

**Jackson County Board of Education  
Minutes of Regular Meeting  
Sylva, North Carolina**

398 Hospital Road, Sylva

November 17, 2020

6:00 p.m.

The Jackson County Board of Education held their regular session on Tuesday, November 17, 2020, at 6:00 p.m., in Sylva, North Carolina. Due to N.C. Governors Executive Order 121, the meeting was conducted using video and telephone conferencing to limit the number of people present for the meeting. The following members were present via telephone and/or online platform:

Alison Laird-Large, Chairperson  
Dean Shatley, School Board Attorney  
Dr. Kevin Bailey, Executive Director of Human Resources

The following members were present:

Elizabeth Cooper, Vice-Chair  
Margaret McRae  
Wes Jamison  
Abigail Clayton

Also present were Dr. Tony Tipton, Interim Superintendent; Jacob Buchanan, Assistant Superintendent; Graham Maney, Technology Technician; and Cora Fields, Board Assistant.

**CALL TO ORDER**

Chairperson Alison Laird Large called the business meeting to order.

Mrs. Laird Large led the Pledge of Allegiance.

Mrs. Laird Large announced that the board is still gathering additional information for consideration of changing the name of the Cullowhee Valley Elementary School mascot and will discuss the issue at the January 2021 Board of Education meeting.

**APPROVAL OF AGENDA**

*Upon a motion by Mrs. Elizabeth Cooper and seconded by Mr. Wes Jamison, the board voted unanimously to approve the Agenda.*

**OPEN SESSION FOR PUBLIC COMMENTS**

None.

**CONSENT ACTION AGENDA**

**Action:** *Upon a motion by Mrs. Elizabeth Cooper and seconded by Mrs. Abigail Clayton, the board unanimously approved the consent action agenda:*

- A. Open Session Minutes of Regular Meeting of October 27, 2020.

### **INFORMATION AGENDA**

A. **Agenda Item:** Superintendent's Report

**Presenter:** Dr. Tony Tipton, Interim Superintendent

Dr. Tipton reported on the following:

1. Dr. Tipton confirmed that the board has not had any discussion about moving to remote learning only for the last three weeks of this semester. He confirmed that students will complete the three remaining weeks of this semester unless the COVID 19 numbers increase.
2. Dr. Tipton reported that high school athletics are finally back. Blue Ridge Early College traveled to Hiwassee Dam for their first volleyball match, Smoky Mountain High School volleyball hosted Pisgah High and will compete against Franklin High School and Pisgah High School cross country teams at the Cullowhee Recreation Center.
3. Dr. Tipton stated that this year fans will be very limited at athletic events. He thanked the Technology Department for providing free live streaming of all our home games.
4. Dr. Tipton informed the board that JCPS is adding a virtual weather day to our options for inclement weather along with optional workdays. With remote workdays being et in the calendar they cannot be moved, however, virtual weather days will serve the same purpose and be used whenever needed.
  - a. Virtual Weather days will work much like a normal teacher workday.
  - b. The purpose of the virtual weather day is to save some instructional time, With the school year being disrupted with COVID 19, this will provide additional learning opportunities.
  - c. In the event this is called, as usual, parent will receive a text about school being called off or delayed and what type of day it will be.
  - d. Principals will provide their staff and parent with more information of this new bad weather option.
5. Dr. Tipton wished everyone a happy and safe Thanksgiving break and reminded everyone to follow the three safety guidelines: Stay six feet apart, wear a mask, and wash your hands often.

B. **Agenda Item:** Inclement Weather Procedures

**Presenter:** Dr. Kevin Bailey, Executive Director of Human Resources

Dr. Bailey updated the board on the addition of the Virtual Weather Day option and stated that this was due to legislative guidance making this an option.

