

WATAUGA BOARD OF EDUCATION

Margaret E. Gragg Educational Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

WATAUGA COUNTY BOARD OF EDUCATION MEETING

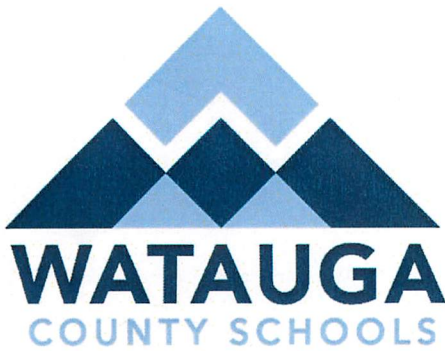
AGENDA

June 30, 2022

5:00 P.M.

- | | | | |
|------|----|---|-------------------|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:32 | 2. | CLOSED SESSION | |
| | | A. Approval of Minutes | |
| | | B. Reportable Offenses – N.C.G.S.115C-288(g) | |
| | | C. Student Records - N.C.G.S.143-318.11(a)(1) | |
| | | D. Personnel – N.C.G.S.143-318.11(a)(6) | |
| | | E. Attorney-Client - N.C.G.S 143-318.11(a)(3) | |
| 6:00 | 3. | OPEN SESSION CALL TO ORDER/ MOMENT OF SILENCE | Board Chair |
| 6:05 | 4. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:08 | 5 | SUPERINTENDENT'S REPORT | Dr. Scott Elliott |
| 6:13 | 5. | PUBLIC COMMENT | Board Chair |
| 6:18 | 6. | CONSENT AGENDA | Dr. Scott Elliott |
| | | A. Approval of the Minutes for 5/9/2022 | |
| | | B. Field Trip Requests | |
| | | C. Declaration of Surplus | |
| | | D. Budget Amendment #3 | |
| | | E. Contract Approval with North Carolina Driving School | |
| | | F. NCSBT Automobile/Inland Marine Fund | |
| | | G. NCSBT Errors and Omissions/General Liability Fund | |
| | | H. Approval of Distributor Bid for Groceries, Supplies & 02+6 Produce | |
| | | I. Monthly Approval of Watauga County Schools Mask Policy | |
| | | J. Technical Policies for Approval: | |
| | | 3460 Graduation Requirements | |
| | | 4120 Domicile or Residence Requirements | |
| | | 4700 Student Records | |
| | | 5070/7350 Public Records-Retention, Release, and Disposal | |
| | | 5071/7351 Electronically Stored Information Retention | |
| | | 7430 Substitute Teachers | |
| | | 7541 Sick Leave Bank | |
| | | K. Personnel Report | |
| 6:28 | 7. | PRESENTATION AND APPROVAL OF MEAL PRICES FOR 2022-2023 | |

- 6:40 8. AUTHORIZATION OF DEED AND RESOLUTION TO CONVEY
REAL PROPERTY TO WATAUGA COUNTY PER G.S. 153-158.1 Dr. Scott Elliott**
- 6:55 9. POLICIES: SUBSTANTIVE FOR FIRST READ Dr. Wayne Eberle**
6220 Operation of School Nutrition Services
- 7:08 10. SCHOOL SAFETY UPDATE Dr. Scott Elliott**
- 7:28 11. BOARD OPERATIONS Board Chair**
- 7:38 12. BOARD COMMENTS Board Chair**
- 7:48 13. CLOSED SESSION Board Chair**
A. Personnel – N.C.G.S.143-318.11(a)(6)
B. School Safety – N.C.G.S. -115C-318.11(a)(8)
- 8:20 14. OPEN SESSION Board Chair**
- 8:25 15. ADJOURNMENT Board Chair**
- 16. MISCELLANEOUS INFORMATION**
A. Calendar Committee Roster
B. Elementary Curriculum Committee
C. Next Meeting July 18, 2022



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Educational Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

DATE: May 9, 2022

PRESENT: Gary Childers, Jay Fenwick, Marshall Ashcraft, Steve Combs, Jason Cornett, Dr. Stephen Martin, Assistant Superintendent, Dr. Scott Elliott, Superintendent, Mr. John Henning, Board Attorney

TIME: 5:30 PM

PLACE: Margaret E. Gragg Educational Center

CALL TO ORDER

Dr. Gary Childers, Board Chair, called the meeting to order at 5:30 PM. He asked for a motion to go into closed session. Jay Fenwick moved to enter closed session and Jason Cornett seconded the motion. The vote to approve was unanimous.

A motion was made by Jay Fenwick and seconded by Jason Cornett to reenter open session. The vote to enter open session was unanimous.

WELCOME/MOMENT OF SILENCE

Dr. Childers welcomed those attending the meeting. He began with a request to observe a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

Dr. Childers noted that all closed session business had not been completed. Following the business of the open session, the Board would return to closed session for Student Records N.C.G.S. 143-318.11(a)(1), and Personnel N.C.G.S. 143-318.11(a)(6).

SUPERINTENDENTS REPORT

Dr. Elliott welcomed Dr. Childers and the Board members, Ms. Sibaja and Ms. Shanely, principals, teachers, school leaders, parents, and members of the public who were present that evening. He recognized Board Attorney, Mr. Henning. He welcomed some very special guests: Watauga County Schools (WCS) teachers of the year, WCS Rookie teacher of the year, and WCS principal of the year. He mentioned that Mr. Jake Orange was present to speak about the Academically and Intellectually Gifted (AIG) Program. Dr. Elliott recognized Miss Ellary Smith as next year's junior class student representative to the board of education. She was joined that evening by her mother, Dr. Tracy Smith, a professor of education at Appalachian State University.

Dr. Elliott thanked county manager, Darren Geouque, and the County for funding the state mandated salary increases for non-teaching staff members, along with many needed capital projects. He noted that the commissioners had designated significant funds toward the future construction of a new Hardin Park School. He stated that Board members were invited to attend the budget workshop that week. He announced student winner, Randy Jack Swift, 1st grader at Cove Creek School, whose artwork was chosen from 4,624 entries, for the State 2022-2023 Farm to School calendar.

Dr. Elliott congratulated Ms. Christy Welch, who was selected to be on the ballot for the American School Counseling Association board of directors this summer.

He announced the reinstatement of the North Carolina Principal Fellows Program, a two year program that provides free tuition to the Masters in School Administration Program. Two teachers, Mr. Scotty Greer and Mr. Daniel Machon, were chosen from WCS to attend Appalachian State University for the first cohort. He highlighted the previous week's celebration of National Teacher Appreciation Week. He thanked the teachers for their hard work and dedication to WCS students, and thanked parents, businesses, and community members who showed their support to teachers during the previous week through gifts, letters and cards of encouragement, school luncheons, and discounts at various businesses. He thanked the many local businesses who displayed posters thanking teachers, and thanked radio station, WATA and the Watauga Democrat newspaper for running positive messages on their platforms each day during the previous week.

He announced that the current week was School Nurse Week, celebrating the many ways that our school nurses have been so valuable to our students and families over the last two years. He noted that they had been a great resource, keeping families and students healthy, and classrooms open for our students.

He reminded everyone that the last school day of the year was 13 days away on Thursday, May 26 with an early release that day. Due to the weather and the use of remote instruction days, this would be one of the earliest last days of school. He thanked everyone in schools, especially the WCS teachers, for their service to our students, families, and communities during an extraordinary year.

STUDENT REPORT

Dr. Childers spoke words of thanks to and admiration of Ms. Sibaja, and wished her well as she began her college career and future. Student representatives, Ms. Mia Shanely and Ms. Isabella Sibaja shared updates from Watauga High. They spoke about the AP exams currently being held, and that students in were in preparation for final exams. Pioneer Playmakers new play, "Princess Reform School" was held with three shows, as well as a "Prince and Princess Tea and Royal Training" for local youth. The Mountain Alliance Annual Youth Service Day was held with opportunities to work at many venues. There was also an After Party with games, food, and music. CTE SKILLS USA club placed 1st in the state with their Solar Golf Cart. TSA placed 2nd in the state in Drafting. Watauga Senior, Lily McKay was atop 10 finalist in Sports and Entertainment Marketing role play at DECA Internationals. HOSA competed at the state competition. Pioneer Ambassadors went in person to schools to work with the rising 9th grade to answer questions about high school. Phineas Gage, the freshman common read for the 22-23 year was announced. Baccalaureate would be held on May 12th. The Capping ceremony would be on May 19th with Senior Scholarship on May 23rd, and Graduation at the Convocation Center on May 27th.

PUBLIC RECOGNITION

Teachers of the Year (TOY) were recognized by Dr. Martin, who shared his personal knowledge of their expertise in the classroom. The Principals escorted their recipients who were: Bethel-Alex Keene, Blowing Rock-Sue Walker, Cove Creek-Carla Greene, Green Valley-Ashley Tate, Hardin Park-Randy McDonough, Mabel-Jeannie Hicks, Parkway-Jennifer Lacy, Valle Crucis-Courtney Hicks, Watauga Virtual Academy (WVA)-Christy Laws, and Watauga High-Sean Sikes.

The Rookie Teacher of the Year was Kim Henderson of Cove Creek.

Principal of the year was Patrick Sukow of Blowing Rock.

Board members spoke to and about the teachers and principal of the year, voicing their appreciation for seeing the teachers at work who bring their passions daily to teaching their students.

