

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: May 16, 2011

AGENDA ITEM No. 11-05-(2)-15

ACTION ITEM: (Y/N) N

SUBJECT: Criminal Background Record Checks for Volunteers

INFO. CONTACT: Mike Gilbert PHONE: 919-732-8126

ATTACHMENTS: None.

PURPOSE: To provide the Board of Education with a status report on the School Volunteer Registration process and allow for discussion of the procedures and proposed updated criteria for the approval of school volunteers.

BACKGROUND: In November of 2008, the Board of Education revised Policy #5015 on School Volunteers. Background screening of all volunteers, in accordance with the Jessica Lunsford Act, is now required.

The district has received 4,261 volunteer applications and has cleared, or is in the process of clearing, 4,064 volunteers to date. The data is entered manually and the original forms are stored in the vault until the criminal records check is successfully completed. The original forms are then blacked out and shredded individually. Volunteers also have the option to submit their information through a secure portal on a computer in the district office.

Currently, the district only has the ability to process background forms which include a social security number. We have received multiple requests from parents and community members to use a driver's license number for individuals that do not have a social security number. We have been in discussions with our vendor and are seeking ways to make the process more accessible for all parents, while maintaining our level of security.

Staff is requesting additional guidance to determine if the current process should be altered to allow for the use of a driver's license number for background checks and if the district should allow for limited access for those individuals.

FINANCIAL IMPACT: None.

RECOMMENDATION: The Superintendent recommends the Board of Education discuss the school volunteer approval criteria and procedures and provide feedback to staff on the process.