a provisional license are required to participate in a three-year induction period with a formal orientation, mentor support, observations and evaluations prior to the recommendation for Continuing licensure. Lateral Entry teachers will participate in the BTSP program for three years and will also complete licensure requirements to obtain a Continuing license. Beginning Teachers will be identified by the Licensure Specialist, who communicates to the Teacher Support Coordinator for verification. They ensure the teaching assignment for BTs is in the licensure area.

Teachers with three or more years of appropriate experience are not required to participate in the Beginning Teacher Support Program, nor are student service personnel (e.g., media coordinators, counselors, psychologist, speech language pathologist), administrators, and curriculum-instructional specialists. Completion of the Beginning Teacher Support Program requirements in one teaching area satisfies the Beginning Teacher Support Program requirements for all other teaching areas. Once a continuing license has been earned in one teaching area, additional teaching areas do not require a Beginning Teacher Support Program experience.

The Teacher Support Coordinator will work with the Assistant Superintendent for Human Resources to review all hiring recommendations and their accompanying documentation to ensure the teacher is matched to his/her licensure area and considered Highly Qualified by No Child Left Behind (NCLB) guidelines. The Assistant Superintendent for Human Resources will ensure, to the extent that it can be controlled, that the beginning teacher will not be transferred from assignments/schools during the three-year induction process.

After completing the three year BTSP program, beginning teachers with three years of experience who meet all licensure criteria will be approved to move from an Initial license to a Continuing license and notification will be sent to the Licensure division of Department of Public Instruction.

The Teacher Support Coordinator and Director of Educator Support will collect data to be used in the State of Teaching Report and work with the Assistant Superintendent of Human Resources to verify the data for the report.

Orientation within two weeks of the teacher's first day of work, including:

Pitt County Schools host a Beginning Teacher Induction Orientation, including a Lateral Entry Teacher Orientation, every summer before teachers report for the school year. BTs will receive compensation in the form of a state stipend or trade off days for the days they attend. During that Induction Orientation, they will be trained on all mandatory parts of the BT Orientation, as well as, classroom management procedures, North Carolina Educator Evaluation System (NCEES) training, curriculum training, 21st Century skills, and preparation for the beginning of school.

The BT Summer Induction Orientation will include all of the required parts of the orientation outlined in LICN-004 including the following:

- i. Overview of Schools/Systems Goals, Policies, and Procedures
- ii. NC Standard Course of Study and district pacing guides
- iii. Homebase systems
- iv. Teacher Evaluation Process
- v. Description of available training opportunities and the online professional learning system
- vi. Teacher/Student/Parent Information system
- vii. Beginning Teacher Support Program and process for achieving a Continuing license
- viii. Safe and appropriate seclusion and restraint of students
- ix. NC State Accountability Program and the Mission and Goals of the State Board of Education.

Beginning Teachers hired after the BT Summer Induction Orientation will receive a three-day beginning teacher orientation. The BTSP program will fund three full days to pay for a sub to allow certified late hire teachers to have a full day orientation with the BTSP team and two days at the school. Lateral Entry teachers are required by the State Board of Education to participate in 80 hours of training, with 40 hours occurring before their first day of teaching. These 40 hours should include a one-day orientation with the BTSP team and four days are school-based training. Teachers are paid as a substitute out of local funds for 2 days for this training and 3 days as a licensed teacher. Lateral Entry teachers submit the Lateral Entry training log to the Lateral Entry Support Specialist after completion of this training.

Instructional Coaches at each school provide a direct link to professional learning opportunities for BTs. PCS uses an online professional development program to manage county wide training for all teachers. Principals work with the BTSP staff to conduct the initial NCEES training within the first 10 days of being hired.

Required working conditions, including:

Optimum working conditions as defined by State Board policy LICN-004 are:

- A mentor is assigned within 10 days, in the licensure area, and in close proximity – The Beginning Teacher Support Coordinator will work with all School Lead Mentors and principals to establish the best matches of mentors to Beginning Teachers. In some instances, where a trained mentor does not exist in the same licensure area or the teacher is a specialist in the school, a mentor may be assigned from a different area. In those situations, the Lead Mentor and grade level or department chairpersons will offer additional assistance. For specialists who are singletons (arts, PE, etc.), a buddy in the same licensure area may also be assigned in another school.
- Limited preparations - Principals will work to create the best schedule possible for the new teachers within their buildings. The number of preparations should be limited to two at the middle and high school levels. Specialists who serve all students in a school should have ample planning time each day to prepare lessons for every grade level.
- Limited non-instructional duties - Principals will monitor the number and type of duties and committees assigned to new teachers. These assignments are restricted by State Board policy QP-A-004 to those that all teachers on the staff are required to complete such as hall, lunch, or bus duty and committees on which all staff members are assigned. Principals and Lead Mentors will monitor non-instructional duties, such as covering classes when another teacher is out to limit the impact on planning time for beginning teachers as much as possible, while keeping a safe and orderly environment.
- Limited number of exceptional or difficult students – Principals, Data Managers, Exceptional Children’s and English as a Second Language Department Chairpersons will work together to balance the number of exceptional, ESL, or difficult students.
- No extracurricular assignments unless requested in writing by the beginning teacher. If a

BT request an extracurricular duty, including advising an after school club or service organization, coaching, or any other duty that requires additional amounts of time before or after the regular school day, Form HR-36 will be completed, signed, and turned into the Beginning Teacher Support Coordinator before the beginning of the duty. The BT will keep a copy of this form, as well as a copy kept with the administrator's personnel file and the Beginning Teacher Coordinators file. It will be understood that if a BT has performance issues or is on a Monitored or Directed Development Plan, he/she will not be allowed to volunteer for an extracurricular duty until a meeting is held with the BT, Principal, BT Coordinator, and Assistant Superintendent of Human Resources.

Each BT is assigned a mentor meeting the following requirements of GS115C-296(e):

The State Board identifies the following criteria for mentor selection:

A. Successful teaching in the area of licensure

- Appraisal ratings among the highest in the school (regardless of instrument/process used);
- Strong recommendations from principal and peers;

B. Commitment

- Willingness to serve as a mentor;
- Willingness to participate in on-going annual professional development related to mentoring;

C. Other

- Preference for teachers who have experience in the district norms, culture, and mission, as well as the State's goals (ABC's), strategic priorities, and standard course of study; and
- Preference given to those who have successfully completed the 21st Century Mentor training.
- Each year, the BT is assigned a mentor. In accordance with HB 1030, Section 8.32(f), GS § 115C-296(e) all local boards are expected to have a mentor program to provide ongoing support for new teachers entering the profession. Their programs must follow the following guidelines beginning in the 2017-18 school year:
 - LEAs shall select excellent, experienced, and qualified teachers to serve as mentors.
 - Mentor teachers must be rated at least at the “accomplished” level on the North Carolina Educator Effectiveness System (NCEES). For the purposes of this policy, “accomplished” means a teacher has received ratings of accomplished or higher on three of the five standards to include Standard 4 on the most recent summative evaluation, or on Standard 4 for teachers on an Abbreviated Evaluation.
 - Mentor teachers must have met expectations for student growth. For the purposes of this policy, meeting growth shall be defined as meeting growth in any course or subject area through the State, or SBE-approved local, growth model. LEAs may also use composite growth ratings for determining mentor eligibility.
 - LEAs may use the most recently available evaluation and/or growth data available for teachers who lack evaluation and/or growth data from the prior year. Teachers without evaluation and/or growth data for two or more consecutive years shall not

be eligible to serve as mentor teachers.

- Teachers, for whom a State or SBE-approved local growth model does not exist, may be deemed eligible to serve as a mentor teacher provided all other mentor requirements are met.
- Any teacher who is assigned to be a mentor to a beginning teacher must meet eligibility requirements in the year of the assignment. Once an eligible mentor has been assigned to a beginning teacher, the teacher may continue to serve as **that** beginning teachers' mentor throughout the BTSP, regardless of any change to the mentor teacher's evaluation status.