Dr. Elliott spoke about Ms. Isabella Sibaja's tenure as Student Representative to the board for the previous two years. She brought different strengths and unique perspectives to the board. She led with excellence through two tumultuous years and found creative ways to help students adjust to the many changes throughout the COVID era. He wished her well in her future. Ms. Turner presented her with a leadership medal and a certificate of appreciation for her service to Watauga students and the Board.

CURRICULUM UPDATE

Ms. Tamara Stamey shared some recent activities, which have helped to bring our schools back to a sense of normalcy: Visits to Space Camp, Sound to Sea, and Washington DC field trips. The WVA had an in-person field trip along with other WCS schools, to ASU for their STEAM event. She noted several recent student achievements: Parkway Battle of the Books placed 2nd place at the state competition, SKILLS USA placed first in their solar golf cart project, HOSA middle and high school competed at the state level and have several students eligible to compete at Nationals, a DECA student will compete at the International level, a TSA student won first at State and will compete at the National level. Graduation is about to occur. Eighth grade promotion ceremonies are about to happen. BuildFest, ComicCon, Band concerts, Family Nights, and Special Olympics are all happening. WCS students are excelling academically, but their other activities help them to excel in their passions and talents, speaking to their future endeavors.

Teachers are working with their Professional Learning Communities preparing pacing guides, and are focusing especially on Math. This year teachers will have one mandatory workday and five optional workdays with four half-day sessions of professional development (PD). The Kindergarten portfolio is receiving review. State-mandated mClass end-of-year assessments have begun and EOG and EOC are about to begin. Assessments allow the schools to identify areas of strength and areas of need for additional work. Summer School for high school will focus on credit recovery. Two granted programs held at the high school for up to 90 rising 6-9th grade students will provide leadership activities for students moving to middle school and to high school. Read To Achieve (RTA) camp for 2nd and 3rd grade students will be held at three schools through June. Free summer camp through extended learning staff will be held at Green Valley and Mabel with W.A.M.Y. summer camp at Valle Crucis. All summer camps will provide breakfast, lunch, and bus transportation.

Administration will have 15 hours of PD for early literacy in preparation for LTERS training. The Curriculum team will participate in the Summer admin retreat, laptop deployment in August, new employee orientation, and Convocation on August 16th. She thanked the Board for their support.

Dr. Childers spoke about the Office of Learning Recovery offerings, specifically the Summer Bridge program. Ms. Stamey stated that some of those funds would be used for the summer leadership programs and career acceleration programs. Dr. Elliott shared that they would soon have data from EOG/EOC tests to gauge the necessity learning recovery programs.

PRESENTATION OF AIG PLAN AND APPROVAL

Ms. Stamey introduced Mr. Jake Orange, the District AIG Coordinator, who is also an Assistant Principal at Hardin Park. He thanked the Board for their guidance and support. He recognized several AIG specialists in the audience. He noted that Article 9B is the guiding document for gifted education. Funding sources provide \$500,000 for services, which are used mostly for school staff salaries, and is the best use of funds. Less than 1% of funds are used for PD. AIG student enrollment is currently 714, which is 14.9% of the total student population. Identification areas show over 50% are gifted in both Reading and Math. The designation of AI (3%) is used to identify high academically gifting, and the IG designation indicates intellectually gifted whose aptitude or test scores indicate student gifting, but performance did not. Students are placed in whichever area that benefits them. WCS attempts to be equitable with placements while serving all students with this need. The Caucasian category is higher in representation, and the Hispanic group is under-represented as compared to the general population. Surveys show that students are being challenged in both their regular classes and with their AIG specialists. Mr. Orange is optimistic that academic levels are coming back to pre-pandemic levels with the exception of Math 1, but he is optimistic the upcoming Math 1 results will have returned to normal. Future goals are to track demographics in prior identification students, and “wait and watch” students, reviewing the program, improving screening at high school, collaborating with “English Learners” and Exceptional Children, and strengthening the program.

Steve Combs moved to approve the Plan, with Jason Cornett seconding. Following Dr. Fenwick's discussion and questions, the vote to approve was unanimous.

VALLE CRUCIS UPDATE

Dr. Elliott shared that discussions regarding technical specifications continue with Dr. Schleede and architects. The science lab is being reviewed for safety and storage, as is the school's entrance area. He expects the bid documents to be in place in June. A virtual reality presentation will be made to the board and community in the future.

COVID UPDATE

Dr. Elliott updated the board on current metrics in the area from the Situation Update from AppRegional Health Care. The severity of illness is the focus, and even with a slight up-tick in cases, severity remains low and Watauga continues to be in the green or yellow levels. One school had clusters with very minor symptom for students, but a bit stronger symptoms for adults. This seems to be evidence of the "long-Covid" phenomenon.

PUBLIC COMMENT

One citizen presented for Public Comment at the May Board Meeting.

Gannon Tipton – is a parent of three students. He shared accolades for the school system in their ability to be flexible, and that he thought that the board and teachers had done an excellent job during the past two years. He felt that criticism had been unfortunate, made by people who would never have to make like decisions. He stated that the Board and school system, in general, had made good decisions for the benefit of the students.

CONSENT AGENDA

- A. Approval of the Minutes for 4/11/2022
- B. Field trip requests
- C. Declaration of Surplus
- D. Budget Amendment #2
- E. Approval of the School Resource officer contract
- F. Monthly Mask Policy Approval
- G. Personnel Report

Marshall Ashcraft moved to approve the consent agenda items A through G. Steve Combs seconded the motion. The board members voted unanimously to approve.

BOARD OPERATIONS

Mr. Ashcraft asked the Board to financially support National Board Certification for teachers. Dr. Childers encouraged discussion about this topic. Dr. Elliott reminded the board that the budget had not yet been finalized and he could make a recommendation to the committee for consideration.

Dr. Elliott reminded the Board of the meeting with County Commissioners on Thursday at 3PM, and afterward for the Teacher of the Year banquet.

Dr. Childers congratulated Mr. Ashcraft on his appointment to the legislative committee of NCSBA. Dr. Childers will meet with the NCSBA budget committee on May 20th virtually. On June 17th, he would attend the quarterly meeting of NCSBA. The BOE/CCCTI meeting would be on May 18th.

BOARD COMMENTS

Mr. Ashcraft has interest in attending the Hiring and Non-Renewal webinar. Dr. Fenwick would also like to attend.

Dr. Childers spoke about the regional meeting:

Dr. Lucy Edwards spoke about NCSBA's joining the Consortium of State School Boards Association (COSSBA) and shared the goals of new consortium.

November 14th is the date for the annual state meeting.

They noted that the cost to support the organization is only partially funded by school system dues.

The NCSBA Summer Conference will have a SWAT exercise in order to create a new strategic plan.

There was a presentation from Office of Learning and Recovery.

He provided a Leandro Case update.

Dr. Elliott spoke about a legal update from Allen Duncan, of the State Board of Education, who reported about a mandate to develop a hypothetical formula to change school funding from ADM to FTE due to underfunding of the community colleges. Dr. Childers shared that Dr. Elliott was quite well informed about this matter.

CLOSED SESSION

Dr. Childers asked for a motion to reenter closed session. Jason Cornett moved to re-enter closed session which was seconded by Marshall Ashcraft. The vote to approve was unanimous.

Steve Combs moved to reenter open session, which was seconded by Marshall Ashcraft. The vote was unanimously approved.


OPEN SESSION

There was no additional business at the May meeting except to adjourn.

ADJOURNMENT

Steve Combs moved to adjourn, which was seconded by Jay Fenwick. The Board unanimously approved the motion at 9:32 PM.

Dr. Gary L. Childers, Board Chair



Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ___ day trip ___ out of state day trip : ☒ overnight trip ___ overnight & out of state trip

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) C.Freeman, W. Hill, B.Myers, J. Presnell-Greene School: Hardin Park

Cell phone number: 828-773-7232 Grade(s): 4th Number of students: 82

Departure time/date: April 5th @ 6:00 AM Return time/date: April 7th @ 6:00 PM

Educational purpose:

Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed)

The North Carolina Sciences/History Museum and the North Carolina Legislative Building located in Raleigh, North Carolina and Sound to Sea (Trinity Episcopal Center) located in Salter Path, North Carolina.

Purpose of trip and how it relates to the curriculum:

Sound to Sea curriculum meets Science Essential Standard 4.L.1: *Understand the effects of environmental changes, adaptations and behaviors that enable animals (including humans) to survive in a multitude of habitats.* Sound to Sea provides students the opportunity to visualize, experience and explore the life of animals in their natural habitat that are starkly different from the habitats we are surrounded by here in the mountains. Students are exposed to a multitude of different habitats and allowed to discover the way things lives on the coast first hand. Students experience the different adaptations of marine life in a unique, hands on way. At the Science Museum, students are given the opportunity to see North Carolina resources and animals from each region on display. The History Museum is an excellent collection of North Carolina History, from the Native Americans to famous North Carolinians. Our trip to the Legislative Building is a way for students to experience North Carolina government first hand and see what it truly looks like from the inside. In closing, students also get the amazing experience of traveling from the mountains to the sea, experiencing the changes in landscape and geography in North Carolina.

Supervision and Safety:

Names of all school staff chaperones: Corrie Freeman, Wendy Hill, Barbara Myers, Jessica Presnell-Greene & an administrator TBD

Names of all non-school chaperones: Carrie McClain, Cori Braxton

All chaperones have a background check completed: ☒

Sponsoring teacher initials: _____

Are all site(s) accessible to students with disabilities? ☒ yes ___no ___ How will students with disabilities be accommodated for site access and transportation? yes

Sponsoring Teacher Initials _____ (If applicable) A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable.

