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MEMORANDUM

TO: Principals, Central Service Administrators
FROM: Del Burns
DATE: February 5, 2009
RE: Vacant Positions

On December 2, 2008, the Wake County Public School System operating budget was reduced by more than \$11 million dollars. The reduction was in response to revenue shortfalls and the resulting requirement by the state, as well as a request from Wake County. Reductions were made in non-personnel categories so that our objective of not impacting existing staff and minimizing the impact on schools could be realized. We are systematically working in a proactive manner as we manage the uncertainty of our state and local funding and its possible impact on our school system. Today we are taking the next step in this process.

Beginning February 6, 2009, all vacant positions within the Wake County Public School System will be frozen and will remain unfilled through at least June 30, 2009. Personnel Action Forms received in Human Resources through February 5, 2009 will be processed. Offers of employment already made by Human Resources will be honored. This action applies to all current and future school-based and central services vacancies until further notice. *The one exception to the freeze is to allow school-based teacher vacancies to be filled; however, for the remainder of this school year, only terminating contracts ending June 30, 2009 will be issued.*

Any other exception to the freeze for a mission critical vacancy will be considered on a case-by-case basis. Exceptions other than school-based teachers require my approval. Requests for an exception shall be submitted to the appropriate chief officer for review. If the chief officer determines that further review is warranted, the request shall be submitted to Chief Business Officer David Neter, who will ensure that sufficient documentation is provided to justify further review. Mr. Neter will present any request to me for consideration and final action.

Please discuss questions you may have regarding the vacant position freeze with the appropriate member of the Superintendent's Leadership Team. As we work through these uncertain times, I appreciate your cooperation and your continued effort as together we maintain our focus on learning and teaching for all students.

Cc: Board Members
Superintendent's Leadership Team