Pitt County Schools provides local funds to hire School Lead Mentors to help facilitate BT training and support at the school level. This allows for a variety of levels of mentor support to be provided to all beginning teachers. Principals will complete an annual selection of the School Lead Mentor using the Extracurricular compensation process and the BTSP School Lead Mentor selection documents that accompany that process. School Lead mentors will work with principals to select individual Buddy Mentors for each BT in the building.

Training, based on the NC Mentor Standards, and support is provided for mentors.

The Beginning Teacher Coordinator will work with the School Lead mentors to insure each Buddy Mentor has completed the 21st Century Mentoring training and an annual Mentor Refresher training that is part of a train-the-trainer model with the School Lead Mentor receiving the training and taking it back to the school Buddy Mentors. The 21st Century Mentor training is available online through NCEES or as a face to face mentor training that will be offered at least once a year.

Each year, the BT is required to develop a PDP in collaboration with principal (or principal's designee) and mentors. The BT will complete any professional development required or prescribed.

The components of the beginning teacher's Professional Development Plan will be taught during Summer Induction and then reviewed again during the monthly BT Teacher Talks. The PDP based on North Carolina Professional Teaching Standards and must include goals, strategies, and assessment of the BT's progress in improving professional skills and will be completed by September 30 of each year. The PDP will be created in collaboration with the beginning teacher, the IC, the Buddy or Lead Mentor, and an administrator. The creation of the plan will be documented in the online NCEES system with the signatures of the beginning teacher, mentor and administrator. Progress of the teacher on the goals stated on the document will be formatively reviewed at least two times a year by the mentor and administrator. The beginning teacher will provide tangible evidence of growth during the mid-year and final review. The Teacher Support Coordinator will also informally review the PDP completion with the principal and is able to help identify any additional resources a BT may need to successfully complete the plan.

A formal process for conducting observations and a summative evaluation on all BTs (in accordance with HB1030, Section 8.32(h) and (i))

Pitt County School Principals will follow the Comprehensive Evaluation Plan schedule below to complete at least 4 observations on all Beginning Teachers each school year. Professional

Development Plans and Evaluations will be completed in the online NCEES system. A Beginning Teacher's Buddy Mentor will not serve as a peer observer for their mentee in the NCEES system. If necessary, a Buddy Mentor may serve as a peer observer for another BT. Any teacher who teaches more than 120 days and will get credit for a full year should have all four observations complete. Principals will aim to schedule 4 observations when possible for late hire that works less than 120 days depending on when they were hired in accordance to the schedule below. At a minimum the peer observation and observations required from the date hired will be complete. Principals will complete the first observation on all BT-1s and any BT with performance concerns.

See the Comprehensive Observation Calendar at the end of the document.

Plan for participation in BTSP Monitoring for compliance with State Board Policy and plan for participation in the BTSP Peer Review Process

The Pitt County Schools BTSP will be evaluated on a biannual basis by Principals, School Lead Mentors, and Beginning Teachers. A survey will be sent out each Fall and Spring semester and results will be analyzed and reported to the Assistant Superintendent of Human Resources. It will be discussed with the School Lead Mentors to discuss with principals and then to recommend and make appropriate changes to the BTSP.

A yearly Peer Review will be conducted with at least one other Beginning Teacher Coordinator from Region 1 facilitated by the Department of Public Instruction. Pitt County will participate in a formal review of the Beginning Teacher Support Programs through the Department of Public Instruction using the appropriate rubric designated through LICN-004.

Statement on how BT's personnel files are filed and secured

PDPs and evaluations for all teachers are completed online through NCEES. At the end of each year, the Assistant Superintendent of Human Resources will pull the reports/spreadsheets from the online system to keep as a backup. The Assistant Superintendent of Human Resources and the Personnel Director will maintain a backup of the reports each year.

Specific documents on selected BTs that it applies to will be kept in the BTSP office by the Beginning Teacher Support Coordinator. A memo documenting a BT's participation in the BTSP program will be generated and sent to the appropriate LEA for any BT that leaves Pitt County Schools during the three years of induction.

The paper documents stored in the BTSP office include, but are not limited to:

1. Mentor Training documentation
2. Extracurricular Duty Assignment Request forms
3. BT Induction and Orientation sign in sheets
4. Lateral Entry 80 hr Training Logs
5. BT Professional Development Information

Electronic documentation includes, but are not limited to:

1. Monthly Mentor Logs

2. Master list of BT's and Mentors
3. Trained Mentors for each school

Plan for a timely transfer of BT files to subsequent employing LEAs, charter schools, or non-public institutions within the state

When the cumulative file is requested by another LEA, documentation of participation in the Beginning Teacher Support Program will be sent to the Beginning Teacher Coordinator contact within that LEA through the mail within two weeks of the request. Sending the documentation will be coordinated through the Human Resources Contact for Transfer Request.

Provide for the involvement of the principal or the principal's designee in supporting the beginning teachers.

Each school will have a paid School Lead Mentor, who will work with the principal and Beginning Teacher Support Coordinator, to provide support for Beginning Teachers at the school level. The Beginning Teacher Support Coordinator will work with the School Lead Mentors to insure a monthly Teacher Talk happens at the school or district level.

The Beginning Teacher Support program provides templates and training outlines for School Lead Mentors and principals to use during the orientation and initial training of Beginning Teachers. The Beginning Teacher Support Team will coordinate with the School Lead Mentors, Instructional Coaches, and principals to allow time for BT's to meet with and be trained at the school level during the BT Summer Induction Orientation and for late hire BT Orientation. Principals will also work with each school's Instructional Coach to coordinate and provide time for newly hired Beginning Teachers to observe experienced and high performing teachers at the school level. The Beginning Teacher Support Coordinator will help to coordinate any observations that need to occur outside the school based on certification or the size of the school.

Principals, mentors, and BTs will participate in a biannual survey to formatively assess the Beginning Teacher Support program. The results of this survey will be used to determine the future needs and support for the Beginning Teachers. The Survey will be given in December and in May of each school year.

Provide for a formal means of identifying and delivering services and technical assistance needed by beginning teachers.

Beginning Teachers in need of support will be identified through the following rings of support.

1. Each BT will be assigned a Buddy Mentor who will meet at least 2-4 times a month and document those meetings in the Monthly Mentor Logs.
2. Monthly Mentor Logs will be completed to communicate support and/or need for support to the BTSP program every month of the school year. The BTSP team will make contact with the BT and/or mentor to follow up on the need of support. Each School Lead Mentor receive a copy of the log to help with clear communication and to complete the Lead Mentor Review.
3. The BTSP team will regularly check in with the School Lead Mentors, ICs, and administration at each school to identify possible needs of support for specific BTs.

- 4. The Key BTs identified at schools will provide resources for other BTs and serve as a way to communicate specific and general areas of support for BTs.

Conclusion

Pitt County Schools is dedicated to recruiting, training, supporting, and retaining the best teachers in the state of North Carolina and the ability of those teachers to impact the learning for every student in Pitt County Schools. The BTSP plan is an integral part of insuring the best and brightest teachers are in every classroom in the county.

BTSP Coordinator: _____ Date: _____

School Board Chair: _____ Date: _____

Approved by the local School Board (date): _____

Submitted to NCDPI (date): _____

Approved by NCDPI (date): _____

Pitt County Schools Evaluation Calendar
 Comprehensive Evaluation Plan
 2017-2018

<p>August 17- August 25, 2017</p> <p>August 17-September 8, 2017</p>	<p>Orientation for all Staff -Provide copy/link to Evaluation Rubric, State Board Evaluation policy and Educator Evaluation Calendar</p> <p>Provide training for Online Evaluation System</p> <p>*Educators complete self-assessment and initial goals on PDP</p>
<p>September 15, 2017</p>	<p>Principal submits copy of Educator Evaluation and PDP Schedule to Assistant Superintendent of HR & BT Coordinator (Shared Google Doc preferred)</p> <p>BOY PDP Conferences completed</p>
<p>By October 27, 2017</p>	<p>**First observation pre-conference and formal/announced observation completed by the principal for all BT1s</p>
<p>By December 8, 2017</p>	<p>***Observation by peer teacher completed</p>
<p>By January 26, 2018</p>	<p>**Second admin observation and MOY PDP completed</p>
<p>February 9, 2018</p>	<p>Send List of Comprehensive Eval educators experiencing difficulties to Asst. Superintendent of HR and Teacher Support Coordinator</p>
<p>March 9, 2018</p>	<p>Names of Comprehensive Eval educators for possible non-reappointment to Assistant Superintendent of HR and BT Coordinator</p>
<p>By April 13, 2018</p>	<p>**Third admin observation completed</p>
<p>by April 27, 2018</p> <p>By May 25, 2018</p>	<p>Complete Summary Evaluation and EOY PDP conferences with all Comprehensive Eval Educators (submit BT information to the BT Coordinator)</p> <p>Summative evaluations for other Comprehensive Eval Educators completed if recommending nonrenewal</p> <p>Summative evaluations and EOY PDP completed for other Comprehensive Eval Educators who are being recommended for reappointment</p>
<p>June 29, 2018</p>	<p>All summative evaluations must be submitted to the Online Evaluation System</p>

(Comprehensive Evaluation Cycle is the former probationary teacher cycle)

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: Ayden Elementary School DOT/Town of Ayden Project

BACKGROUND:

The Ayden Elementary School DOT/Town of Ayden Project was discussed at the March 18, 2018 Board Work Session.