C. **Agenda Item:** School Nutrition Update

**Presenter:** Mrs. Laura Cabe, Executive Director of School Nutrition

Mrs. Cabe updated the board on the following items:

1. October 9<sup>th</sup> the United States Department of Agriculture announced that it was extending flexibilities to allow free meals to be available to all children 18 or younger for the entire 2020-2021 school year. School Nutrition started working with state consultants, cafeteria managers and staff, principals and administration to create a plan with procedures. The plan for each school looks a bit different based on enrollment, the number of in-person learners, the logistics of the school, demographics of the community and the resources that are available. Curbside feeding sites are located at Blue Ridge, Cullowhee Valley, Smoky Mountain High and Smokey Mountain Elementary. Anyone with children 18 or younger can pick up meals from 11:30 - 12:30 Monday through Friday. A hot lunch is provided and breakfast for the next day. Advance sign up is not required to participate.
2. On Friday, October 23<sup>rd</sup> School Nutrition began sending home weekend meals. In order to receive these meals parents/guardians are required to sign up ahead of time. The link is online at the JCPS website under “meal pick up information.” They can sign up from Friday afternoon – Tuesday evening to start receiving meals the following Friday. The survey is turned off Tuesday evenings until Friday to allow time for the cafeteria staff to prepare. Once they are signed up, each family is notified with the details that include the pick-up time, location, number of meals, storage, and reheating instructions. Once they are signed up they will remain on the list until they notify School Nutrition or the cafeteria. If they are unable to pick up the meals they must call the cafeteria or School Nutrition office by Friday morning. If they are a no show two times they will be taken off this list. For “B” in-person learners, meals are sent home on Friday’s by the school social worker. As we approach the holidays, those that are signed up for weekend meals will receive 5 days’ worth of meals.
3. Since the September board update, another waiver has been approved to provide flexibility to ensure that children are provided access to food. This waiver allows the program to provide a free snack to schools who have afterschool enrichment programs such as tutoring after school. Before this waiver schools were going to have to purchase their own snacks or purchase snacks through the School Nutrition program. Three schools are participating in the afterschool program.
4. The annual Thanksgiving meal will be served the Thursday before Thanksgiving break. Curbside pick-up will be available at 6 school locations – Blue Ridge, CVS, FVS, SMHS, SCS, and SME. Invitations to participate were sent home to K-8 students. Children 18 and younger will eat for free and those 18 and older the meal will be \$5.00. The K-8 principals are graciously working with us to assist in the curbside service.
5. School Nutrition is monitoring their finances very carefully. To date, the program has less revenues but is still within budget. School Nutrition is working closely with finance to utilize all resources efficiently, with monthly budget reviews.
6. School Nutrition is encouraging all families to complete a meal application online. Even though students are eating at no cost, if another round of PEBT benefits are approved, DHHS uses the information for those who have been approved for free or reduced meals for the current school year. They can fill one out online at the secure site [www.lunchapplication.com](http://www.lunchapplication.com). Parents/guardians can also make an appointment.

**D. Agenda Item:** Stuff the Bus Update

**Presenter:** Mrs. Kelly Doppke, Student Support Services Director

Mrs. Doppke updated the board on the WCU Nutrition and Dietetics Stuff the Bus sponsored event. Two large pumpkin boxes were filled with donations along with \$300.00 in cash donations.

225 food bags were filled providing 3 meals in each bag. Mrs. Doppke thanked Jackson Community School for their assistance with stuffing the bags.

**E. Agenda Item:** Declared Surplus

**Presenter:** Mr. Jacob Buchanan, Assistant Superintendent

Mr. Buchanan informed the board that the bus garage has declared Vehicle # 8060 2005 Jeep Liberty Vin # 1J4G148K45W715249 as surplus.

**F. Agenda Item:** Blue Ridge Water Project Update

**Presenter:** Mr. Jacob Buchanan, Assistant Superintendent

Mr. Buchanan updated the board on the Blue Ridge Water Project. Mr. Buchanan informed the board that the bid came in higher than the amount of money set-aside for the project due to replacement of the entire water system and sewage tanks. Mr. Buchanan stated that JCPS will use the revenue from the ¼ cent sales tax increase to pay for this contingency and thanked Mr. Don Adams and the County Commissioners.

**G. Agenda Item:** Unaudited Financial Summary

**Presenter:** Mrs. Kristie Walker, Chief Financial Officer

Mrs. Walker presented the Unaudited Financial Summary for October 2020.

**ACTION AGENDA**

**A. Agenda Item:** Budget Amendments

**Presenter:** Kristie Walker, Chief Financial Officer

Mrs. Walker presented the board with budget amendments and transfers to the Federal Grants Fund, State Public School Fund, and Other Specific Revenue Fund and asked for board approval.