Transportation plan:

Mode of transportation: ___Activity bus ___Rental car/mini-van ☒Charter bus ___Other

(If applicable, bus request form must be attached)

Driver/s: to be decided Round trip mileage: 684 # of buses needed: _____

Charter Bus Company: Young Transportation

Total cost per student \$260-\$280 Source of funds: Students will pay their own cost with fundraising available. Scholarships provided as needed.

The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: _____

Approval/Signatures:

Sponsoring teacher signature: C Freeman Date: 05 / 11 / 2022
Principal approval: [Signature] Date: 5 / 11 / 2022

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 5 / 25 / 2022
Superintendent approval: [Signature] Date: 5 / 25 / 22
Board of Education approval: _____ Date: ____ / ____ / ____

4th Grade Sound to Sea Itinerary Trip

Wednesday, April 5th

- 6:00 AM Depart Hardin Park
- 9:00 AM Arrive at NC Science Museum of Natural Sciences
11 West Jones Street, Raleigh, NC 2760
(919) 707-9800
- 10:30 AM Load Buses at Science Museum
- 11:30 AM Lunch (on Bus)
- 2:00 PM Arrive at Sound to Sea (Trinity Center)
618 Salter Path Road, Pine Knoll Shores, NC 28512

Thursday, April 6th

At Sound to Sea all day

Friday, April 7th

- 9:00 AM Buses arrive at Sound to Sea
- 12:00ish Lunch I-40 Exit 364 – Warsaw, NC
- TBA Snack I-85 Exit 139 – Burlington
- 6:00 PM Arrive at Hardin Park
361 Jefferson Road, Boone NC 28607

Contact Information:

Corrie Freeman (828) 773-7232
Meagan Lancaster 828-231-1795
Barbara Myers 828-773-1539
Jessie Presnell (828) 266-3450
Hardin Park School (828) 264-8481
Sound to Sea (252) 247-7159

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ___ day trip ___ out of state day trip ___ overnight trip ☒ overnight & out of state trip

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) Hannah Stuart & Amanda Combs School: WCS HOSA

Cell phone number: 828-773-2098 Grade(s): 7th-8th Number of students: 8

Departure time/date: Wednesday, June 22nd Return time/date: Sunday, June 26th
6:00AM 12:00pm

Educational purpose:

Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed)

Nashville, TN (agenda attached)

Purpose of trip and how it relates to the curriculum: Students that qualified in the top 3 during State Leadership Conference have the opportunity to compete at the International conference. Students will compete, attend relative education sessions, HOSA Expo, leadership sessions and interact with students from across the globe.

Supervision and Safety:

Names of all school staff chaperones: Hannah Stuart, Amanda Combs, Sara Isaacs, Melissa Gutschall, Kayla Welch

Names of all non-school chaperones: Melissa Gutschall & Kayla Welch

All chaperones have a background check completed: yes Sponsoring teacher initials: AE
Are all site(s) accessible to students with disabilities? yes no How will students with disabilities be
accommodated for site access and transportation? NA

Sponsoring Teacher Initials AE (If applicable) A safety/supervision plan for high risk and/or water activities has
been shared with the parents. Please attach a copy of the plan to this form if applicable. No water activities.

Transportation plan:

Mode of transportation: Yellow bus with wheelchair lift Yellow bus without wheelchair lift
Activity bus with wheelchair lift Activity bus without wheelchair lift Rental car/mini-van
Charter bus Other (Please explain) SCHOOL VANS

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: _____ # of buses needed: _____

Total cost per student \$ _____ Source of funds: _____

The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: AE

Approval/Signatures:

Sponsoring teacher signature: Amanda Combs, PA Date: 5 / 17 / 22

Principal approval: John J. Cato Date: 5 / 25 / 22

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 5 / 25 / 22

Superintendent approval: [Signature] Date: 5 / 26 / 22

Board of Education approval: _____ Date: _____ / _____ / _____

HOSA Shatter YOUR EXPECTATIONS

FUTURE HEALTHCARE LEADERS 2021-2022

ILC 2022 Tentative AGENDA

HOSA's 45th International Leadership Conference • June 22–25, 2022

The schedule of events has NOT been finalized; therefore, this agenda MUST be considered as tentative.

As soon as all activities and events are finalized, a detailed agenda will be published at www.hosa.org.

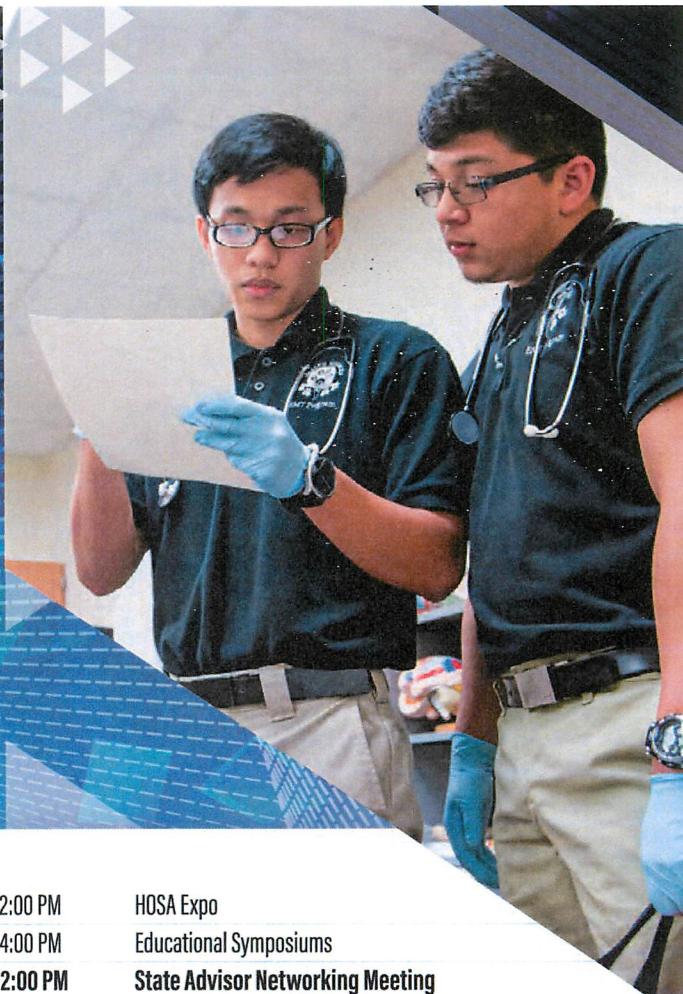
►►► Tuesday, June 21 *(All times listed are CDT)*

9:00 AM – 5:00 PM	HOSA Headquarters
9:00 AM – 5:00 PM	Competitive Events Headquarters
1:00 PM – 4:00 PM	HOSA University 301: State Officers
5:00 PM – 7:00 PM	State Advisor Dinner
6:00 PM – 8:30 PM	Executive Council Exam
8:30 PM – 9:30 PM	Nominating Committee Meeting
9:00 PM – 11:00 PM	State President's Reception
12:00 AM	Curfew

►►► Wednesday, June 22

7:30 AM – 5:30 PM	HOSA Headquarters
7:30 AM – 5:30 PM	Competitive Events Headquarters
7:00 AM – 1:00 PM	Executive Council Interviews
8:00 AM – 1:00 PM	Conference Registration
8:00 AM – 9:00 AM	New Advisor Coffee Talk
9:00 AM – 5:00 PM	HOSA Expo
10:00 AM – 5:00 PM	National Geographic Learning Academic Testing Center
11:00 AM – 1:00 PM	VIP Luncheon (By invitation only)
12:00 PM – 2:00 PM	Nominating Committee Meeting
1:00 PM – 4:00 PM	Voting Delegate Orientation
1:30 PM – 2:30 PM	Local and State Advisor Orientation
3:00 PM – 4:00 PM	Courtesy Corps Meeting
3:00 PM – 5:00 PM	HOSA-100 National Advisory Council Meeting
4:00 PM – 5:00 PM	Workshop Ambassador Meeting
5:00 PM – 7:00 PM	VIP Scholarship and Sponsor Reception
5:30 PM – 6:30 PM	Flag Practice
7:30 PM – 9:00 PM	Opening Session
10:00 PM – 12:00 AM	Committee Meetings
12:30 AM	Curfew





▶▶▶ Thursday, June 23

7:30 AM - 5:30 PM	HOSA Headquarters
7:30 AM - 6:30 PM	Competitive Events Headquarters
8:00 AM - 9:00 AM	Zumba
8:00 AM - 11:00 AM	HOSA University 101: Local Members
8:00 AM - 11:00 AM	HOSA University 201: Chapter Officers
8:00 AM - 12:30 PM	Meet the Candidates Breakfast (For voting delegates only)
8:00 AM - 8:00 PM	National Geographic Learning Academic Testing Center
8:30 AM - 3:30 PM	Workshop Ambassador Check-in
9:00 AM - 5:00 PM	HOSA Expo
9:00 AM - 4:00 PM	Educational Symposiums
10:00 AM - 11:00 AM	State Advisor Networking Meeting
1:00 PM - 4:00 PM	HOSA University 102: Advanced Leadership
1:00 PM - 4:00 PM	HOSA University 100: Middle School Members
6:00 PM - 9:00 PM	HOSA, Inc. Corporate Meeting
9:00 PM - 11:00 PM	Past HOSA, Inc. Chair Reception
10:00 PM - 12:00 AM	Committee Meetings
10:00 PM - 12:00 AM	Alumni Party
12:30 AM	Curfew