Should you have any questions or comments that would require an adjustment please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: 2018 PCS Child Nutrition Procurement Plan

BACKGROUND:

Please find attached for your review and consideration the 2018 PCS Child Nutrition Procurement Plan which was discussed at the March 18, 2018 Board Work Session.

Should you have any questions or comments that would require an adjustment please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:
Board action is required

**Procurement Plan for School Food Authorities
Pitt County Schools**

**PROCUREMENT PLAN
SCHOOL NUTRITION PROGRAM**

The procurement plan described on the following pages (pages 1 through 25) was adopted by the **Pitt County** Board of Education (BOE) and will be implemented effective April 16, 2018 and from that date forward until amended. All procurement processes and activities will be consistent with the principles of free and open competition. The School Food Authority (SFA) will avoid unreasonable conditions that restrict competition. All reasonable efforts will be made to solicit bids, proposals and/or quotes from as many qualified vendors as possible; all qualified vendors are invited to respond to solicitations.

The procurement of all goods and services using School Nutrition funds will be carefully documented during each phase of the procurement process. The Pitt County Schools BOE shall award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed solicitation. The Pitt County Schools BOE will restrict awards, sub-awards and contracts with any party that is debarred, suspended or otherwise excluded from participation in Federal assistance programs or activities. All parties involved in the procurement process involving School Nutrition funds will comply with a written code of ethics/conduct, which includes a conflict of interest policy. Adherence with the code of ethics/conduct and conflict of interest policies is fundamental to the integrity of the procurement process.

Mildred Atkinson Council
Chair, Board of Education

Date

Dr. Ethan Lenker, Superintendent

Date

(Rev. 10 - 2017)

PITT COUNTY SCHOOLS SCHOOL NUTRITION PROGRAM PROCUREMENT PLAN

The PITT COUNTY SCHOOL FOOD SERVICES, hereinafter referred to as the School Food Authority (SFA), plan for procuring goods and services for use in the School Nutrition Program is described in detail herein. The plan includes all Federal food-assistance programs administered by the SFA. Adhering with the procurement plan is intended to ensure free and open competition, in an environment that promotes transparency in all transactions, documented comparability for ethical decision-making, and adequate documentation to substantiate the allowable use of School Nutrition funds.

Part I: Code of Ethics/Conduct governing the procurement of goods and services using School Nutrition Funds

- A. The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Nutrition funds.
 - 1. No employee, officer or agent of the Local Education Agency (LEA) shall participate in the development of a solicitation, selection of a recipient, and/or administration of a contract supported by School Nutrition funds if a conflict of interest, real or apparent, would be involved.
 - 2. Conflicts of interest arise when a member of the LEA or SFA has a financial or other interest in the contractor selected for the award, conflicts of interest would include:
 - a. Any employee, officer or agent of the contractor;
 - b. Any member of the immediate family of the contractor;
 - c. The contractor's partner; and/or
 - d. An organization which employs or is about to employ one of the above.
 - 3. Employees, officers or agents of the LEA and SFA shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements, unless such unsolicited gifts are instructional products or advertising items of nominal value that are widely distributed. Employees, officers or agents of the SFA may participate in group events related to SFA operations that are open to all who wish to participate.
 - 4. It is acknowledged that the penalty for violation of the Code of Ethics/Conduct may include any of the following:
 - a. Reprimand by Board of Education; or
 - b. Dismissal by Board of Education; or
 - c. Any legal action necessary.

B. The PITT COUNTY SCHOOLS Ethics and the Purchasing Function, Policy 6401 and Employee Conflict of Interest, Policy 7730 are shown in **ATTACHMENT A**.

Part II: Procurement Methods used to Purchase Goods and Services using School Nutrition Funds:

A combination of formal and informal purchasing methods will be used to procure all goods and services on behalf of the non-profit School Food Authority (SFA). Formal purchasing methods will include the use of an Invitation for Bid (IFB) or a Request for Proposal (RFP). As required by 2 CFR 200.317 – 200.326 and NC General Statute, Article 8, Chapter 143, formal purchasing methods will always be used for any purchase that exceeds the lesser of the State’s small purchase threshold of \$90,000.00 or the SFA’s board-approved small purchase or simplified acquisition threshold. For purchases below the lesser of the State’s simplified acquisition threshold of \$90,000 or the board-approved simplified acquisition threshold, informal procurement procedures involving a documented Request for Quote (RFQ) will be utilized when seeking competitive pricing. Micro-purchase procedures as defined in 2 CFR 200.320 may be used for goods or services reflecting separate or aggregate purchases in an amount equal to or less than \$3,500.00 in aggregate on an annual basis. Non-competitive negotiation or sole source procurement is rare and requires the prior written approval of the North Carolina Department of Public Instruction (NCDPI) prior to purchase and/or contract execution. Contracts will be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the base solicitation; consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources. All procurement transactions (formal, informal, sole source and emergency) will be thoroughly documented and available for review and/or audit by Federal, State and local authorities upon request.

The SFA will make all efforts to avoid the acquisition of unnecessary or duplicative items. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach, including purchases made using existing contracts that were competitively procured by the State of North Carolina and in accordance with State General Statute. Where feasible, the SFA will consider the purchase of gently-used or surplus equipment in lieu of purchasing new equipment.

Overly-prescriptive specifications will be avoided to promote competition. When it is impractical to make a clear, definitive description, a “brand name or equivalent” description will be used as a means to define a product or service. In this case, the specific features of the named brand, which must be met by contractors, must be clearly stated. In order to ensure objective contractor performance, any potential contractor that develops or drafts specifications, requirements, statements of work or other solicitation documents or resources, will be excluded from competing for such procurements. All solicitation documents will identify the specific requirements which the contractor must fulfill and any other factors that will be considered when evaluating quotes, bids or proposals.

A. Formal Procurement Methods

Formal methods of procurement including an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be used for any and all purchases in excess of the SFA’s simplified acquisition (or small purchase) threshold OR the State simplified acquisition (or small purchase) threshold of \$90,000.00, whichever is less.

The SFA’s Simplified Acquisition Threshold is \$90,000; this amount will be used to determine whether formal or informal purchasing methods will be used.

Formal procurement methods will be applied on the basis of a/an:

- Centralized or administrative office purchase
- Individual school purchase
- Multi-School systems purchases
- Previously competitively-procured State contract
- Combination of above (specify):
- Other

An IFB will be used when the sole criteria for awarding a contract to the most responsive, responsible bidder is the cost of goods or services. A RFP will be used when other factors, objective and subjective, will be used to award the contract. When using a RFP, cost will be a significant factor in the contract award along with other evaluation criteria. The specific evaluation criteria will be provided as part of the original solicitation to enable all potential contractors to clearly understand the basis of the award.

Given the potential to purchase more products and services above the SFA’s Simplified Acquisition Threshold of \$90,000 using School Nutrition funds, it will be the responsibility of the School Nutrition Director, (or designee) to document the specific cost of purchase to determine and document which formal procurement method will be used and the justification for doing so.

