



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

WCPSS

Policies and Procedures

FAQs from Finance, Grants, Community Schools, and Risk Management

Jill Touchberry, Linda Willcox, and Angie Wright

Finance

- Contributions to schools
 - Designated contribution
 - Gift cards
- School improvement/modification project
- Fundraising and crowdfunding



Contact: Finance Office

Mark Winters, Finance Officer

Name (919)694-0311

Email mwinters@wcpss.net

Grants

- Grants submitted by PTA
- Grants prepared by PTA
- Grants awarded to PTA



Contact: Office of Grants & Strategic
Advancement

Angie Wright, Senior Director

Telephone: (919) 533-7722

Email: awright@wcpss.net

Community Schools

Per WCPSS Board of Education policy #7400 **Community Use of Schools**

PTAs must reserve the space and equipment for meetings and events at their base school.

- This includes the use of school facilities for PTA/PTSA board and membership meetings, fundraisers, festivals, book/science fairs, and other PTA/PTSA board approved events
- An Online Reservation Request must be submitted and approved by the school and processed by Community Use.
- A signed confirmation with Community Schools is required for building access.

Community Schools

(The overall process..)

- The PTA submits an On-Line Reservation System Request.
- The PTA does not incur costs for space or equipment at their base school.
- The PTA signs a contract/confirmation with Community Services.
- The PTA is assessed charges for staff time as requested by the school. Community Schools invoices the PTA per the signed confirmation. The PTA pays Community Schools, not the school or the individual school staff.

Community Schools

Current Certificate of Insurance required

Certificate Holder and Additional Insured listed as:

Wake County Board of Education

Attn: Community Schools

Crossroads 2

110 Corning Road

CARY NC 27518

**\$1 million Commercial General Liability Coverage
and \$2 million annual aggregate.**

Community Schools

Contact: Community Schools

Jill Touchberry, Community Services

Telephone: 919-694-0561

Email: jtouchberry@wcpss.net



Risk Management

- Certificates of Insurance (WCBOE and PTA)
- Approved Vendors
- School Events: Special requirements for Animals, Inflatables, and Food Trucks.

Contact: Office of Risk Management

G. Cecil Bell, Director of Risk Management and Safety

Telephone: 919-694-0349

Email: gbell@wcpss.net



Thank you for all that you do for our students and the WCPSS!!

Questions