▶▶▶ Friday, June 24

7:00 AM - 5:30 PM	Competitive Events Headquarters
7:30 AM - 5:30 PM	HOSA Headquarters
8:00 AM - 9:00 AM	Zumba
8:00 AM - 3:00 PM	National Geographic Learning Academic Testing Center
8:00 AM - 11:00 AM	HOSA University 101: Local Members
8:00 AM - 11:00 AM	HOSA University 401: New Chapter Advisors
8:30 AM - 1:30 AM	Business Session
8:30 AM - 3:30 PM	Workshop Ambassador Check-in

9:00 AM - 2:00 PM	HOSA Expo
9:00 AM - 4:00 PM	Educational Symposiums
1:00 PM - 2:00 PM	State Advisor Networking Meeting
1:00 PM - 4:00 PM	HOSA University 102: Advanced Leadership
1:00 PM - 4:00 PM	HOSA University 201: Chapter Officers
1:00 PM - 4:00 PM	HOSA University 501: Experienced Chapter Advisors
2:00 PM - 3:00 PM	New Board Member Orientation
5:00 PM - 6:00 PM	Alumni Reception
7:30 PM - 10:00 PM	Recognition Session
10:00 PM - 12:00 AM	Committee Meetings
10:00 PM - 12:00 AM	Entertainment
12:30 AM	Curfew

▶▶▶ Saturday, June 25

9:00 AM - 11:00 AM	HOSA Headquarters
9:00 AM - 11:00 AM	Competitive Events Headquarters
8:30 AM - 9:30 AM	Executive Council Transition Breakfast
5:00 PM - 7:00 PM	Grand Awards Session: National Geographic Learning Academic Testing, Teamwork, and Leadership Events
8:00 PM - 10:00 PM	Grand Awards Session: Health Professions, Health Science, and Emergency Preparedness Events
10:00 PM - 12:00 AM	HOSA Grand Awards Dance
1:00 AM	Curfew



WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ☒ day trip ☐ out of state day trip ☐ overnight trip ☐ overnight & out of state trip

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) Jennifer Brown School: 5-6 Summer Camp
Cell phone number: 865 556 3816 Grade(s): rising 6th gr. Number of students: 30
Departure date: June 13 Return date: June 13
Departure time: 8:50 Return time: 2:50

Educational purpose:

Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed)

Wahoo's Adventures, Boone, NC

Purpose of trip and how it relates to the curriculum: We will be applying our pillars of leadership (with a focus on communication, collaboration, delegating work and team building) in a real life setting. Students will need to utilize their skills in order to successfully canoe down the New River.

Supervision and Safety:

Names of all school staff chaperones: Angelica Watson, Jennifer Brown, Leah Huttlinger and Amy Atkins, Laura Turner, Meredith Jones

Names of all non-school chaperones: n/a

All chaperones have a background check completed:

Sponsoring teacher initials: JB

Are all site(s) accessible to students with disabilities? yes ☒ no ☐ How will students with disabilities be accommodated for site access and transportation? n/a

Sponsoring Teacher Initials _____ (If applicable) A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable.

Transportation plan:

Mode of transportation: ☒ Yellow bus with wheelchair lift _____ Yellow bus without wheelchair lift _____
Activity bus with wheelchair lift ☒ Activity bus without wheelchair lift _____ Rental car/mini-van _____
Charter bus _____ Other (Please explain) _____

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Wayne Eberle Round trip mileage: 18 miles # of buses needed: 1
Total cost per student \$ 0.00 Source of funds: summer camp

The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: mg

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 5 / 31 / 22
Principal approval: Meredith Jones Date: / /

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 5 / 31 / 22
Superintendent approval: [Signature] Date: 5 / 31 / 22
Board of Education approval: _____ Date: / /

May 31, 2022

Hello Summer Camp Families,

Along with all of our fun summer camp activities, we will also be taking a few fun trips!

Appalachian State University–Wednesday, June 8th

Your student will be learning about the rock cycle and fossils at the Rock Garden at Rankin Science Building. Students will need to be prepared for any potential inclement weather. They WILL need rain gear (rain jacket, clothes that can get dirty/ potentially wet) and close-toed shoes. If there is any inclement weather, we will seek shelter in Appalachian State buildings.

Mountain Alliance-Friday, June 10th

Your student will be participating in a teambuilding extravaganza day on Friday, June 10 with Mountain Alliance. This special trip will happen on WHS campus and your student won't need any extra spending money. Your student WILL need rain gear (rain jacket, clothes that can get dirty/ potentially wet) and close-toed shoes. Students should not bring umbrellas instead of rain jackets, please. Because they will be climbing the Alpine Tower, students should wear comfortable, loose pants or shorts that are at least mid-thigh (so students will be safe and comfortable in climbing harnesses).

For fun this day, please make sure your student has:

- rain gear
- close-toed shoes
- clothes that can get dirty
- loose and long shorts/ pants

Wahoo's Canoe Trip– Monday, June 13th

Your student will be taking a canoe trip down the New River with Wahoo's Adventure Company. Students will be in small groups to engage in intentional team building activities during their time on the river. Students will experience and explore scientific concepts around water such as buoyancy, density, current and more. They will use these experiences to help them complete STEM challenges back at the school building. Students will be required to wear a life jacket while on the river. We will have two staff members that are CPR/ First Aid certified on the river with us. In the instance of inclement weather, we will evacuate the river and seek shelter. The students will need to wear an outfit that they are comfortable getting wet in and they will need to bring a change of clothes and a towel for after we get off the river. Per WCS Board Policy, students must keep their midriff covered, so we recommend students wearing a t-shirt and shorts or a one piece swimsuit. We encourage you to talk with your student about proper sun protection for this trip. Students will need appropriate footwear for the river.

Here is [the link for the Wahoo's waiver](#). Please complete this for your student before our first day of summer camp.

Vulcan-Wednesday, June 15th

Your student will take a guided tour of the Vulcan Rock Quarry, have the opportunity to pick a rock to take home and learn about how they get the resources they need. Vulcan is also serving pizza!

Doc's Rocks-Wednesday, June 15th

When we leave Vulcan, we will head to Doc's Rocks. Your student will have the opportunity to learn about the historical geology of our area, pan for gems, visit a fossil museum and play putt-putt! We plan on eating lunch

on site. There is a gift store on site, so if your child wants, they may bring money. They must be responsible for the money.

Please print and sign the attached permission slip. You may either send it with your child on the first day of camp, drop it off before June 7th at the Central Office for Meredith Jones, or scan and email it back to Meredith Jones at jonesm@wataugaschools.org. In addition, if you need a printed copy of the permission form, you may pick it up at the WCS Central Office between 8am and 4:30pm before June 7.

Please let us know if you have any questions!

On **Thursday, June 16th**, we will travel to Linville Caverns and Linville Falls to learn more about the local bodies of water and how they have shaped local geology. We will also discuss how the unique ecosystem of the caverns has caused adaptations to local wildlife over time. Students are encouraged to wear sunscreen this day and wear comfortable footwear for walking on rocks and hiking. They should also bring a water bottle for the day. Packed lunches will be provided by WCS.

By signing below, you are agreeing to your child's full participation in the field trips involved with the WCS Summer Camp. In addition, you will need to sign the attached WCS permission form. You may return these forms by dropping them off prior to June 7th at the WCS Central Office for Meredith Jones, sending on June 7th with your student, or by scanning and emailing to Meredith Jones at jonesm@wataugaschools.org. In addition, if you need a printed copy of this letter and the permission form, you may pick it up at the WCS Central Office between 8am and 4:30pm before June 7.

Parent Signature

Date

Student Name

Date

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ☒ day trip ☐ out of state day trip ☐ overnight trip ☐ overnight & out of state trip

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) Meredith Jones
Heather Windish, Lauren Brinegar
Allyson McFalls, Sumer Williams School: WCS Summer Camp
Cell phone number: _____ Grade(s): 9th Number of students: 12
Departure date: Friday, June 10 Return date: Friday, June 10
Departure time: 8am Return time: 2:00

Educational purpose:

Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed)

River girl on Watauga River

Purpose of trip and how it relates to the curriculum: See attached letter

Supervision and Safety:

Names of all school staff chaperones: Sumer Williams, Heather Windish, Lauren Brinegar,
Allyson McFalls, Laura Turner

Names of all non-school chaperones: River Girl Staff

All chaperones have a background check completed: ☒

Sponsoring teacher initials: MJ

Are all site(s) accessible to students with disabilities? yes ☒ no ☐ How will students with disabilities be accommodated for site access and transportation? No students with disabilities are attending

Sponsoring Teacher Initials MJ (If applicable) A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable.