The School Nutrition Director, (or designee) will perform a cost analysis for every procurement action in excess of the SFA’s simplified acquisition threshold where formal procurement methods will be used; the documentation of the cost analysis will be kept on file with other procurement documents and will be subject to review and/or audit.

When a formal procurement method is required, the following procedures shall apply:

1. A public advertisement is required to solicit bids or proposals for all purchases over the Local Education Agency’s (LEA) simplified acquisition (or small purchase) threshold of (\$90,000.00). The announcement (advertisement or legal notice) will contain a general description of items to be purchased; specific procedures for submission of a bid or proposal; deadline for submission of sealed bids or proposals, and the address where complete specifications and

bid/proposal instructions may be obtained and the contact person to whom questions may be addressed.

An announcement of an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be placed on the PCS website, the Daily Reflector, and/or social media sites affiliated with Pitt County Schools to publicize the intent of the School Food Authority to purchase needed items. The legal notice of advertisement for bids/proposals will be run in media outlets at least 10 days before a mandatory site visit or the bid/proposal due date, whichever occurs first, and for a minimum of one time.

2. In an IFB or RFP, each vendor will be given an opportunity to submit a bid or proposal using the same complete, adequate and realistic specifications.
3. Specifications will be developed and provided to all potential contractors desiring to submit bids or proposals for the products or services requested. Vendors will be selected to receive the solicitation using the following methods:
 - a. Prior acceptable service with the SFA
 - b. Vendors that have asked to receive a bid or proposal.
 - c. Vendors that have a history of quality products & reliable service.

Any party that assists the SFA in the development of the written specifications, product descriptions or services to be provided, will be disqualified from submitting bids or proposals for such products or services. Potential vendors are prohibited from developing or assisting in the development of specifications, product descriptions or services to be provided.

4. If any potential vendor is in doubt as to the true meaning of the specifications or purchase conditions, an interpretation will be provided by the School Nutrition Director (or designee). If a single vendor requests clarification on an item in an IFB, RFP, or other solicitation, a response will be provided to all potential vendors that originally requested and/or received the solicitation.
5. The IFB or RFP will clearly define the purchase conditions. The following shall be addressed in the solicitation and final contract documents:
 - a. Intent of the procurement activity
 - b. Contract period
 - c. SFA is responsible for all contracts awarded (statement)
 - d. Date, time and location of pre-bid or pre-proposal meeting (if any)
 - e. Date, time and location of bid opening and bid/proposal submission procedures with SFA contact information
 - f. How the vendor is to be informed of bid/proposal acceptance or rejection
 - g. Type of contract (i.e. fixed price with firm price for delivery, etc.)

- h. Specific requirements potential contractor must fulfill in order for the bid or proposal to be evaluated
- i. Statement indicating any and all bids or proposals may be rejected at the discretion of the SFA
- j. Benefits to which the SFA will be entitled if the contractor cannot or will not perform as required in accordance with the terms and conditions of the contract
- k. Statement regarding any contract extension or “rollover” options based upon the mutual agreement of both parties
- l. Statement concerning any intent for piggybacking should a reasonable need emerge
- m. Statement regarding the return of rebates, discounts and other purchase incentives to the SFA’s non-profit School Nutrition account
- n. Historically Underused Businesses (HUB) Statement to involve minority businesses where possible
- o. Remedy for non-performance/termination of contract; termination provisions and the basis for any settlement for all purchases and service contracts over \$10,000.00
- p. Non-collusion statement
- q. Assurance of ethical practices statement
- r. Bid/proposal protest procedures
- s. Provision requiring compliance with Executive Order 11246 entitled “Equal Employment Opportunity” as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations required for all contracts over \$10,000.00
- t. Instrument to be used for obtaining goods or services (such as a purchase order or other system of ordering) to be described by the SFA in detail, including how the contractor will be notified using the purchase instrument
- u. Escalation/de-escalation clause for future contract renewal periods (should such be allowed) based on appropriate standard or cost index
- v. Statement of assurance of protection under Civil Rights laws
- w. Provision requiring access by duly authorized representatives of the SFA, State agency, United States Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
- x. Method of payment (invoices, statements, etc.)
- y. Method of shipment or delivery upon contract award
- z. Delivery schedule and delivery requirements
- aa. Provision requiring contractor to maintain all required records for three years plus the current year (and any contract periods open as a result of unresolved matter) after final payment and all other pending matters are closed for all negotiated contracts
- bb. Bid/proposal Certification form
- cc. Specifications that are sufficient to obtain the exact goods or services needed, but not so detailed as to restrict competition

- dd. Product/service specifications to include approved brand or equivalent, quantity, quality, packaging, pricing (unit and extended), procedures for documenting/pre-approving any substitutions or deviations
- ee. Provision requiring the contractor to recognize mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan
- ff. Provision requiring the contractor to recognize mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
- gg. All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under Section 306, Executive Order 11738
- hh. Signed Certificate of Lobbying for all contracts over \$100,000.00
 - ii. Signed Statement of non-collusion
 - jj. Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS)
- kk. Provision requiring "Buy American" as outlined in Policy Memorandum SP 38 - 2017; specific instructions for prior approval of any and all of non-domestic products
 - ll. Provision requiring the Contractor to abide with the Jessica Lunsford Act (sample language is attached with this document)
- mm. Provision indicating the SFA has complied with the Iran Divestment Act of 2015 (as modified) and has provided documentation the SFA is not doing business with an entity that does business with Iran.

- nn. The The School Nutrition Director (or designee) will be responsible for publicly advertising and coordinating the procurement process for all purchases using School Nutrition funds. The School Nutrition Director (or designee) will be responsible for receiving and securing all bids, proposals, quotes and other collateral documents if indicated as part of the solicitation process.

- 7. The School Nutrition Director (or designee) will be responsible to ensure all SFA procurements are conducted in compliance with applicable Federal regulations, State General Statutes or policies of the local Board of Education and that the Procurement Checklist shown at the end of this document will be completed for each formal procurement, signed and dated by the person named above and maintained on file with the original procurement documents.

- 8. The following criteria will be used to award contracts (based on bids or proposals):
 - a. Price
 - b. Prior contract performance (quality, service, etc.)
 - c. Student preference and acceptance
 - d. Quality and suitability for the indicated need or application
 - e. Standardization or compatibility within the school system or school

9. In awarding RFP a set of award criterion in the form of a weighted objective evaluation tool will be provided to each potential vendor in the initial solicitation documents/materials. Price alone will not be the sole basis for award, but remains the primary consideration when awarding the contract. Following evaluation and competitive negotiations, a firm fixed-price contract will be awarded to the successful vendor.
10. Contracts will be awarded to the most responsible bidder/proposer whose bid or proposal is most responsive to the solicitation and is most advantageous to the SFA, price and other factors considered. Any and all quotes, bids or proposals may be rejected at the discretion of the SFA and/or LEA or appropriate governing body.
11. The School Nutrition Director (or designee) is required to sign the bid tabulation of competitive, sealed bids or the evaluation criterion score form of competitive proposals signifying a fair and impartial review and approval of the successful bidder/proposer.
12. The School Nutrition Director will annually review the SFA's Written Procurement Plan in the context of current local, State and Federal regulations to ensure compliance with applicable laws. This individual will also be responsible to update the School Nutrition Procurement Plan as often as required to reflect current Federal, State and local procurement policies.
13. The School Nutrition Director (or designee) will be responsible for documentation that the actual product(s) or service(s) specified are received.
14. Any time a previously agreed-upon item is not available, the School Nutrition Director (or designee) will review, select and approve the acceptable alternate. The contractor must inform The School Nutrition Director (or Designee) no later than 24 hours prior to delivery and by Noon (time/by when) that a product is not available and that a substitute item may be considered. The School Nutrition Director (or designee) shall review and approve all product/service substitutions in advance and in writing to the contractor. No product or service shall be used in the School Nutrition program that was not approved, in writing, in advance by the School Nutrition Director (or designee). In the event a non-domestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, the written approval of the product from the School Nutrition Administrator. The School Nutrition Director (or designee) will oversee compliance with the *Buy American Provision*.
15. Full documentation as to the reason an accepted item was unavailable, and the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for preparing and maintaining this documentation is School Nutrition Director (or designee).

