



**Central Carolina
Regional Educational Service Alliance**
Serving School Districts in the Heart of North Carolina

Policies & Procedures Manual

2017 - 2018

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ORGANIZATIONAL IDENTITY

The Central Carolina RESA (Regional Education Services Alliance) was created to provide educational services to school systems in the central region of the state in an efficient and collaborative manner. The governing board is comprised of superintendents of the member school systems. Councils in the areas of curriculum and instruction, finance, human resources, technology, public information, and principal leadership operate to promote job-alike cooperation and collaboration. The executive director is responsible for carrying out the duties assigned by the governing board and reporting to the superintendents on issues facing the State Board of Education, Department of Public Instruction, General Assembly, and allied organizations including NCASA, NCSBA, state universities, community colleges, and other agencies working in the field of public education. The Central Carolina RESA has the largest number of schools and students of the eight RESAs in North Carolina. It is headquartered in the North Carolina School Boards Association's building at 7208 Falls of Neuse Road in Raleigh.

Mission Statement

To promote and support educational excellence in the member districts through collaboration and professional growth and to facilitate communications between the districts and state agencies, elected officials, and educational leaders.

Staff

Executive Director: Neil Pedersen director@ccresa.net

Office Manager: Dana Stutzman officemanager@ccresa.net

LOCAL ALTERNATIVE TEACHER PREPARATION STAFF ON-LOAN FROM WAKE COUNTY SCHOOLS

LATP Program Administrator: Lisa Sonricker sonrickerl@ccresa.net

LATP Lead Instructor: Patricia Hilliard hilliardp@ccresa.net

Member Districts

- Chapel Hill-Carrboro City Schools
- Durham County Schools
- Edgecombe County Schools
- Franklin County Schools
- Granville County Schools
- Greene County Schools
- Halifax County Schools
- Johnston County Schools
- Nash-Rocky Mount Schools
- Northampton County Schools
- Orange County Schools
- Person County Schools
- Pitt County Schools
- Roanoke Rapids City Schools
- Vance County Schools
- Wake County Schools
- Warren County Schools
- Wilson County Schools

School districts not included in the Initial School District Membership may be granted School District Membership by a majority vote of the Board of Directors

Affiliate Members

- Educational Services for the Deaf & Blind
- East Carolina University
- NC School of Science & Mathematics
- NC State University School of Education
- UNC-CH School of Education

Higher education institutions, specialized public schools, and other educational organizations may be granted Affiliate Membership by a majority vote of the Board of Directors. Affiliate Members shall be entitled to representation at meetings of the Board through a designee; such Affiliate Member designee shall not be entitled to a vote in any action taken by the Board.

Membership Fees

The fee for full membership is \$1 per student in the school district's projected average daily membership, with a minimum fee of \$10,000 and a maximum of \$20,000 per year. The fee for affiliate membership is \$2,500 per year.

Districts that maintain a full membership may designate any full-time staff members to attend any session or event held by the CCRESA. Affiliate Membership attendance may be limited to certain sessions and events held throughout the year to justify their discounted rate.

BOARD OF DIRECTORS

The property, business, and affairs of the CCRESA shall be managed, controlled, and directed by the Board of Directors. The Board shall consist of the superintendent of each member school district. The Board shall have, and may exercise, any and all powers provided in the Articles of Incorporation or the North Carolina Nonprofit Corporation Act that are necessary or convenient to carry out the purposes of the CCRESA as established in the Bylaws. The Board shall formulate policy for the development and implementation of the CCRESA's programs. The Board shall be responsible for the operations of the CCRESA. The Board shall, by resolution, set any annual membership dues.

Officers of the Board

Chair: **Todd Wirt, Orange County Schools**

The Chair-Elect shall become, without further election, the Chair following the culmination of his or her term as Chair-Elect. The Chair shall preside at all meetings of the Board and perform such other duties as may be directed by the Board.

Chair-Elect: **Monica Smith-Woofter, Northampton County Schools**

The Board shall elect from among its members a Chair-Elect who shall preside at all meeting of the Board when the Chair is absent and perform such other duties as may be directed by the Board. In addition, the Chari-Elect shall, in case of resignation, death, or removal of the Chair, become Chair for the unexpired term.

Secretary/Treasurer: **James Merrill, Wake County Schools**

As currently, organized, one member performs the duties of both the Secretary and the Treasurer. The Secretary shall perform the duties usual and incidental to the office that are required to be performed by law, and shall be responsible for signing the minutes of the Board. The Secretary may delegate to the Executive Director and other staff the actual performance of any or all of the office's appropriate duties. The Treasurer shall be responsible for overseeing the fiscal operations of the CCRESA and is subject to the direction and oversight of the Board, the Executive Committee, and the Audit Committee.