Transportation plan:

Mode of transportation: ☐ Yellow bus with wheelchair lift ☒ ~~Yellow~~ bus without wheelchair lift
☐ Activity bus with wheelchair lift ☒ Activity bus without wheelchair lift ☐ Rental car/mini-van
☐ Charter bus Other (Please explain) _____

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: _____ # of buses needed: 1

Total cost per student \$ 0.00 Source of funds: PRC 176

The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: MJ

Approval/Signatures:

Sponsoring teacher signature: Meredith Jones Date: 5 / 31 / 22

Principal approval: _____ Date: ____ / ____ / ____

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 5 / 31 / 22

Superintendent approval: [Signature] Date: 5 / 31 / 22

Board of Education approval: _____ Date: ____ / ____ / ____



Dear Parents/Guardians,

We have several exciting opportunities planned for our students during our "Mountaintop Experiences" Summer Camp! In order to fully participate in these activities, we will need students to come prepared. Please read carefully through the following and sign at the bottom stating that you understand the expectations and will ensure that your student will come to camp prepared for that day's activities.

On **Tuesday, June 7th**, we will travel to High Gravity Adventures in Blowing Rock to participate in their team building activities. The goal of this activity is to build camaraderie, communication skills, and leadership skills. Students need to wear sunscreen that day, bring a water bottle, and wear close-toed shoes appropriate for climbing. Packed lunches will be provided by WCS. In order for your student to participate, you must fill out the waiver form on the [High Gravity Adventures website](#). It can be found in a box on the lower left corner of the screen on their website.

On **Friday, June 10th**, we will travel to work with River Girl for a boating adventure on the New River. This trip will cover experimental design, local water quality and ecology, outdoor leadership skills, and water safety. It is required for this trip that students wear their personal flotation device at all times when on or near the water, wear appropriate footwear for being in the water, and wear sunscreen. Students may wear swimsuits, but cover ups or t-shirts are suggested in order to meet school dress code (midriffs must be covered). Students should also plan to bring a water bottle for the day, as well as a towel. Teachers present that day have been trained in first aid and CPR. Packed lunches will be provided by WCS. [Please fill out the River Girl Waiver Here](#)

On **Monday, June 13th**, we will travel to Valle Crucis Park to work with ASU students from the Environmental Science and Geology Departments to work on water quality testing and investigate macroinvertebrates in local water sources. We will discuss the differences between the bodies of water we have observed thus far (river, creek, wetland). We will also work on group dynamics and leadership skills. Students are required to wear appropriate footwear and clothing for wading into water, but should not be in water more than 8" deep. Students should also plan to wear sunscreen, bring a water bottle for the day, as well as a towel. Teachers present that day have been trained in first aid and CPR. Packed lunches will be provided by WCS.

On **Wednesday, June 15th**, we will have a Career Academy Day. Students will have the opportunity to travel to different businesses within Watauga County to hear firsthand what career opportunities are available to them in their own backyard! We will be traveling to Watauga Medical Center, Charleston Forge, F.A.R.M. cafe, Blue Ridge Electric and Stick Boy Bread Company. Students should wear comfortable walking shoes and bring a water bottle for the day. Lunch will be provided by WCS or will be at F.A.R.M. cafe.

Declaration of Surplus Items - June 30,2022**Date Approved:****Bethel**

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
100217	1	Audio System- Sony		1
N/A	1	CD Player- Califone		1
N/A	1	Office Chair- Black		1
100739	1	Table- cafeteria	1	
100036	1	Desktop - Dell Optiplex		1
100221	1	Tone Bells in Case		1
28415	1	Document Camera- Epson		1
100365	1	Smartboard		1
N/A	1	Whiteboard- Wall mount		1
N/A	1	Portable CD/cassete player		1
N/A	1	Cart	1	
900320	1	Dell Precision T3500		1
Varies	15	Dell Optiplex 790		15
N/A	15	Keyboards		15
N/A	1	Dell Monitor		1
N/A	4	Metal Tables		4
N/A	2	Wooden Tables		2
N/A	1	Office Chair- Black		1
N/A	18	Texas Instrument Calculator		18
100854	1	Texas Instrument Calculator		1
100852	1	Texas Instrument Calculator		1
N/A	1	4-Franklin Spelling Corrector		1
N/A	1	brown computer desk		1
N/A	1	rolling brown book shelf		1
600111	1	Laptop- Latitude		1
N/A	5	Metal chairs	5	
N/A	2	Small metal chair	2	
N/A	17	Medium metal chair	17	
N/A	12	Large metal chair	12	
N/A	5	Metal Student Desk	5	
N/A	4	Wooden Chairs	4	
N/A	3	Wooden Upholstered Chair	3	
N/A	4	Metal Chair		4
100512	1	Weedeater		1
N/A	1	Green Tricycle		1
N/A	1	Black stool with wheels	1	
100386	1	RCA 5 disk CD player		1
Varies	3	Chromebook- Lenovo	3	
133			54	79

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
200157	1	Camcorder- JVC	1	
200548	1	Camera- Canon Powershot	1	
51424	1	Camera- Fujifilm	1	
N/A	1	Monitor- HP s/n..... 707MV		1
N/A	1	Printer- Lexmark s/n....4349		1
28506	1	Chromebox	1	
28514	1	Chromebox	1	
N/A	1	Monitor- Dell s/n701172	1	
N/A	1	Monitor- Dell s/n.....700407	1	
200944	1	Vacuum- ProTeam		1
33947	1	Computer Cart- s/n....52019	1	
100464	1	Band Saw	1	
Varies	40	Chromebook- Lenovo N23	40	
100472	1	Planer	1	
N/A	1	Table	1	
54			51	3

Cove Creek

Asset #	Quantity	Description	Usable	Unusable
800672	1	Projector		1
none	1	Interwrite Tablet		1
N/A	5	HP L1710 monitors		5
N/A	24	keyboards		24
N/A	4	Dell monitors		4
Varies	4	Optiplex 390		4
Varies	18	Optiplex 790		18
800439	1	Fridge		1
Varies	23	Chromebook- Lenovo N23	23	
	81		23	58

Green Valley

Asset #	Quantity	Description	Usable	Unusable
Varies	15	Chromebook- Lenovo N23	15	
	15		15	0

Hardin Park

Asset #	Quantity	Description	Usable	Unusable
Varies	12	IPad	12	
N/A	7	Wooden Tables		7
Varies	18	Chromebook- Lenovo N23	18	
	37		30	7

Mabel

Asset #	Quantity	Description	Usable	Unusable
600402	1	A/C window unit		1
32023	1	Chromebook- Lenovo		1
35269	1	Smart UPS-Backup		1
N/A	1	Boom for Microphone		1
N/A	1	Follett PHD Scanner		1
N/A	3	Headphones		3
N/A	3	Monitors- Dell	3	
N/A	2	Monitors- HP	2	
N/A	1	Ceiling Mount for Proj	1	
N/A	1 box	Cables- Cat6/AV/Power	1 box	
N/A	1	Weathermet station	1	
N/A	1	Trays for Smartboards		1
N/A	1	Catalyst Switch		1
Varies	10	Dell Optiplex 790		10
N/A	1	White rolling cart/desk	1	
N/A	1	Desk (4 3060L)	1	
N/A	1	Monitor- Dell		1
Varies	11	Chromebook- Lenovo	11	
37716	1	Interactive panel		1
	28		8	20

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
700078	1	Desktop- Compaq		1
700625	1	Desktop- Optiplex		1
Varies	4	Smartboard		4
N/A	1	Califone headphone jack		1
N/A	1	Sharp Cassette recorder		1
N/A	1	Lenoxx Cassette player		1
N/A	1	Kinyo VHS Rewinder		1
N/A	1	Audio- UHF Receiver		1
N/A	1	Logic Microphone system		1
700540	1	Elmo Document Camera		1
N/A	1	Califone Cassette & CD player		1
N/A	11	Computer monitors	11	
N/A	30	Computer keyboards	30	
700136	1	Smart Response System - 4 boxes		1
N/A	50	iClickers - approximately 50	50	
Varies	4	Dukane film projector		4
N/A	1	Panasonic Answering Machine		1
N/A	1	GE Superadio		1
T12544	1	Spelling Ace Third Edition		1
T12547	1	Spelling Ace Third Edition		1
Varies	12	Flip Video Camera		12
700566	1	Vivitar Camera		1
700565	1	Vivitar Camera		1
700567	2	Vivitar Camera - 2 of them		2
N/A	1	8 Channel DVR recorder		1
2267	1	Kodak Ektagaphic Slide Projector		1
N/A	1	Radio Shack 2-Channel Intercom System		1
700284	1	Elmo Document Camera		1
N/A	1	Overhead Projector & bulbs		1
2265	1	Beseler Vu-Lyte II Opaque Projector		1
51404	1	Canon Vixia HD Video Camera		1
700474	1	Emerson VCR/DVD Player		1
700485	1	Magnavox DVD/VCR Player		1
N/A	12	Keyboards	12	
N/A	15	VHS vidio tapes	15	
Varies	4	Chromebook- Lenovo N23	4	
170			122	48

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
29826	1	Desktop- Dell		1
29811	1	Desktop- Dell		1
Varies	7	TI-84 plus calculator		7
300220-229	10	Amazon Kindle		10
Varies	46	Chromebook- Lenovo N23	46	
25729	1	Optiplex 755		1
29794	1	Optiplex 790		1
Varies	3	Compaq DC 7900		3
Varies	2	Optiplex 745		2
300808	1	iPad-32GB		1
301103	1	Monitor - All-In-One CPU		1
74			46	28