16. The _____ School Nutrition Director (or designee) will be responsible for maintaining all documentation of the procurement process and making documents available for review during announced and unannounced program reviews.
17. When appropriate and approved by _____ School Nutrition Director (or designee) the SFA will exercise its option to purchase items that were previously competitively procured by the North Carolina Department of Administration, Purchase and Contract Division, using a duly awarded, active State Term Contract.

B. Informal Procurement Procedures

1. When the cost of products or services is less than the LEA's small purchase threshold of _____ \$90,000.00 _____, or the Federal micro-purchasing threshold of \$3,500, informal purchasing procedures including the Request for Quotes (RFQ) and Micro-purchasing Procedures (MPP) will be utilized.
2. When using a RFQ, the following procedures will apply:
 - a. Clearly written specifications will be prepared and provided to each potential vendor; the SFA's approved terms and conditions will also be provided to each potential vendor.
 - b. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three (3) vendors shall be contacted.
 - c. The _____ School Nutrition Director (or designee) _____ will be responsible for communicating with potential vendors when price quotes are required.
 - d. Price quotes will receive appropriate confidentiality before awarding a contract.
 - e. Quotes will be awarded by the School Nutrition Director (or designee). Quotes awarded will be to the lowest and best quote based upon quality, service, availability, price, and/or past service history.
 - f. The School Nutrition Director (or designee) will be responsible for documentation of procedures to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.

g. The School Nutrition Director (or designee) will be responsible for documentation that the actual product(s) or service(s) specified is received.

h. Any time an accepted item is not available, the School Nutrition Director (or designee) will select and approve an acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.

i. Bids will be awarded on the following criteria:

1. Price
2. Past Service History (performance, delivery, service, etc.)
3. Quality and suitability for the indicated need or application
4. Student preference & acceptance
5. Standardization or compatibility within the school system or school

j. The School Nutrition Director or School Nutrition Supervisor is required to sign all quote tabulations, signifying a fair and equitable review and approval of the selections.

k. Quotes from an adequate number of qualified sources will be obtained. Where only one (1) quote is received, the district will provide written documentation as to why there were fewer than three (3) qualified quotes.

l. When appropriate and approved by the School Nutrition Director, the SFA will purchase items that were previously competitively procured by the North Carolina Department of Administration, Purchase and Contract Division, using a duly awarded, active State Term Contract.

3. When using Micro-Purchasing Procedures (MMP), the following will apply:

- a. The School Nutrition Director (or designee) must determine the aggregate amount of purchases for goods and/or services will not exceed the micro-purchase threshold of (equal to or less than) \$3,500, in order for the micro-purchasing procedure to be utilized. In so doing, the School Nutrition Director (or designee) will be responsible to ensure that, under no condition, will purchases be sub- divided into amounts of \$3,500 or less in order to circumvent the formal and informal purchasing requirements.
- b. Purchase orders may be solicited without quotes if the School Nutrition Director determines such practice is consistent with micro-purchasing regulations and consistent with the SFA's written Procurement Plan.
- c. The School Nutrition Director (or designee) may purchase products and services (similar or dissimilar, purchased at once, as a single, collective unit whose aggregate cost is less than or equal to \$3,500 in a single transaction,

without obtaining competitive quotes as long as the School Nutrition Director (or designee) determines the price to be reasonable.

- d. The School Nutrition Director (or designee) shall ensure competition is achieved by distributing purchase transactions equitably among qualified sources where the price is reasonable. The School Nutrition Director (or designee) will document all micro-purchases on a *Micro-Purchase Tracking Form*.
- e. For purposes of micro-purchasing, a transaction shall be defined as “an occurrence in which two (2) or more entities exchange goods, services or money between or among them under an agreement formed for their mutual benefit.”
- f. The School Nutrition Director (or designee) agrees to contact the State agency with any questions about allowable/unallowable micro-purchases, and further agrees to maintain all documentation to substantiate micro-purchases including the following:
 - 1. Rationale for using micro-purchasing;
 - 2. Estimated cost of the item/service to be procured (indicating a one-time purchase of \$3,500 or less);
 - 3. Name and address of the vendor;
 - 4. Documentation that purchases are made from a variety of potential vendors as opposed to a single vendor for the majority of micro-purchases;
 - 5. All micro-purchases were approved by the School Nutrition Director (or designee) prior to the initiation of a single micro-purchase.
- g. The School Nutrition Director (or designee) will be responsible for the documentation of records to fully explain the decision to use micro-purchasing and to document the micro-purchasing process and outcomes. Such records will be available for audit and review.
- h. The School Nutrition Director (or designee) will be responsible for documentation that the actual product or service as specified or required was purchased and received.

C. Sole Source of Non-competitive Procurement

When it is determined and documented that a product or service is available only from a single source and when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, sole source or non-competitive negotiation procedures will be used and the following procedures shall apply:

- 1. Written specifications for the product or service will be prepared by the SFA.

2. The School Nutrition Director (or designee) will be responsible to prepare and issue a Request for Information (RFI) or other information collection tool to objectively determine whether the product or service, as described in the written specification, is available from one or more sources.
3. The School Nutrition Director (or designee) determines the product or services specified qualifies as a sole source procurement, s/he will be responsible for reviewing the procedures to ensure all requirements for using sole source or non-competitive negotiations are met; this individual shall also be responsible for preparing appropriate documents to fully explain the decision to use the sole source procurement process, including evidence indicating the goods or services were not available from other sources. The records will be available for audit and review.
4. A member or representative of the local Board of Education or Governing Board will approve, in advance, all procurements, with the exception of product testing purchases, that result from a sole source or non-competitive negotiation.
5. School Nutrition Director (or designee) will be responsible for obtaining prior written State agency approval of the sole source or non-competitive negotiation before entering into the purchase of a good or service and will also be responsible for maintaining such documentation on file.
6. Sole source procurement may be used for one-time purchases of a new food for product testing for which there is no brand equivalent in order to obtain product samples for conducting student taste acceptance. A record of non-competitive negotiation purchase shall be maintained by the School Nutrition Director (or designee). The record of non-competitive purchases shall include, at a minimum, the following:
 - a. Item name
 - b. Dollar amount
 - c. Vendor name and address, and
 - d. Written justification for non-competitive procurement
7. The School Nutrition Director (or designee) will be responsible for documentation that the actual product or service specified was received.

D. Emergency or “Pressing Need” Purchases

If it is necessary to make a one-time emergency procurement as a result of a serious, unforeseen event that requires an immediate response in order to obtain goods or services to continue meal service, protect students, personnel or SFA resources, for other purposes that support program accountability and integrity, an emergency purchase shall be made

and a log of such purchases will be maintained by the School Nutrition Director (or designee). The following emergency procedures shall be followed:

1. All emergency procurements shall be approved by the School Nutrition Director (or designee). At a minimum, the following emergency procurement procedures shall be documented:
 - a. Reason for the emergency
 - b. Good or service required
 - c. Cost (all costs to be included, shipping, installation, warranty, etc.)
 - d. Vendor name and address
 - e. Approval of the LEA official, if required.
2. If it is necessary, in the course of a pressing need, to make an emergency purchase by means of “piggybacking” on the solicitation of another SFA, the following conditions must exist and approved procedures must be followed and appropriately documented as follows:
 - a. The SFA that originated the solicitation must have included a “piggyback provision” in the original solicitation;
 - b. Documentation that a “pressing need” exists that requires piggybacking on another SFA’s bid will be obtained;
 - c. Approval from the SFA’s governing board will be obtained and documented;
 - d. Approval from the SFA that originated the IFB will be obtained and documented;
 - e. Approval from the vendor that was awarded the Contract (as a result of the IFB) will be obtained and documented;
 - f. A public notice of the district’s *“Intent to Waive Competitive Bidding”* will be issued at least 10 days prior to the regularly scheduled governing board meeting;
 - g. Approval to piggyback will be obtained and documented from the governing board during a regularly scheduled meeting following the public notice;
 - h. Notification to the vendor of final approval will be issued; and
 - i. A contract with the vendor will be developed.

