

BSOP 3-5 Policy Manuals

Allotment Policy

Salary Manual

Student Accounting Manual

Presented by

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BSOP 3 NC Public Schools Allotment Policy Manual (ALOT-003)

Summary of Changes - APM

- A few corrections required to implement 2nd year of the biennial budget and other SL that was passed for FY 24-25:
 - PRCs 034, 071, 087
- Recommendations related to policy to assist with SBE actions:
 - PRC 002
- Other modifications from program staff to help implement the programs with greater efficiency and fidelity:
 - PRC 082 (Fed), PRC 032/063/089 (new), PRC 085, and 083.

Legislative Changes

- PRC 034: *codified program and added this language*
 - *...To the extent funds are made available for this purpose,...*
- PRC 071: SL 2024-39, Section 1.7B
 - Clarification related to supplanting remedies for FY 24-25 special provision # 5 in policy:

For Allotments distributed in the fiscal year 2024-25, A LEA is considered to have supplanted non-State funds if the amount of non-State funds expended by the unit for salary supplements was less than 95% of the maintenance of effort amount for the LEA. The maintenance of effort calculation shall be in accordance with SL2023-134 section 7A.4(b) and SL 2024-39, section 1.7B

In the event a LEA has supplanted non-State funds and has not remedied the deficiency, the LEA shall receive no allocation in the next fiscal year. A LEA shall have remedied the deficiency if they can show that they distributed from non state funds the amount of the prior year deficiency to qualified individuals in the current year. The method of distribution of these funds and the qualified individuals shall be consistent with the local board approved distribution of the current year for Supplemental Funds for Teacher Compensation (0071).

- PRC 087: Stop Arm Camera grant program was not continued. Regular funding for Stop Arm Camera's remains.

PRC 002 – Central Office Administration

- Language added to clarify funding options for an SBE appointed Interim Superintendent

Special Provision #7

In the event the State Board of Education appoints an interim superintendent per G. S. 115C-105.39 and in accordance with its policy DSTR-041, the State Board may direct the NCDPI to reduce the Central Office Administration allotment in the amount of the salary and benefits for the interim superintendent, not to exceed the annual total compensation and benefits the LEA contracted for the most recent superintendent for the LEA, regardless of funding source.

IDEA/Exceptional Children

- PRC 082 (Fed): Clarifying funding is available for a potential 60 months and the grants are competitive. Allows funding availability to align better with awarded grants.
- New PRC 089: Special State Reserve
 - Modifications to PRCs 032 and PRC 063 to isolate out the funding for Developmental Day (PRC 063) and other funding for Special State Reserve actions.
 - Will allow staff and the PSUs to better administer the funding for the various aspects of programs for children with disabilities.

Other Program Modifications

- PRC 085: Literacy Interventions
 - Clarification to allow for the continued implementation of the Science of Reading as well as allow more flexibility with the Literacy Intervention Plans.
- PRC 083: CTE Credential Program Support
 - Modification to the Allotment Policy to allow for better execution of this program at the PSUs:

Funding shall be distributed based on the PSUs current year enrollment in courses that are approved in NC State Board of Education Policy SCOS-005 and Local Courses/Pathways approved in Federally required Local Applications that lead to a credential.

Adding: A preliminary allotment based on 30% of the previous year's funding will be provided to allow PSUs to procure credential licenses/materials pending final enrollment numbers being finalized.

Questions ?

Other Modifications to the Formatting will be completed in August to align all the manuals for ADA compliance as well as create more consistent formatting for all the policy manuals and guidance documents under School Business. Once completed we will provide an update to the SBE.

BSOP 4 NC Public Schools School Personnel Salary Schedules and Manual (SLRY-000)

Summary of Changes Salary Manual

- Legislative Changes related to Salary and Benefit rates, etc. are summarized on pages A3-A4
- Page A10 – clarification related to funding source if suspension with pay:

When an employee is suspended with pay and the suspension results in a loss of educational license, the employee salary must be paid using local funds.

- Page B2 and pg. 16 of Salary Schedules: Superintendent Salary clarification to match legislation (*added below and other items stricken to align*):

The local board of education shall determine the appropriate category and placement for the superintendent based on the average daily membership of the LEA. State funds used for the Superintendents salary may not exceed the maximum of the range. See the Salary Schedules.

Summary of Changes Salary Manual cont.