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
Varies	4	Chromebook		4
30552	1	Chromebook		1
Varies	12	Keyboard- piano	12	
Varies	3	Chromebook		3
904663	1	Welder- Dynasty 200		1
902921	1	Desktop- Dell Optiplex		1
N/A	2	Netgear 16 port switch	2	
N/A	2	Netgear Prosafe Firewall	2	
N/A	3	Netgear Switch	3	
N/A	1	D-Link Switch	1	
N/A	1	Milan Switch	1	
N/A	1	Linksys Router	1	
N/A	1	Linksys Switch	1	
N/A	1	Smc Switch	1	
N/A	1	Netgear Router	1	
906137	1	Netgear 16 port switch	1	
906136	1	Netgear 16 port switch	1	
N/A	1	Cisco Switch	1	
N/A	1	HP Procurve Router	1	
N/A	1	Cisco Router	1	
N/A	1	Cisco System Router	1	
Varies	2	Intel Core 2 CPU		2
Varies	9	Cooler Master CPU		9
0 50319	1	HP Laptop		1
N/A	1	Random Laptops - 12 total		1
N/A	1	Random Old CPUs - 3		1
900002	1	Dell Optiplex 745		1
N/A	1	HP LaserJet 1200		1
903721	1	HP LaserJet 4050M		1
N/A	1	Masterpiece power supply		1
N/A	1	box of old power supplies		1
N/A	1	zip drive		1
N/A	1	Old tech cart		1
N/A	1	Box of power supplies and system boards		1
N/A	1	Box of cd/disk drives		1
903723	1	E series server		1
903725	1	Cisco switch		1
Varies	2	Compaq Server		2
N/A	1	APC Power Surge		1
903727	1	Cisco Switch		1
903698	1	CPU		1
903695	21	Compaq Server		21
N/A	1	Sever cabinet		1
N/A	35	CPU		35
N/A	1	AZZA CPU		1
N/A	1	Cooler Master CPU		1
903694	1	HP Design Jet		1
Varies	6	Cisco Switch	6	
Varies	6	Baystack	6	
Varies	6	Cisco Switch	6	
Varies	6	Dell Poweredge 2450	6	
903280	2	Dell IMP	2	
Varies	6	Battery backup	6	
N/A	1	Acer monitor	1	
N/A	1	NEC Monitor	1	
N/A	1	Dell monitor	1	
905299	1	CPU	1	
N/A	1	Belkin switch	1	
N/A	1	Switch closets-4	1	
Varies	885	Chromebook- Lenovo N23	885	
Varies	25	iPad 2 - 64 GB	25	
Varies	24	iPad Mini 16 GB	24	
N/A	1	iPad keyboard	1	
Varies	4	MacBook Air Model A1466	4	
903402	1	MacBook Pro Model A1398	1	

33017	1	Chromebook- Samsung
906120	1	Proj- Powerlite 480
904780	1	Proj- Powerlite 480
905822	1	Shredder
80432	1	Dual Monitor Stand
30203	1	Chromebook - Lenovo

1115

1	
1	
1	
	1
	1
1	
1013	102

Central Office

Asset #	Quantity	Description
	0	

Usable	Unusable
0	0

Technology Department

Asset #	Quantity	Description
28575	1	Desktop- Optiplex
28566	1	Desktop- Optiplex
50494	1	Projector- Epson
Varies	3	Desktop- Optiplex
Varies	7	iPad
Varies	4	Chromebox
Varies	5	iPad
903321	1	Mac Mini
28792	1	Chromebox- Asus
29813	1	Desktop - Dell Optiplex
29815	1	Desktop - Dell Optiplex
100133	1	iPod Touch
903013	1	Desktop- Dell Optiplex
29714	1	Desktop- Dell Optiplex

29

Usable	Unusable
	1
	1
	1
	3
7	
4	
5	
1	
	1
	1
	1
	1
	1
17	12

Transportation Department

Asset #	Quantity	Description
	0	

Usable	Unusable
0	0

Maintenance Department

Asset #	Quantity	Description
	0	

Usable	Unusable
0	0

Child Nutrition

Asset #	Quantity	Description
N/A	1	Reach in Freezer-Traulsen G22010 Bethel school
	1	

Usable	Unusable
0	1



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail, Boone, NC 28607

MEMORANDUM

TO: Dr. Scott Elliott, Superintendent
Members, Watauga County Board of Education

FROM: Ly Marze, Finance Officer

DATE: June 30, 2022

RE: 2021-22 Budget Amendment #3

Attached is Budget Amendment #3 that changes totals in Watauga County Schools 2021-22 adopted budget.

After approval of this Budget Amendment, the budget for all funds will appear as follows:

<u>Fund</u>	<u>Adopted Budget</u>	<u>Amendments</u>	<u>Amended Budget</u>
Local Current Expense	\$ 14,603,022	\$ 400,000	\$ 15,003,022
State Public School	33,680,604	2,232,458	35,913,062
Federal Grants	2,669,438	8,580,873	11,250,311
School Nutrition	1,708,600	1,115,487	2,824,087
Extended Learning Centers	542,941	0	542,941
Capital Outlay	1,751,665	486,000	2,237,665
Special Revenue/Scholarship	512,498	1,171,000	1,683,498
Total	\$ 55,468,768	\$ 13,985,818	\$ 69,454,586

Watauga County Schools
BUDGET AMENDMENT #3
June 30, 2022

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2022.

BA #3-1 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #55-65.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.6540.003.173	Non-Instructional Support	6,346
1.6540.009.184	Benefits/Longevity and Annual Leave	750,000
1.7100.009.184	Benefits/Longevity and Annual Leave	170,000
1.5110.011.163	National Boards - Substitutes	1,000
1.5120.013.121	Career and Technical Education - MOE	(72,995)
1.5120.014.121	Career and Technical Education - Program	72,995
1.5110.015.311	School Technology Fund	112
1.5210.045.180	Teacher Legislated Bonus	105,000
1.6540.141.180	State Fiscal Recovery Bonus	1,200,000
Total Appropriations		2,232,458

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	2,232,458
Total Revenues		2,232,458

BA #3-2 Explanation:

This amendment is to budget special revenue funds, year end local transfers, and misc. capital funds.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
8.5210.305.142	Exceptional Children Program	830,000
8.6401.861.418	1:1 District Technology	150,000
8.5110.311.113	Gear Up Grant	175,000
8.8100.311.392	Gear Up Indirect Cost	1,000
4.5115.430.542	Computer Hardware	375,000
4.5110.901.529.336	WHS Athletic Fields	111,000
2.5404.805.151	Local Salaries	224,000
2.6940.802.151.810	Local Salaries	165,000
2.7100.802.113	Local Salaries	72,000
2.8100.861.717	Transfer to Charter Schools	(61,000)
9.8700.599.716	Scholarship Awards	15,000
Total Appropriations		2,057,000

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
8.3700.305	Medicaid Receipts	830,000
8.4490.815	Misc. Revenue-1:1 Receipts	150,000
8.3700.311	Gear Up Grant w/ASU	176,000
4.3700.430	Misc. Revenue-Emergency Connectivity Fund	375,000
4.3400.440	K-12 Athletic Facilities Grant (SCIF)	111,000
2.4490	Misc. Revenue	400,000
9.4430	Scholarship Donations	15,000
Total Revenues		2,057,000

Watauga County Schools
BUDGET AMENDMENT #3
June 30, 2022

BA #3-3 Explanation:

This amendment is to budget for expenses paid from local and state funds for the School Nutrition program.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.5110.076.529.000.008	Cafeteria Upgrades-Lottery	(45,000)
4.8400.076.715	Transfer to School Nutrition (Capital Outlay)	45,000
1.6200.002.113	State Salary/Benefits Expense	(150,000)
1.8400.002.715	Transfer to School Nutrition (State)	150,000
2.6622.802.181.810.104	School Nutrition Supplements	(35,487)
2.8400.802.715	Transfer to School Nutrition (Current Expense)	35,487
5.7200.035.461	School Nutrition Capital Outlay Expense	45,000
5.7200.035.113	School Nutrition Salary/Benefits Expense	150,000
5.7200.035.181	School Nutrition Supplements Expense	35,487
5.7200.035.451	Food Purchased	600,000
5.7200.035.176	Salary/Benefits - Managers	150,000
5.7200.035.452	USDA Commodities	60,000
5.7200.035.453	Food Processing Supplies	75,000
	Total Appropriations	1,115,487

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
5.4924	Transfer from Capital Outlay	45,000
5.4921	Transfer from State Funds	150,000
5.4922	Transfer from Current Expense	35,487
5.3811.035	USDA Grants	885,000
	Total Revenues	1,115,487

Watauga County Schools
BUDGET AMENDMENT #3
June 30, 2022

BA #3-4 Explanation:

The following amendment is to finalize all federal budgets for 2021-22.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.8200.017.399	Program Improvement	4,769.00
3.8200.049.399	PreSchool Handicapped	1,963.82
3.8200.050.399	Title I	75,721.43
3.8200.060.399	IDEA Title VI-B	118,657.73
3.8200.082.399	SIP Grant	15,925.01
3.8200.103.399	Improving Teacher Quality	29,499.83
3.8200.104.399	Language Acquisition	14,689.01
3.8200.108.399	Student Support & Academic Enrichment	350.00
3.8200.111.399	Language Acquisition - Significant Increase	1,019.00
3.8200.114.399	Children w/Special Needs - Risk Pool	141,429.00
3.8200.118.399	Special Needs Targeted / PBIS Grant	336,265.38
3.8200.119.399	PreSchool Targeted Assistance	3,649.13
3.8200.163.399	CARES Act - ESSER I K-12 Emergency Relief	305,827.99
3.8200.167.399	CARES Act - ESSER I EC Grant	2,756.31
3.8200.169.399	GEER - Student Services	88,713.17
3.8200.170.399	GEER - Supplemental Services	53,001.00
3.8200.171.399	CRRSA - ESSER II K-12 Emergency Relief	1,049,804.75
3.8200.173.399	ESSER II - Supplemental Contract Instructional	(8.00)
3.8200.174.399	CRRSA - ESSER II - School Nutrition	1.00
3.8200.176.399	CRRSA - ESSER II - Learning Loss	6,709.00
3.8200.177.399	CRRSA - ESSER II - Summer Career	4,563.00
3.8200.181.399	ARP - ESSER III K-12 Emergency Relief	5,922,419.00
3.8200.185.399	ESSER III - ARP IDEA Grant to States	(113.00)
3.8200.186.399	ESSER III - ARP IDEA Preschool Grants	(4.00)
3.8200.192.399	Cyberbullying & Suicide	49,208.00
3.8200.193.399	Gaggle Grants	15,378.00
3.8200.203.399	ARP - ESSER III - Teacher Bonuses	338,678.00
3.5000	Purpose Code Transfer - Federal	4,500,000.00
3.6000	Purpose Code Transfer - Federal	1,400,000.00
3.7000	Purpose Code Transfer - Federal	40,000.00
3.8000	Purpose Code Transfer - Federal	(5,940,000.00)

Total Appropriations

8,580,872.56

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.3600.017	Program Improvement	4,769.00
3.3600.049	PreSchool Handicapped	1,963.82
3.3600.050	Title I	75,721.43
3.3600.060	IDEA Title VI-B	118,657.73
3.3600.082	SIP Grant	15,925.01
3.3600.103	Improving Teacher Quality	29,499.83
3.3600.104	Language Acquisition	14,689.01
3.3600.108	Student Support & Academic Enrichment	350.00
3.3600.111	Language Acquisition - Significant Increase	1,019.00
3.3600.114	Children w/Special Needs - Risk Pool	141,429.00
3.3600.118	Special Needs Targeted / PBIS Grant	336,265.38
3.3600.119	PreSchool Targeted Assistance	3,649.13

**Watauga County Schools
BUDGET AMENDMENT #3
June 30, 2022**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.3600.163	CARES Act - ESSER I K-12 Emergency Relief	305,827.99
3.3600.167	CARES Act - ESSER I EC Grant	2,756.31
3.3600.169	GEER - Student Services	88,713.17
3.3600.170	GEER - Supplemental Services	53,001.00
3.3600.171	CRRSA - ESSER II K-12 Emergency Relief	1,049,804.75
3.3600.173	ESSER II - Supplemental Contract Instructional	(8.00)
3.3600.174	CRRSA - ESSER II - School Nutrition	1.00
3.3600.176	CRRSA - ESSER II - Learning Loss	6,709.00
3.3600.177	CRRSA - ESSER II - Summer Career	4,563.00
3.3600.181	ARP - ESSER III K-12 Emergency Relief	5,922,419.00
3.3600.185	ESSER III - ARP IDEA Grant to States	(113.00)
3.3600.186	ESSER III - ARP IDEA Preschool Grants	(4.00)
3.3600.192	Cyberbullying & Suicide	49,208.00
3.3600.193	Gaggle Grants	15,378.00
3.3600.203	ARP - ESSER III - Teacher Bonuses	338,678.00
	Total Revenues	8,580,872.56

NORTH CAROLINA

WATAUGA COUNTY

THIS AGREEMENT made the fourteenth day of June 2022, between Watauga County Schools BOARD OF EDUCATION (hereinafter called "Superintendent/Designee" and North Carolina Driving School, Inc. (hereinafter call "Contractor") :

WITNESSETH THAT WHEREAS:

The Contractor hereby certifies to the Board of Education that said Contractor is properly licensed by the North Carolina Department of Motor Vehicles as a certified driver education teacher, or is certified driver education teacher pursuant to the current regulations promulgated by the Department of Public Instruction.

The Contractor agrees to provide for the Superintendent/Designee a program and curriculum of driver education for eligible students designated by the Superintendent/Designee, said contractor to provide to said students such a program and curriculum meeting the provisions of North Carolina motor vehicle laws, of North Carolina General Statutes 20-322 through 20-324, of North Carolina General Statutes 115C-215,216,217 and of the regulations pursuant thereto, said program and curriculum to comprise no less than thirty (30) hours of classroom instruction and six (6) hours of behind-the-wheel training.

The parties further contract and agree as follows:

1. **Terms of Agreement:** This Agreement shall be in full force and effect for the period commencing July 1, 2022 and ending June 30, 2023, unless terminated earlier as provided herein. The term of the Agreement will be for a period of one year, and will contain two one-year renewal options which may be exercised by the Superintendent/Designee. The bid price is firm for the first twelve months of the contract. Watauga County Schools has the option to increase the contract price by 2% on each renewal year.
2. **Education Program for Eligible Students:** The Contractor shall provide Driver Education in accordance with the State Board of Education policy stating that students shall not be taken out of the regular school day. The curriculum plan adopted by the contractor must be the State Department of Public Instruction curriculum or its equivalent and must be approved by the Superintendent/Designee before its implementation. The Contractor may modify said curriculum and program from time to time as necessary to meet the educational needs of the students and the guidelines of the State of North Carolina; however, the Superintendent/Designee shall be notified of and must approve in writing any proposed modifications of said curriculum and program before their implementation.
3. **Training Program for Special Education Students:** The Contractor shall provide an appropriate Driver Education for Special Education students who are enrolled in the program. Special Education students enrolled in the program shall complete the same curriculum and program as outlined above. The Superintendent/Designee shall identify special students, defined as those needing additional equipment and/or modification of the prescribed course. Special students as identified by the Superintendent/Designee shall be made known to the Contractor before enrollment. The Contractor may subcontract with Driver Rehabilitation Services for any special equipment or training services that maybe

needed to adequately serve the student. Watauga County Schools is responsible for any additional costs for specialized training and/or equipment.

4. **Equipment:** The Contractor shall provide at its own expense dual controlled, automatic transmission automobiles approved by the Division of Motor Vehicles, including but not limited to expenses or equipment, insurance, gasoline, oil and maintenance. All vehicles utilized under this agreement shall comply with all requirements of the Division of Motor Vehicles of North Carolina. The Contractor shall provide to the Superintendent/Designee sufficient documentation from the appropriate authority showing that all vehicles used in the performance of the Agreement have been so approved by the Division of Motor Vehicles. All vehicles used under the agreement shall be inspected at least once every year at the Contractor's expense, for safety by a certified mechanic. In addition to such inspection, the Superintendent/Designee may, at the county's expense, inspect each vehicle for compliance.
5. **Monitoring Instructions:** The Contractor shall allow, upon request, the Superintendent/Designee to monitor, at all times and places during any instruction given in each classroom or vehicle utilized pursuant to this agreement.
6. **Textbooks and Materials:** Watauga County Schools shall provide all textbooks and materials necessary for the program for all eligible enrolled students except blank paper, pen, and/or pencil. Any damage to textbooks and materials caused by a student's misuse shall be paid by said student before said student receives his or her North Carolina Driver Education Certificate.
7. **Compliance with other Requirements:** The Contractor shall comply with and continue to comply with all applicable requirements of the North Carolina Division of Motor Vehicles. In addition, the contractor shall meet the requirements set out in subsection (a), (b), and (c) of Section .0500 of the Division of Motor Vehicles and shall utilize only those instructors who are certified and/or have been awarded their non-certified instructor status by the North Carolina Division of Motor Vehicles and who, to the satisfaction of the Superintendent/Designee and the contractor, are competent to train students. Such information as to each instructor's credentials shall be maintained by the contractor and copies provided to the Superintendent/Designee, upon request.
8. **Affirmative Action Employment:** The Contractor shall maintain an affirmative action employment plan satisfactory to the Superintendent/Designee.
9. **Hold Harmless:** The Contractor shall hold the Board of Education harmless from loss, damage, or liability including court costs and reasonable attorneys' fees and shall indemnify the Board of Education, its officers, and employees against every claim or demand which maybe made against the Board of Education, its officers, or employees or students, resulting form or arising out of the contractor's operations under this Agreement, except where the sole cause of such injury or damage is the willful act or willful omission of an officer, employee, or agent of the Board of Education.

The Contractor, at it own expense, shall defend any and all legal or administrative proceedings that may or might be brought against it, the Board of Education, its officers and employees arising from such claim or demand and shall promptly satisfy any judgement that may be rendered against any of them.