Part III: Purchasing Cooperatives

The SFA shall be a voluntary participant in the North Carolina School Nutrition Procurement Alliance (NCPA). In doing so, the SFA shall agree to the terms and conditions established and subsequently modified by the NCPA’s elected Board of Directors. The original signed agreement between the SFA and the NCPA shall remain on file in the office of the School Nutrition Administrator.

Part IV: Additional Procurement Provisions

1. In order to evaluate a new product, the following methods will be used:

- a. Product testing with students and/or staff
 - b. Pilot programs for equipment purchases
 - c. Observation and data collection
2. Payment will be made to the contractor when all terms and conditions of the contract have been met and verified as stipulated in the contract. (If value added features are available, payment will be based on the mutually-agreed upon value added feature. For example, if prompt payment is made, discounts, etc. are allowable.)
 3. Specifications will be updated by School Nutrition Director (or designee) as products change.
 4. If a product or service is not received as specified, the following procedure will be implemented:
 - a. The company representative or vendor will be notified in writing
 - b. The product may be excluded from the list of approved products
 - c. The awarded vendor may be excluded from future bid opportunities
 5. If the SFA chooses to use the services of an entity to maximize allowable rebates, the following procedures will be implemented:
 - a. Accounting system that accurately determines applicable costs to contract
 - b. Review of vendors cost records and other elements of contract to ensure compliance.
 - c. Employing independent auditor
 6. School Nutrition Director (or designee) will oversee the process of managing rebates provided by a third party participant and will track all interactions with and rebates provided by said third party:
 - a. Provide written documentation to the third-party rebate provider that all rebates must accrue to the non-profit School Nutrition Account. All rebate checks must be made payable to the SFA's School Nutrition account.
 - b. Document the deposit of all rebates into the non-profit School Nutrition account.
 7. The SFA will designate an individual to monitor each contract to ensure the Contractor and the SFA adhere to all terms and conditions of the contract.
 8. All contracts shall result in a fixed, firm price contract and/or cost plus fixed fee contract.

Part V: Documentation and Records Retention

In all transactions except micro-purchases, the contractor shall agree to retain all invoices, records and other documents relative to the contract for a period of three (3) years after final payment plus the current year. The SFA, its authorized agents, and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.

The SFA shall agree to retain all books, journals, records and other documents relative to the award of the contract agreement for three (3) years after final payment. Specifically, the SFA shall maintain, at a minimum, the following documents:

- a. Written rationale for the method of procurement;
- b. A copy of the original solicitation;
- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection; and/or rejection
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award where cost or price is not the primary factor for the decision;
- h. The terms and conditions of the contract;
- i. Any and all contract amendments or modifications;
- j. Billing and payment records;
- k. Any history of any contractor claims; and
- l. Any history of any contractor breaches.

The SFA will complete the most current *School Nutrition Procurement Checklist* for all purchases using School Nutrition funds. The checklist should remain on file with the district's procurement documents as an indicator the SFA has taken all reasonable efforts to procure goods and services in a manner that is consistent with Federal regulations and policy. The checklist is shown in **Attachment B**.

Part VI: Other Procurement Requirements

- A. All contractors must agree to abide with the terms and conditions of the Jessica Lunsford Act. The vendor acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. This prohibition applies to persons required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.
- B. The SFA will make all reasonable efforts to assure that minority businesses, women's business enterprises and labor surplus area firms are engaged in solicitations and awarded contracts when possible.

- C. The SFA and its contractors shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- D. All Contractors must agree to abide with the requirement for Criminal Background Checks. The vendor shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on Pitt County Schools property or at Pitt County School District events. The Contractor shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring, and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such checks shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry. The vendor shall not assign any employee or agent to provide services pursuant to this contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (4) said worker has engaged in any crime or conduct indicating that the worker may pose a threat to the safety or well-being of student or school personnel. Pitt County School District reserves the right to prohibit any individual employee of the vendor from providing services on Pitt County Schools property or at Pitt County School District events if Pitt County Schools determines, in its sole discretion, that such employee poses a threat to the safety or well-being of students, school personnel or others.
- E. The SFA must agree to abide with the IRAN DIVESTMENT ACT (as modified). N.C.G.S. 147- 86.59 which stipulates before entering into any contact, the SFA must determine whether the contracting entity appears on the State Treasurer's List of Prohibited Vendors. The list is routinely updated by the Office of the State Treasurer. You can access the list at:

<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>

The Final Divestment List includes the names of vendors who appear to be engaged in "investment activities in Iran" based on Federal sanctions and other publicly available credible information. Vendors that appear on this list are ineligible to contract with the State of North Carolina or any subdivision of the State, including School Nutrition

Services. Prior to entering into a contract with a vendor, the SFA will check the Iran Final Divestment List to determine the potential vendor does not appear on the list. If however, the vendor does appear on the list, the SFA is prohibited from doing business with the vendor as required by N.C.G.S. 143-6A-4.

The SFA will document that any vendor with whom they enter into a contract does not appear on this list. To document this requirement, the SFA will print a copy of the most current Iran Final Divestment List as it appears on the State Treasurer's website, print the one-page document and attach it to the solicitation document/contract prior to executing the contract.

- F. Should the Pitt County Schools BOE determine it is in the best interest of the SFA to outsource the preparation of meals to a qualified catering company, the SFA agrees to notify the department before procuring the services of a catering company and to use the NC Department of Public Instruction's (NCDPI) RFP Template/Contract to solicit, evaluate, negotiate and contract with the successful vendor.
- G. Should the Pitt County Schools BOE determine it is in the best interest of the SFA to seek a for-profit Management Company to operate its non-profit School Nutrition Program, Pitt County Schools shall notify the NCDPI of its intent to outsource the program no later than six months prior to the desired date of the contract. Further, the LEA agrees to and agrees to use the solicitation/contract template required by the NCDPI and shall comply with the State and Federal guidelines for contracting with Management Companies. The BOE further agrees to appoint a qualified employee of the LEA to monitor the contract between the LEA and the Management Company on daily basis.

Part VII: Contract Oversight

- A. The School Nutrition Director shall designate an individual by name and title who will oversee each contract using School Nutrition funds to ensure all terms, conditions and deliverables are adhered to in a manner that is consistent with the contract.
- B. Each contract will be monitored on a frequency that is established at the beginning of the contract period; any failure of the contractor to abide with the terms and conditions of the contract will be reported to the School Nutrition Administrator immediately and immediate, documented corrective action will be required and/or contract termination proceedings will begin.
- C. The SFA alone will be responsible, in accordance with good administrative practice and sound business judgment, of the settlement of all contractual and administrative issues arising out of procurements using School Nutrition funds. These issues include, but are not limited to, source evaluation, protests, disputes and claims. These standards do not relieve the SFA of any contractual responsibilities under its contracts.

- D. It is understood by the SFA and LEA that neither the US Department of Agriculture nor the North Carolina Department of Public Instruction will substitute their judgment for that of the SFA and LEA unless the matter is primarily a Federal or State concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.

Attachment A

**Code of Ethics and/or Conflict of Interest Policy of the
Pitt County Schools Board of Education**

Ethics and the Purchasing Function
Employee Conflict of Interest

Policy Code: 6401
Policy Code: 7730

Attachment B

Specific Procurement Procedures for the purchase of all goods and services by the SFA.