- Pages C2-C3: Principal Salary schedule updated to reflect legislation to reinstate the Best 2 of 3 related to growth score placement on the scale.
 - [From July 1 to December 31, 2023 2021-22 only](#)
 - [From January 1 to December 31, 2024 2021-22 and 2022-23](#)
 - [From January 1 to June 30, 2025 2021-22, 2022-23 and 2023-24](#)
- Page F4: Parental Leave Absence code 25 (was updated FY23-24).

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Salary Schedules Changes

- Page 16: To match the change in the Salary Manual related to Superintendent Salary placement.
- Page 18: To clarify the non-certified section of the manual and how to use those ranges.

Questions ?

BSOP 5 NC Public Schools (SASA) School Attendance and School Accounting Manual (ATND-000)

Summary of Changes - SASA

- Formatting changes were made since last presented to the SBE for clarity and efficiency of use.
- Pg 85: Appendix D (was E) reflects the material changes in the manual.
- Page 7: Created a Preface section with general information.
- Page 26: Created new Section Chapter 3 to isolate the policies and processes for withdrawing students.
 - Was previously imbedded in several other sections, this creates easier reference for implementation. No changes to the policy or process, just an isolated section.

Summary of Changes SASA cont.

- Pg 15 – Chapter 1: Clarified admissions for out-of-state/foreign exchange students for charter Schools:

Charter Schools

A charter school may enroll no more than 2 foreign exchange students in grades 9–12 in any given school year at the charter school. Foreign exchange students shall not count toward the enrollment capacity or cap for any program, class, building, or grade levels for grades 9–12 and shall not be subject to any lottery process used by the charter school for enrollment.

The charter school shall charge the out-of-state students a tuition amount of at least 50%, but no more than 100%, of the total per-pupil allocation of the local appropriation for the county in which the charter school is located and the per-pupil State appropriation for that school year.

- Pg 32 – Chapter 4: Clarified coding for make-up days:

Attendance Make-Up Days

PSUs are permitted to require students to attend a set percentage of days to pass a course or be eligible for graduation and to provide make-up days for students to meet those requirements. These make-up days must be tracked outside the SIS. It is unlawful to change a student’s recorded attendance code in the SIS for this reason; doing so constitutes attendance fraud, a Class 1 misdemeanor.

Summary of Changes SASA cont.

Chapter 5:

- Pgs 41: Added the new PreK ADM requirements:

Pre-K ADM is not included in into a school's total ADM but is included in PMR reports only as a basis for calculating school principal salaries. *This particular topic will be brought back to the SBE in the late fall for further policy consideration as it's not required until January 2025.

- Pgs 42: Updated the Best 1 of 2 ADM for the Funding in Arrears model:

Best 1 of 2 Average Daily Membership (ADM)

Effective July 1, 2025, PSUs will receive funding allotments based on the Best 1 of 2 ADM Report. The Best 1 of 2 ADM report compares a school's ADM for Month 1R and Month 2 by grade level. It reports the higher ADM for each grade level and then is totaled by grade level across the PSU. PMR 1 is not used for this report.

Due to the transition to the new SIS, the reports used to determine the Best 1 of 2 have different names in each system. The data used in the reports will be the same. The reports used in PowerSchool are PMR 1R and PMR 2. The reports used in Infinite Campus are PMR1 and PMR2.

Summary of Changes SASA cont.

- Pgs 47,48-Chapter 6: clarification about the class size waiver process to improve efficiency and understanding:

While there may be many reasons for a class size overage, the Office of School Business may only recommend approval if the request meets the legislated requirements.

Deadlines

First School Semester: Must be submitted immediately after the local board has determined that a correction cannot be made after the first 10 days of school and no later than October 31.

Second School Semester: Must submitted after the first 10 days of the second semester and no later than February 29.

- Pg 52- Chapter 7: Clarification of modified school calendar for the 4 Wake County schools.

Summary of Changes SASA cont.

- Pg 58-Chapter 8: Digital Student records update:

Any record not listed as permanent may be digitized. Cumulative folders, which are permanent, may be transferred to electronic records after five years.

- Pg 61-Chapter 11: New Chapter about the use and assignment of Student User ID:
 - Similar to Chapter 3, isolated this topic in a chapter for clarify and ease of use.
- Other items include the removal of NC Discipline and Data Reporting as those are not applicable to this policy manual and are found in separate manual maintained by the Center for Safer Schools.

Questions ?

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