All Officers shall be elected by the Board, as necessary, at the annual meeting of the Board at which a quorum is present. With the exception of his or her election, the Chair shall preside over the elections of any Officer pursuant to the CCRESA bylaws.

The terms of office for Directors shall be indefinite. The Officers of the Board shall serve two-year terms, and no Officer may serve consecutive terms in the same office, except that the Officer serving in the role of Secretary/Treasurer may serve multiple, consecutive terms. No Chair shall be eligible to be re-elected as Chair-Elect for four years following the end of his or her service as Chair. No individual may hold more than one Officer position at any time, except that the same individual may concurrently serve as Secretary and Treasurer.

Board Committees

- Executive Committee:** Consists of the Chair and the Chair-Elect. The Executive Committee shall have and may exercise all of the authority of the Board in matters pertaining to the management of the CCRESA between meetings of the Board except as limited by N.C. Gen. Stat. §55A-23. All actions taken by the Executive Committee shall be ratified at the next regular meeting of the Board.
- Compensation Committee:** The Executive Committee shall serve as the Compensation Committee in overseeing all matters regarding the compensation of the CCRESA's Executive Director.
- Audit Committee:** The Audit Committee shall be comprised of three Directors, appointed by the Chair, provided that no member of the Audit Committee shall be a member of the Executive Committee or an Officer. The Audit Committee members shall be appointed to serve a two year term and until their successors have been appointed. The Audit Committee shall be responsible for recommending the CPA firm to perform any audit of the CCRESA's financial statements and overseeing any such audit.
- Other Board Committees:** The Chair may establish any committees deemed necessary to carry out the work of the CCRESA. The Chair shall appoint Board Members to these committees, and the Chair shall designate chairs for each committee. Committees serve in an advisory capacity to the Board.

Meetings of the Board

The Board shall meet at such regular times and dates as designated by the Chair or Executive Director, not less than quarterly. The annual meeting of the Board shall be held each year at such time as the Board may fix, for the purpose of electing Officers, as provided for herein, and for the transaction of other business.

Written notice of the time, date, and place of Board meetings shall be given by the Chair of the Board or the Executive Director of the CCRESA to each member of the Board at least five (5) days in advance of the meeting.

The meetings of the Board shall be held at such place as the Chair or Executive Director may designate.

The times, dates, and places of special meetings of the Board may be set at the call of the Chair or Executive Director, or upon resolution of the Board. Notice shall be given by the usual means of communication at least five (5) days prior to a special meeting, unless waived in writing by all members.

One-half (1/2) of the members of the Board or any committee of the Board shall constitute a quorum for the transaction of business. The quorum shall be determined at the beginning of the business meeting.

Except as otherwise provided by law, the Articles of Incorporation, or the Bylaws, all matters before the Board or a committee of the Board shall be decided by a majority vote of the Directors present at a meeting at which a quorum exists. Directors may appoint a designee and, such designee may attend any meetings of the Board or committee of the Board and may vote his or her superintendent's vote as a proxy.

The Board may permit any or all Directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all Directors participating may simultaneously hear each other during the meeting. A Director participating in a meeting by this means is deemed to be present in person at the meeting.

Action required or permitted to be taken at a meeting of the Board or a committee of the Board may be taken without a meeting if the text of the resolution or matter agreed upon is sent to all the Directors in office or all the members of the committee of Directors and a majority of the Directors in office or a majority of the members of the committee of the Board: i) consent in writing to such action without a meeting and ii) consent in writing to the proposed action. Such consent in writing and a record of the action taken shall be filed with the meeting minutes of the next Board or committee meeting and shall have the same force and effect as a vote of the Board or of the committee at a meeting.

Executive Director

An Executive Director shall be appointed by, and serve at the pleasure of, the Board and shall serve as the Chief Executive Officer of the CCRESA. The Executive Director shall manage the affairs of the CCRESA and have such duties and responsibilities as the Board shall determine. The Executive Director shall be salaried and shall employ and terminate staff, enter into routine contracts, obtain legal consultation, and, in conjunction with the Executive Committee, determine compensation and benefits for staff.

BUDGET

Annual Adoption of Budgets

The Executive Director has the overall responsibility for preparing, presenting, and administering the annual budget for the Board of Directors and all special revenue funds in accordance with CCRESA Bylaws. The proposed annual budget(s) will be given to the Treasurer for review at least 30 days before the meeting at which they are to be voted. The Treasurer will present the proposed annual budget for the upcoming year at the last regular meeting of the current fiscal year. The Board is responsible for approving the Budget by a two-thirds vote.