Category of Items to be Purchased	Procurement Method to be Used	Method of Award (line item, bottom line, market basket etc.)	Frequency of Purchase
Food and Non-Food Supplies (over small purchase threshold)	Invitation for Bid (IFB) (formal)	Cost Plus Fixed Fees	Annually, with option to renew based on mutual agreement of both parties
Food and Non-Food Supplies (under small purchase threshold)	Request for Quote (informal)	Bottom line	Semi-Annually or as needed
	Micro Purchase	Bottom Line	As Needed
Produce	Invitation for Bid (IFB) (formal)	Cost Plus Fixed Fees	Annually, with option to renew based on mutual agreement of both parties
Bread/Dairy	Invitation for Bid (IFB) (formal)	Bottom Line	Annually, with option to renew based on mutual agreement of both parties
Locally Produced Foods	Request for Quote	Bottom Line	As needed
	Micro Purchase	Micro-purchase log documentation	As Needed
Chemicals for Cleaning (over small purchase threshold)	Invitation for Bid (IFB) or Request for Proposal (RFP)	Bottom Line Based upon pre-established evaluation tool with numeric scores; awarded by an evaluation committee	Annually, with option to renew based on mutual agreement of both parties
Chemicals for Cleaning (under small purchase threshold)	Request for Quote- Informal	Bottom Line	Annually or as needed
Commodity Processing	Invitation for Bid (IFB) (formal)	Line Item	Annually or as needed
Computer Hardware	RFQ or IFB or MicroPurchase	Bottom Line Micro-purchase log documentation	Every five years or as often as needed

Technology Service and Support	RFQ, IFB or RFP OR Sole Source which must be approved, in advance, by the State agency	Bottom Line or Based upon pre-established evaluation tool with numeric scores; awarded by an evaluation committee	Annually or as often as required for operations/maintenance contract or license
Consultant Services	RFQ or IFB OR Sole Source which must be approved in advance by the State agency OR Micro-Purchase	Based upon pre-established evaluation tool with numeric scores; awarded by an evaluation committee Micro-purchase log documentation	Annually or as often as needed for professional support and consultation
Equipment Replacement Parts	Micro-purchasing procedures if a one-time purchase of less than \$3,500	Micro-purchase log documentation	As needed
Smart Snack-compliant vending	RFQ or IFB or RFP	Bottom Line for RFQ or IFB RFP award based upon pre-established evaluation tool with numeric scores; awarded by an evaluation committee	Annually, with option to renew based on mutual agreement of both parties
Equipment	<30,000 Informal Documented Quotes <90,000 Informal Bids >90,000 Formal Bids	Bottom Line Bottom Line Bottom Line or Scored evaluations if using a RFP	As Needed As Needed As Needed
Uniforms	Informal Documented Quotes Micro-purchasing procedures if a one-time purchase of less than \$3,500.	Bottom Line Micro-purchase log documentation	Annually, with option to renew based on mutual agreement of both parties As needed
Staff Development Resources	Informal Documented Quotes	Bottom Line	As needed

Staff Development Resources, (continued)	Micro-purchasing procedures if a one-time purchase of less than \$3,500.	Micro-purchase log documentation	
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Note: All categories of purchases used by the SFA must be included in the table shown above.

Attachment C **Procurement Checklist**

Goods/Services to be procured: _____

Procurement date: _____

Person overseeing procurement process: _____

This checklist will be used when preparing solicitation documents, conducting informal and formal procurements, evaluating bids and proposals and executing contracts that involve the use of School Nutrition Funds.

Procurement Plan:

- _____ Written procurement plan
- _____ Authorized purchaser(s) specified
- _____ Detailed procurement methods to be used (quotes, IFB, RFP, micro-purchasing, non-competitive negotiation) including detailed procedures for each purchasing method
- _____ Advertising procedures
- _____ Award method clearly described (i.e., line item, bottom line, market basket analysis or written evaluation of product/service)
- _____ Vendor notification of award/non-award of contract
- _____ Code of ethics/conflict of interest policy
- _____ Instructions for documentation and record-keeping
- _____ Assignment for Contract oversight
- _____ Assurance of compliance with all Federal procurement policies
- _____ Assurance of compliance with all State procurement policies
- _____ Other local requirements

Procurement Procedures:

- _____ Letter of invitation
- _____ Intent of procurement activity
- _____ Contract time-period
- _____ Bid/proposal/quote submission procedures (i.e. sealed bid, written, etc.)
- _____ Pre-bid/proposal meeting date/time/location (if applicable)
- _____ Bid opening date/time/location; Proposal opening procedures
- _____ Contact information
- _____ Civil Rights Statement
- _____ Other local requirements

Terms and Conditions:

- _____ Certification regarding disclosure of lobbying (\$100,000+)
- _____ Debarment/suspension certification form (\$25,000+)
- _____ Non-collusion statement
- _____ Assurance of ethical practices

Procurement Checklist (continued)

- _____ Escalation/de-escalation clause
- _____ Price determination statement (fixed, fixed with firm price for delivery, etc.)
- _____ Contract Extension or “roll-over” clause if warranted
- _____ Buy American statement and instructions
- _____ Bid/proposal protest procedures
- _____ Remedy for non-performance/termination of contract
- _____ HUB statement to involve minority business where possible
- _____ “Equal Employment Opportunity” compliance statement (\$10,000+)
- _____ Energy Policy and Conservation Act statement
- _____ Clean Air/Water Act statement (\$100,000+)
- _____ Civil Rights Act statement
- _____ Compliance with the Jessica Lunsford Act
- _____ Return of Discounts, Credits and Rebates to SFA statement
- _____ Record retention and record access requirements (records maintained for three years (plus the current year) from final payment of contract and/or renewal; all base solicitations must be maintained for three years after the final payment on the contract)
- _____ Method of shipment/delivery requirements
- _____ Method of payment, invoices, statements, etc.
- _____ Purchase instrument to be used and how vendor will receive purchase orders
- _____ Bid certification form
- _____ Other State or local requirements
- _____ Specifications that are sufficiently detailed to get what is needed but not so specific as to restrict competition
- _____ Product specifications (approved brand and/or equivalent)
- _____ Quantity
- _____ Quality
- _____ Packaging
- _____ Pricing (unit and extended)
- _____ Procedure for documenting/pre-approving any substitutions and/or deviations
- _____ Other local requirements

Documentation and Records:

- _____ All IFBs/RFPs/RFQs with appropriate documentation and signatures of authorized purchasers maintained on the original solicitations
- _____ Comparison charts to document procurement decisions and contract awards
- _____ Record of public bid openings and/or proposal openings if proposals will be publicly opened
- _____ Copies of contract award/non-award letters
- _____ Copies of advertisements for solicitation of good/services
- _____ Determination/document of correct procurement method used
- _____ Evaluation of escalation/de-escalation clause
- _____ Evaluation of Contract Extension/Amendment (roll-over clause)

Procurement Checklist (continued)

- _____ Evaluation/documentation of contract re-negotiations/changes to original contract at the timelines and under the same conditions specified in the original solicitation document
- _____ Evaluation of return of discounts, credits and rebates (as applicable) and detailed procedure indicating how/when the discounts, rebates and credits would be assigned to the SFA by the contractor
- _____ Evaluation of whether procurement methods/activities are consistent with the SFA's approved written procurement plan
- _____ Evaluation of procedures for ensuring records retention requirements are met and where/how all documents pertaining to the solicitation and contract/contract amendments will be maintained
- _____ Non-competitive purchases (sole source, emergency, etc.) are appropriately documented and have received approval from State agency or governing board prior to award, including purchases through means of *piggybacking* onto another SFA's solicitation document
- _____ Invoices/payments for items purchased with school nutrition funds
- _____ Documentation of any contractor performance or breach of contract from vendors
- _____ Provision requiring the SFA to abide with the Iran Divestment Act of 2015, as Amended
- _____ <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>
- _____ *Include print out of website with each procurement checklist and include in file*
- _____ Other local requirements

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g.

Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - 2) fax: (202) 690-7442; or
 - 3) email: program.intake@usda.gov.
- This institution is an equal opportunity provider.

Updated to reflect Federal Regulations

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: Second Reading of Policy 7410, Teacher Contracts

BACKGROUND:

Please find attached for your review and consideration the Second Reading of Policy 7410, Teacher Contracts.

Should you have any questions or comments that would require an adjustment please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

The board recognizes the importance of establishing a clear contractual relationship with teachers employed by the school district. All teacher employment contracts entered into by the board will meet the requirements of state law and State Board of Education policy. Nothing in this policy is intended to grant or confer any employment rights beyond those existing in law.

For the purposes of this policy, the term “teacher” is defined as a person who meets the requirements of G.S. 115C-325.1(6). An individual who is employed under a part-time teacher contract does not meet this definition of teacher; however, the board’s performance expectations established in this policy apply to such individuals.

