

**Work Session & Policy Review****6/28/2013 9:00:00 AM**

J.P. Knapp Professional Learning Center

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Currituck, NC 27929

**A. Transportation Update**

Amanda Sweet, Transportation Coordinator

**B. Budget Amendments (documents pending)****C. 6000 Series (Purchasing Function) 2nd Reading**

Laurie Trussell, Finance Officer &amp; Superintendent Allison Sholar

- 6400 Goals of the Purchasing Function
- 6401 Ethics and the Purchasing Function
- 6402 Participation by Historically Underutilized Businesses
- 6410 Organization of the purchasing Function
- 6420 Contracts with the Board
- 6421 Pre-Audit Certification
- 6425 Continuing Contracts
- 6430 State Purchasing Requirements for Equipment, Materials and Supplies
- 6440 Local Purchasing Requirement for Equipment, Materials and Supplies
- 6441 Bidders List
- 6442 Vendor Lists
- 6450 Purchase of Services
- 6500 Goals of Equipment, Materials and Supplies Services
- 6510 Organization of Equipment, Materials and Supplies Services

**D. 6000 Series (Equipment, Materials and Supplies) 1st Reading**

Superintendent Sholar

- 6520 Use of Equipment, Materials and Supplies
- 6521 Personal Use of Equipment, Materials and Supplies
- 6522 Use of Equipment, Materials and Supplies by Non-School Groups
- 6525 Instructional Materials Services
- 6530 Resources Conservation
- 6540 Hazardous Materials
- 6550 Vandalism
- 6560 Disposal of Surplus Property

**E. 7000 Series (Personnel) 2nd Reading**

Superintendent Sholar

- 7320 Technology Acceptable Use (revision, originally adopted)
- 7340 Employee Dress and Appearance
- 7405 Extracurricular and Non-Instructional Duties
- 7425 School Administrator Contracts
- 7430 Substitute Teachers
- 7440 Assignments/Reassignments/Transfers
- 7460 Student Teachers
- 7500 Workday and Overtime
- 7505 Compliance with State Board of Education Employment Policies

7510 Leave  
7520 Family and Medical Leave  
7530 Military Leave  
7540 Voluntary Shared Leave  
7550 Absences Due to Inclement Weather  
7560 Permitted Salary Deductions for Absences and Discipline of Exempt Employees  
7710 Membership in Professional Organizations  
7720 Employee Political Activities

**F. 8000 Series (Financial) 2nd Reading**

Superintendent Sholar

8000 Fiscal Goals  
8100 Budget Planning and Adoption  
8110 Budget Resolution  
8210 Grants and Funding for Special Projects  
8220 Gifts and Bequests  
8230 Penalties, Fines and Forfeitures  
8300 Fiscal Management Standard  
8310 Annual Independent Audit and Financial Report  
8320 Depositories  
8330 Facsimile Signatures  
8340 Insurance  
8341 Limited Claim Settlement  
8350 Fixed Assets Inventory  
8410 Individual School Accounts  
8510 School Finance Officer  
8520 School Treasurer  
8530 Fidelity Bonds