Budget Amendment Policy

The Executive Director may transfer up to \$5,000 among expenditure line items without prior Board approval at any time after the Annual Adoption of the Budget. Documentation of the amended changes will be given to the Treasurer for review at least 10 days prior to the next Board Meeting. The Amended changes will be included in the Treasurer's Financial Report to the Board of Directors.

Any expenditure line item transfer amount over \$5,000 but not exceeding \$10,000, will need prior approval from the Treasurer. Documentation of the amended changes will be included in the Treasurer's Financial Report to the Board of Directors.

Any expenditure line item transfer amount over \$10,000 will need Board approval by a two-thirds vote.

Budget amendments should be made prior to obligating funds in excess of budgeted appropriation at the level at which the budget has been adopted.

New Program Approval

The Executive Director may present new program activities to the Board of Directors as long as the proposed activities are in accordance with the CCRESA's Mission Statement. The Board is responsible for approving new programs.

POLICIES

Insurance Policies

It is the responsibility of the Executive Director to maintain board liability insurance, business liability, and worker's compensation. Listed below are the policies and providers of aforementioned insurances.

Business Liability:	The Hanover	Contact:	Kristen Horn, BB&T Ins.
Policy Number:	OZ6-A797308-00	Phone:	919-716-9923
Board Liability Insurance:	Travelers	Contact:	Kristen Horn, BB&T Ins
Policy Number:	106240772	Phone:	919-716-9923
Worker's Compensation:	AP Intego	Contact:	James Davidson
Policy Number:	UB6F261860	Phone:	585-214-8557

Document Retention Policy

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years

Type of Document	Minimum Requirement
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for Capital Assets	4 years
Invoices (to customers and from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Investment Policy

The CCRESA's fund balance shall be invested with the objective of preserving its assets to cover operating expenses and realizing earnings in a way that allows for immediate liquidity to meet the CCRESA's ongoing programmatic and operational needs. The fund balance may be maintained in the checking account that the CCRESA uses for day-to-day operations and may be invested in other cash-equivalent investments, such as savings accounts, money market accounts, certificates of deposit with maturities appropriate for expected needs, Treasury bills and other investments that are relatively easy to liquidate. The Executive Director and Treasurer will annually review the allocation of the CCRESA's assets between the checking account and its other cash-equivalent investments, determining the

appropriate allocation based on the CCRESA's cash-flow needs, and report such allocation to the Board for approval.

Donations Acceptance Policy

The CCRESA may solicit and accept donations that are consistent with its mission and that support its core programs as well as special projects. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities. Donations of Real Property, Personal Property or Securities may only be accepted upon approval of the Board of Directors by a two-thirds vote.

Capitalization Policy

The CCRESA defines a "Capital Asset" as a unit of property that has an economic useful life that extends beyond 12 months and was acquired or produced for a cost of \$2,500 or more. Capital Assets must be capitalized and depreciated for bookkeeping purposes. Any items costing below \$2,500 should be listed as expenditures under "Office Supplies & Expenses" in the Financial Report. Invoice substantiating an acquisition cost of each unit of property shall be retained for a minimum of four years.

Cash Receipt Policy

All funds, whether cash or check, received by the CCRESA will be deposited intact into the CCRESA's bank account, with no monies removed to make payments or for other purposes. The Office Manager opens all mail addressed to the organization and will immediately endorse all checks with a "For Deposit Only" stamp. A photocopy of the check along with the deposit record, filed chronologically, will be retained in the Deposit Ledger which will be available at any time for the Treasurer to review.

Either the Executive Director or the Office Manager will deposit checks at the bank within 3 business days from when they were received. If, for any reason, immediate deposit is not possible, checks will be stored in a locked cabinet until either party is able to make the deposit.

Bookkeeping Policy

The Executive Director and Office Manager will have full access to the CCRESA's online Accounting Program, Quickbooks. The Treasurer will have access to review and generate reports at any time. The CCRESA will share access of the Accounting Program with the Board-approved CPA. The Office Manager will maintain the Chart of Accounts, as approved by the Board in the Annual Budget. It is the duty of the Office Manager to keep the accounts current and up-to-date.

Bank Reconciliation Policy

Bank statements are to be reconciled to the account register monthly. Reconciliations will be performed by the Executive Director or other staff designee. The Treasurer will work with the Executive Director or other staff designee to investigate outstanding items. All Bank statements will be reviewed by the Treasurer and Executive Director.

Cash Disbursement Policy

Make all disbursements from the organization's funds by check, with the exception of online bill pay for recurring monthly office expenses.