A. Teacher Performance Expectations

The board expects teachers are to facilitate student learning and effectively carry out the responsibilities of providing a safe and orderly environment in which students become college and career ready. Teachers must be familiar with the current statewide instructional standards for their teaching assignment and able to teach the curriculum effectively. The board further expects teachers to meet all performance standards established by the board, state law, and State Board of Education policy, and pursue professional development as provided in policy 1610/7800, Professional and Staff Development. Employment contracts for teaching will be granted or renewed only for individuals of proven ability who strive for excellence.

B. Superintendent’s Recommendation

The board will employ teachers upon the recommendation of the superintendent. The superintendent is expected to be able to substantiate any new contract or renewed contract recommendation with data from the selection process for an applicant (see policy 7100, Recruitment and Selection of Personnel) and with evaluation data for a current teacher (see policy 7810, Evaluation of Licensed Employees). The superintendent’s recommendation for a new or renewed contract must include the length of the term of the contract, which must be consistent with state law and board requirements as described in Section C, below. The board will follow a recommendation of the superintendent regarding the length of the contract that is consistent with law and this policy unless specific circumstances justify offering the teacher a contract of a different term. If the board or designee is not satisfied that an applicant or employee has met the standards established by the board, initial or continued employment will be denied, following any statutorily prescribed procedures. In considering the superintendent’s recommendation, the board may review any information that was in the teacher’s personnel file at the time of the superintendent’s recommendation.

C. Determination of Contract Length

This section applies when the superintendent has decided to recommend that the board offer a teacher a new or renewed contract. For information regarding a decision by the superintendent not to recommend that the board offer a teacher a renewed contract, see policy 7950, Non-Career Status Teachers: Nonrenewal.

A new or renewed contract will be for a term of one school year for teachers who have been employed by the board as a teacher for less than three consecutive years. For teachers who have been employed by the board as a teacher for three or more consecutive years and who are in good standing, a new or renewed contract will be for a term of two school years. After a teacher has completed a two-year contract, subsequent contracts will be for a term of four school years if the teacher is in good standing at the time of the contract offer. Non-career status teachers who started work on or before December 19, 2013, who have remained employed by the board since that date, and who are in good standing at the end of the 2017-2018 academic year are eligible for contracts for a term of four school years.

A teacher will be considered in good standing for purposes of this policy if: (1) the teacher received a rating of at least “proficient” on all standards of the teacher evaluation instrument on the two most recent annual evaluations; (2) the teacher is not currently on a Monitored, Direct, or Mandatory Improvement Plan and has not been on any such plan at any time during the current or previous school year; (3) the teacher has not received a written reprimand, demotion, suspension without pay, or other documented disciplinary action during the current or previous school year; (4) there is no other relevant performance information in the personnel file that would support a decision to disqualify the teacher from a multi-year contract; and (5) based on the teacher’s overall performance, the principal recommends the teacher for a multi-year contract.

Additionally, if a teacher leaves the board’s employment, the teacher’s prior years of service will not be considered in determining the length of the teacher’s contract should the teacher be rehired by the board.

A contract for a teacher who is not in good standing may be for a term of one year only.

D. Dismissal and Nonrenewal

This policy is not intended to limit the superintendent’s discretion to recommend dismissal, demotion, or nonrenewal of any teacher in accordance with law and board policy. Any employee who does not meet the performance or other standards of the board, the standards of state law or the State Board of Education, or the terms of the employment contract may be subject to demotion or dismissal, as provided in policy 7930, Professional Employees: Demotion and Dismissal, or to nonrenewal, as provided in policy 7950, Non-Career Status Teachers: Nonrenewal.

Legal References: G.S. 115C-36, -47(18), -325.1, -325.3 through -325.13; S.L. 2013-360; State Board of Education Policy BENF-0009

Cross References: Professional and Staff Development (policy 1610/7800), Hearings Before the Board (policy 2500), Recruitment and Selection of Personnel (policy 7100), Evaluation of Licensed Employees (policy 7810), Professional Employees - Demotion and Dismissal (policy 7930), Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: November 7, 2016

Revised: September 25, 2017 (*technical corrections only*)

Revised: April 16, 2018

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: 2018-2019 Innovation Early College High School Instructional Calendar

BACKGROUND:

The 2018-2019 Innovation Early College High School Instructional Calendar was discussed at the March 18, 2018 Board Work Session.

Should you have any questions or comments that would require an adjustment please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: 2018-2019 PCS Early College High School at Pitt Community College
Calendar

BACKGROUND:

The 2018-2019 PCS Early College High School at Pitt Community College Calendar was discussed at the March 18, 2018 Board Work Session.

Should you have any questions or comments that would require an adjustment please ask the Chair to remove this item from the Consent Agenda.

SUPERINTENDENT'S RECOMMENDATION:
Board action is required



2018-2019 PITT COUNTY SCHOOLS EARLY COLLEGE HIGH SCHOOL

at Pitt Community College

Our Mission: PCSECHS is a school of highly motivated individuals dedicated to fostering an environment of academic excellence and a community that cares.



DRAFT as of 3-16-18

SCHOOL HOURS: 9 A.M. - 4 P.M.

On Monday, Tuesday, Wednesday, and Thursday.

Friday Dismissal is at 2PM
 Exceptions are Dec. 7 & 14, 2018
 May 3 & 10, 2019

MAKE-UP DAYS

Make-up days are scheduled in the school calendar to be used in case of school closings due to inclement weather or any other circumstances that cause a day of school to be missed. If vacation or family plans are made on any of these days, one should be aware of the possibility that these days could become student days.

Possible Make-Up Days:
 October 26, November 21, January 2, February 15, May 23, May 24, May 28

In addition, the Superintendent may designate Saturday as a school make-up day during the same week in which the day was lost.

INCLEMENT WEATHER ANNOUNCEMENTS

In the event of a closing, delayed opening, or early dismissal of school for any reason, Pitt County Schools officials will notify area television and radio stations to announce specific details. Information will be posted on the Pitt County Schools website (www.pitt.k12.nc.us) and Connect 5 calls will be made to PCSECHS faculty, staff, and parents. You may also call our Info Hotline at 830-3535 and follow us on Twitter @PCSECHS for updates.

First Semester Exams
 December 17, 18, 19, 20, 21 (Make-up)
 Second Semester Exams
 May 16, 17, 20, 21, 22 (Make-up)

July 2018				
M	T	W	T	F
30	31			
				1

August 2018				
M	T	W	T	F
		1	2	3
6	7	8	9	10
FD				
13	14	15	16	17
			PCB	
20	21	22	23	24
27	28	29	30	31
20				23

September 2018				
M	T	W	T	F
3	4	5	6	7
				PR
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
19				20

October 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
				RC
15	16	17	18	19
22	23	24	25	26
29	30	31		
22				23

November 2018				
M	T	W	T	F
				1
				2
5	6	7	8	9
				PR
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
18				22

December 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
				PCE/E
17	18	19	20	21
X	A	M	S/LD	
24	25	26	27	28
31				
14				21

January 2019				
M	T	W	T	F
	1	2	3	4
		FD	PCB	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
20				23

February 2019				
M	T	W	T	F
				1
4	5	6	7	8
	PR			
11	12	13	14	15
18	19	20	21	22
25	26	27	28	
19				20

March 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
		RC		
25	26	27	28	29
16				21

April 2019				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
21				22

May 2019				
M	T	W	T	F
			1	2
			3	
6	7	8	9	10
13	14	15	16	17
			E	X
20	21	22	23	24
A	M	LD/RC		
27	28	29	30	31
16				19

June 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
185				215

Early Release	System Designated Workday
Holiday	Teacher Workday
Annual Leave	First & Last Days of Schools

CB	Classes Begin	PCB	Pitt CC Classes Begin
CE	Classes End	PCE	Pitt CC Classes End
RC	Report Cards	PR	Progress Reports
FD	First Day	LD	Last Day

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: 2017-2018 Budget Amendment #2

BACKGROUND:

Debra Baggett, Chief Finance Officer, will share the 2017-2018 Budget Amendment #2 with the Board members.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required

PITT COUNTY BOARD OF EDUCATION

DATE: April 16, 2018

TOPIC: 2018-2019 Proposed Local Budget

BACKGROUND:

Debra Baggett, Chief Finance Officer, will share the 2018-2019 Proposed Local Budget with the Board members.

SUPERINTENDENT'S RECOMMENDATION:

Board action is required