**Action:** *Upon a motion by Mrs. Elizabeth Cooper and seconded by Mrs. Margaret McRae, the board voted unanimously to approve the budget amendments and transfers to the Federal Grants Funds, State Public School Funds and Other Specific Revenue Funds.*

**B. Agenda Item:** Policy Updates

**Presenter:** Mr. Jacob Buchanan, Assistant Superintendent

1. Title IX Sexual Harassment - Prohibited Conduct and Reporting Process (1725/4035/7236)
2. Title IX Sexual Harassment Grievance Process (1726/4036/7237)

Mr. Buchanan presented proposed changes to the above listed policies and asked for board approval.

**Action:** *Upon a motion by Mrs. Elizabeth Cooper and seconded by Mr. Wes Jamison, the board voted unanimously to approve the policy updates.*

## CLOSED SESSION

*The board unanimously approved a motion by Mrs. Elizabeth Cooper and seconded by Mrs. Abigail Clayton, to enter into closed session pursuant to G.S. 143.318.11 for the following purposes: under subsection; (a) (1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. 115C-319-32 and (a) (3) to discuss matters protected by attorney-client privilege.*

*Upon a motion by Mrs. Elizabeth Cooper and seconded by Mrs. Margaret McRae, the board voted unanimously to return to open session.*

## OPEN SESSION

**Action:** *Upon a motion by Mrs. Elizabeth Cooper and seconded by Mrs. Abigail Clayton, the board unanimously approved the consent action agenda:*

- A. Closed Session Minutes of Regular Meeting of October 27, 2020.

## PERSONNEL ACTION AGENDA

**Action:** *Upon a motion made by Mrs. Elizabeth Cooper and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the personnel agenda as recommended by Mr. Buchanan. The board unanimously approved the following recommendations:*

### **Employee Recommendations:**

1. Dezarn, Megan – Activity Bus Driver and Substitute Bus Driver, SMHS
2. Frizzell, Nathan – Activity Bus Driver and Substitute Bus Driver, SMHS
3. Hawken, Danielle – Instructional Support Assistant, SMES
4. Miller, Carly Danielle – Instructional Support Assistant, CVES
5. Montieth, Jenny – EC TA, SMES
6. Mulligan, Tyler – Activity Bus Driver and Substitute Bus Driver, SMHS and FES
7. Seitz, Cynthia – Teacher Assistant, CVES
8. Sutton, Theresa – School Nurse, SMES
9. Watkins, Rebekkah – Instructional Support Assistant, Blue Ridge School
10. Williams, Joshua Shane – Bus Driver, SMHS

### **Employee Resignations:**

1. Cachine, Brittani – School Counselor, Blue Ridge School
2. Eller, Rena Marie Jones, Teacher, CVES
3. Greene, George “Duke” – Electrician, Maintenance Department
4. Laney, Daryl – School Nutrition Assistant, Cullowhee Valley Elementary School

### **Employee Retirements:**

1. Jones, Deborah – School Nutrition Assistant, SMHS
2. Prokop, Elizabeth – Bus Monitor, CVES
3. Vreeland, Teresa – Student Data Manager, FES

### **Staff, Non-Staff, and Returning Coach Recommendations:**

1. Larch, Catherine – Head Coach District Cross Country, SMHS, Returning Non-Staff
2. Mayse, Tim – Head Coach Varsity Boys Basketball, BREC, Returning Staff
3. Reece, Elijah – Assistant Coach Varsity Boys Basketball, BREC, Returning Staff
4. Worley, Trena – Assistant Coach District Women’s Basketball, SMHS, New Non-Staff

### **ANNOUNCEMENTS**

**The next regularly scheduled business meeting of the Board of Education is December 15, 2020, at 6:00 p.m., at the Board of Education Administrative Office, 398 Hospital Road, Sylva, North Carolina.**

### **ADJOURNMENT**

There being no objection, Chairperson Alison Laird Large adjourned the meeting at 7:08 p.m.

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Alison Laird Large, Chairperson

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Dr. Tony Tipton, Secretary