The Executive Director, the Office Manager, the Treasurer, and the Chair shall be designated as signatories on CCRESA accounts. All checks must have two signatures. Check Signers must verify that the amount of the check is consistent with the amount invoiced or has received prior approval by the Treasurer. Checks written over \$10,000 must have prior Board approval. An exception to the requirement for Board approval is allowed when the expense has been previously budgeted and approved by the Board of Directors. In no event will blank checks be signed in advance or made out to "cash", "bearer", etc.

It is the duty of the Treasurer to periodically spot-check the account to compare the bank automatic payments with the vendor statements for accuracy and consistency.

Conflict of Interest Policy

All members of the Organization's Board of Directors and key employees shall exercise that same care that a reasonable person, with similar abilities, acumen, and sensibilities, would under similar

circumstances at all times. No member of the Board of Directors or key employees shall engage in, or condone, any conduct that is disloyal, disruptive, damaging, or competes with the Organization. No member of the Board of Directors or employee shall take any action, or establish any interest, that compromises his/her ability to represent the Organization's best interest. No member of the Board of Directors or key employee shall disobey a majority decision of the Board of Directors.

All members of the Board of Directors and key employees are bound to Fiduciary Duty for and on behalf of the Organization, such that the interests of the Organization shall remain paramount to any and all of their personal interests whatsoever. All members of the Board of Directors and key employees shall exercise their Fiduciary Duty at all times, especially when making a decision on behalf of the Organization.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Whistleblower Policy

If any board member, employee, or volunteer reasonably believes that some policy, practice, or activity of the CCRESA is in violation of law, a written complaint must be filed by that board member, employee, or volunteer with either the Executive Director or the Board Chair.

It is the intent of the CCRESA to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the CCRESA's goal of legal compliance. The support of all board members, employees, and volunteers is necessary to achieving compliance with various laws and regulations. A board member, employee, or volunteer is protected from retaliation only if the board member, employee, or volunteer brings the alleged unlawful activity, policy, or practice to the attention of the CCRESA and provides the CCRESA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to a board member, employee, or volunteer that complies with this requirement.

The CCRESA will not retaliate against a board member, employee, or volunteer who in good faith has made a protest or raised a complaint against some practice of the CCRESA, or of another individual or entity with whom the CCRESA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The CCRESA will not retaliate against board members, employees, or volunteers who disclose or threaten to disclose to the Executive Director, a member of the board, or a public body any activity, policy, or practice of the CCRESA that the board member, employee or volunteer reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law, or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Private Benefit & Inurement Policy

The CCRESA is prohibited from allowing more than an insubstantial accrual of private benefit to individuals or organizations. If a private benefit is more than incidental, it could jeopardize the organization's tax-exempt status. No part of the CCRESA's net earnings may inure to the benefit of a Board Member, Executive Director, or a key employee.

If the CCRESA becomes aware that it may have engaged in an excess benefit transaction, the Executive Director will consult with a tax advisor and take appropriate action to avoid any potential impact it could have on the CCRESA's continued exempt status.

Political Campaigning & Legislative Activity Policy

The CCRESA will not be directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Contributions to political campaign funds or public statements of position made on behalf of the CCRESA in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity.

Board Members, the Executive Director, and key employees cannot make partisan comments in official organization publications or at official functions. When speaking in a non-official capacity, these leaders should clearly indicate that their comments are personal, and not intended to represent the views of the organization.

The CCRESA will not be engaging in substantial legislative activity, commonly referred to as lobbying. This includes attempting to influence legislation by contacting, or urging the public to contact, members or employees of a legislative body for purposes of proposing, supporting or opposing legislation, or advocating the adoption or rejection of legislation.

Transparency Policy

In order to serve the public trust, Board Meeting Minutes and all associated documentation will be accessible to the public through the Board of Director's page on the CCRESA's website.

Purchasing Policy

The Office Manager and Executive Director of the CCRESA are expected to expend funds in an efficient and cost-effective manner. When feasible and reasonable, competitive prices should be sought for products and services before purchasing decisions are made. No payments or contracts should be made with any family members of an employee or a member of the Board of Directors unless approved by the Board of Directors in advance.

EMPLOYEE CREDIT CARD USE & REIMBURSEMENT

Policy for the Use of CCRESA Debit & Credit Cards

This policy is intended to implement the controls over any debit or credit card usage relating to the operations and activities of Central Carolina Regional Service Alliance (CCRESA). Any debit or credit card usage relating to the operations and activities of CCRESA shall only be made in furtherance of CCRESA's exempt purposes (as provided for in the CCRESA Bylaws) and subject to this policy.

Subject to oversight by the CCRESA Board and the Treasurer, the Executive Director shall have control over and shall be responsible for the issuance, revocation, monitoring and reporting with regards to any and all debit or credit cards held by or on behalf of CCRESA.

The Executive Director may issue or cause to be issued debit or credit cards to any employee, or representative of CCRESA. Any person to whom a CCRESA-owned debit or credit card is issued shall sign a statement acknowledging receipt thereof and a copy of this policy.

The Board imposes the following monetary limitations on any cards authorized for use pursuant to this policy. Such limitations shall be the maximum amounts authorized for each eligible individual per month. Any amounts exceeding \$10,000 shall be required to have prior authorization as follows: the Executive Committee for the Executive Director, and the Executive Director for any other eligible employees or representatives.

No personal purchases may ever be made utilizing a CCRESA-issued debit or credit card. Any misuse of a CCRESA debit or credit card by an employee or representative of CCRESA may result in discipline up to and including termination.

Receipts shall be required for all purchases regardless of the amount. The Executive Director or designee shall maintain records of all expenditures for payment of charges incurred by CCRESA through use of debit or credit cards. Such records shall be made available to the Board or any Board member upon request. The Treasurer shall review the CCRESA debit and credit card expenditure records periodically.

Upon separation from service, employment, or otherwise, the Executive Director, or other employee, or representative of CCRESA with a CCRESA debit or credit card shall immediately surrender such card or cards. The Executive Director will submit his card to the Board Chair, and all other employees will submit theirs to the Executive Director or his or her designee.

Accountable Plan for Business Expense Reimbursement

Employees are to use their Company Credit or Debit Cards for all business related purchases when possible.

Any CCRESA employee or contracted consultant, if applicable, shall be reimbursed for any ordinary and necessary business and professional expenses incurred on behalf of CCRESA only if the expenses are adequately substantiated as required by the CCRESA policy on travel and expense reimbursement.

Under no circumstances will CCRESA reimburse employees for business or professional expenses incurred on behalf of CCRESA that are not properly substantiated. CCRESA and employees understand that this requirement is necessary to prevent our expense reimbursement plan from being classified as a “non-accountable” plan.

All expenses must be substantiated within a reasonable period of time and no later than 60 days after the expense is paid or incurred.

All charges to CCRESA credit cards must be substantiated in the same manner as the above mentioned reimbursements

Advances that are not substantiated within a reasonable period of time must be returned (paid back) within a reasonable period of time and no later than 120 days after the expense is paid of incurred.

Accountable Plan for Travel Reimbursement

CCRESA employees will be reimbursed for mileage at the Federal rate for travel to any meetings or events held outside of the CCRESA offices. No mileage reimbursement will be made to Board Members traveling to a CCRESA meeting or event.

The following expenses are considered reimbursable: airfare, lodging, transportation, parking/tolls, meals, and other ordinary and necessary business expenses.

Expenses that are NOT reimbursable include, but are not limited to: personal alcohol, personal travel during a CCRESA trip, spousal expenses, limousine travel, laundry service, traffic citations, auto repairs, and in-room movies, costs for use of hotel gym, massage, or sauna.

Contracted consultants, when applicable, will be reimbursed for mileage at the Federal rate under the following conditions:

- The expense must have been incurred in the performance of services as a contracted consultant of the CCRESA.
- The contractor must substantiate their business expenses by providing the CCRESA with evidence of the amount, time, place, and business purpose of the expense within a reasonable period of time after they are paid or incurred.
- Overpayments made by the CCRESA to the contractor must be returned to the CCRESA within a reasonable period of time and no later than 120 days.

Exceptions to this policy must have the prior written approval of the Chair.

Employee Reimbursement Procedures

In order for employees of the CCRESA to be reimbursed for goods or services purchased for the organization with a personal credit/debit card or cash, they must complete the "Employee Reimbursement Form" and attach original receipts that show the date, amount, and what the expense was for. If the expenses occurred during business related travel, the employee must complete the "Travel Expense Report" and submit with the "Employee Reimbursement Form". The Executive Director's expense reimbursement must be approved by the Board Chair. The Executive Director or the Board Chair can approve expense reimbursement for other CCRESA staff. Forms must be submitted within 60 days from the date the expense was incurred. If employees are overpaid, they must return any excess reimbursement within a reasonable period of time and no later than 120 days.

CCRESA employees are expected to make reasonable selections while ordering meals while traveling. Reasonable tips for meals will be reimbursed and must be documented on the original receipt submitted with the "Travel Expense Report" and the "Employee Reimbursement Form". In most situations, meal expenses incurred in the city or town in which the residence or primary work location of the employee is located are not reimbursable.