10. **Insurance:** The Contractor shall, at its sole expense, maintain in full force and offered during the entire term of its Agreement, full comprehensive liability insurance for each vehicle and classroom used for this program with a carrier licensed in the State of North Carolina having a rating by A.M. Best of at least A+, insuring against any and all claims related to this Agreement and to the limits of these policies. Each vehicle shall have insurance of \$300,00.00/500,000.00/50,000.00 plus \$100,000.00 for medical payments, and each vehicle and classroom shall have general liability in the amount of One Million Dollars (\$1,000,000.00). The Contractor further agrees to furnish the Superintendent/Designee with a Certificate of Insurance evidencing such coverage as listed above before implementing its services under this agreement and to immediately notify the Superintendent/Designee of any lapse in coverage.
11. **Worker's Compensation:** The Contractor shall maintain such insurance by an insurance carrier having a rating by A. M. Best of at least A+ to protect said contractor and the Board of Education from claims under all applicable Workers Compensation Insurance Acts which may arise from activities under the Agreement. The Superintendent/Designee shall be furnished with a certificate of said Workers' Compensation Insurance before the implementation of the contractor's services under this Agreement
12. **Coordination:** The Contractor and the Superintendent/Designee shall cooperate for scheduling students, conducting parent orientation, issuing of completion certificates, and general program coordination with administration at each school site where the program is offered. Each party agrees to cooperate in good faith with the other on all issues with regard to the instruction being given to the eligible students. This cooperation shall include but not be limited to periodic meetings, before the scheduling of the students, between a representative of the contractor and the Superintendent/Designee to determine student scheduling agreeable to both the contractor and the Superintendent/Designee.
13. **Independent Contractor:** The Contractor, in the performance of this agreement, shall be and act as an independent contractor and its officers, employees, and agents shall not be considered officers, employees or agents of the Board of Education. As such, the contract agrees to provide all manpower necessary to fully perform all aspects of the Driver Education program. Such manpower shall include, but not be limited to, clerical assistance and instructors.
14. **Assignment:** The obligations of the Contractor under this Agreement are not assignable and may not be subcontracted by the Contractor, either in whole or in part, without the prior written consent of the Superintendent/Designee. This does not apply to subcontracting for students needing specialized equipment or instruction due to disability.
15. **Scheduling of Eligible Students:** The scheduling of eligible students by the Contractor and the Superintendent/Designee of thirty (30) hours class and six (6) hours of behind-the-wheel training per student shall be offered by the Contractor at times agreeable to the Superintendent/Designee and the students. The behind-the-wheel times may include but are not limited to: after school until 9:00 p.m. Saturdays from 7:00 a.m. to 8:00 p.m. and at other times agreeable to the Superintendent/Designee and the students. The behind the wheel time is not to exceed two (2) hours in any one-day for any one student.
16. **Accident Reports:** In the event of an accident involving a student enrolled in this program, or a car operated by the Contractor while performing the obligations under this Agreement, the Contractor shall report said accident immediately to the principal of the school attended by the student, to the appropriate insurance company and law enforcement authorities, and

to the Superintendent/Designee. The Contractor shall file a written report of the accident with the Superintendent/Designees within five (5) school days.

17. **Payment Procedure for Eligible Students:** The Board of Education shall pay the contractor compensation for services rendered by the contractor pursuant to the terms and conditions of this Agreement. Payment shall be made at the agreed rate after successful completion and passing of the classroom and or driving phase by each student. The payment will be made with approval of the Superintendent/Designee by the first day of the month for services rendered the prior month with payment for approved services to be mailed to the contractor by the tenth of the month. Successful completion of the classroom phase shall include attendance by the student of a minimum of thirty (30) hours in the classroom and passing a written exam approved by the Superintendent/Designee and prepared and administered by the contractor.

\$50.00 Per Classroom

\$190.00 Per Student for Behind-the-Wheel instruction

\$240.00 Total Cost for Classroom and Behind-the-wheel training

18. **Class Size:** Vehicle instruction, minimum of two (2) students in the vehicle; maximum of three (3) students in the vehicle. Classroom instruction, minimum of twenty (20) students; maximum of fifty (50) students.
19. **Leasing of Classrooms:** The Contractor may lease classrooms from the Watauga County Board of Education for a fee of \$1.00 during the term of this agreement. The Contractor agrees to keep the classroom clean at all times and insured as to general liability as set forth herein.
20. **Students Failing Course:** Any student failing the driver education program shall be permitted to enroll again at an appropriate time as determined by the contractor and the Superintendent/Designee.
21. **Instructor Qualifications:** All instructors provided by the Contractor shall be qualified in accordance with North Carolina General Statutes 20-88.1 and 115C-215 and 216. The Contractor shall perform criminal records checks for all employees having direct contact with any students or employees of the Board of Education. The Contractor shall not employ any individual with a criminal record indicating that (1) the individual poses a threat to the health or safety of students or the Board of Education staff or (2) the individual has demonstrated that he or she does not have the integrity or honesty to fulfill his/her duties.
22. **Termination of Agreement for Default:** Either party may terminate this Agreement as a result of the other party's failure to meet its obligations under the Agreement, provided, however, that the party seeking to terminate must have previously given the other party thirty (30) days written notice of the alleged breach or default in the performance of any required obligations under this Agreement and the defaulting party shall not have cured such breach or default within the thirty (30) day period. However, should the Superintendent/Designee determine, that the program of instruction offered by the contractor is so deficient as to render its value to the students Superintendent/Designee shall have the authority to terminate this agreement immediately. This entire contract is also fully dependent on funding by the State of North Carolina. If funding is terminated so shall this contract.

23. **Solicitation of Additional Behind-the-Wheel Driver Education:** During the period any student is enrolled in the course offered by the contractor pursuant to this agreement, the Contractor shall not solicit students and/or relatives of students to enroll in or purchase other or additional behind-the-wheel driver education services or products.
24. **Administrative Code:** The program and course of instruction shall in all respects be administered and conducted in accordance with the provisions of Section .0300 et.seq. of Subchapter 6, Title 16 of the North Carolina Administrative Code. If Title 16 of the Code is modified, the parties hereto agree to make and implement in a timely manner any needed modifications in the program to reflect such changes. Any provision of this Agreement contrary to said provision shall be deemed null and void and the Code provisions shall prevail.
25. **Survival Provision:** Should any provision or portion of any provision hereto be declared void or unlawful by any appropriate authority, the remaining provisions hereof shall necessarily remain in full force and effect between the parties.
26. **Controlling Law:** This agreement shall be administered and interpreted in accordance with the laws of North Carolina and any action or claim resulting here shall be determined by any appropriate authority of the State of North Carolina.
27. **Frequency of Services:** The Contractor agrees to offer the services required under this agreement routinely throughout the period hereof in a timely manner and as needed to ensure that the students designated by the Superintendent/Designee for the course of study and training shall successfully complete said course during the period of this agreement.
28. **Notice to the Board of License/Certificate Revocation:** In the event that the Contractor is notified that its license and/or certification has been or will be suspended or revoked, the contractor shall immediately notify the Superintendent/Designee in writing of said fact, and this Agreement shall be deemed terminated as of the date said license or certificate is suspended or revoked by an appropriate authority.
29. **Special Conditions of Instructions:** At no time shall the Contractor, its agents, employees or persons operating on its behalf under this contract carry out instruction in a classroom or motor vehicle under any circumstances to fewer than two (2) students nor in a vehicle to more than three (3) students. At no time shall any instructor or employee of the contractor occupy any classroom or motor vehicle with only one student assigned by the Superintendent/Designee. Any students assigned by the Superintendent/Designee to instruction under this agreement will be accepted from and discharged at a school to which the students are assigned. Upon proof satisfactory to the Contractor identified herein has allowed individual instruction in violation of this agreement it may be terminated forthwith by the Superintendent/Designee at their option.
30. **Certification of Employee's Character:** The Contractor hereby certifies that any person acting as an instructor pursuant to the Agreement is of good character and has never been convicted of or pled to contest or nolo contendere to any felony offense. Additionally, the Contractor hereby certifies that any such instructor has never been convicted of a misdemeanor offense in the nature of child molestation, sexual abuse, or any personal impropriety of a sexual nature with regard to any other person. The Contractor hereby authorizes the Board to make whatever additional inquiry it deems sufficient into the background of all person who will act as instructors pursuant to this Agreement;

background check, including but not limited to a criminal history information check, of all persons employed by it to perform services hereunder. Any inquiry performed by the Board of Education shall not relieve the Contractor of its obligations pursuant to this Agreement.

31. **Standard of Conduct:** Instructors employed by the Contractor will be held to the same standard of behavior as that established for teachers employed by Watauga County Schools (i.e., no smoking on school grounds or in the car when students are present, no profane language, and maintenance of a professional demeanor at all times during the performance of this Agreement).
32. **Suspension of Instructors:** The Contractor shall immediately suspend any instructor upon demand of the Superintendent/Designee for a period of time sufficient to allow an investigation of any incident which the Superintendent/Designee deems worthy of investigation; the contractor shall not use any instructor objected to by the Superintendent/Designee.
33. **Force Majeure:** If the Board of Education is unable to perform its obligations or to accept the service or goods because of *Force Majeure* (as hereinafter defined), the time for such performance by the Board of Education or acceptance of services will be equitably adjusted by allowing additional time for performance or acceptance of services equal to any periods of *Force Majeure*. "*Force Majeure*" shall mean any delays caused by acts of God, riot, war, terrorism, inclement weather, material shortages and other caused beyond the reasonable control of the Board of Education.
34. **Entire Agreement:** This Agreement contains the entire understanding of the parties, and there are no representations, covenants, or undertakings other than those expressly set forth herein. This Agreement may be modified only by agreement in writing, duly executed by all parties hereto.
35. **Contingency:** The entry into this contract by the Board of Education is contingent and dependent upon sufficient and complete funding by specific appropriation from the State of North Carolina and/or the State Board of Education as provided by law. In the event that such appropriation and funding shall fail to be made on a timely basis during the contract, the Board of Education shall have the sole right and discretion to terminate this agreement immediately by providing notice to the Contractor of such termination.
36. **Adjustment for Cost of Gas:** If the average price of regular gas is \$4.00 to \$4.99 per gallon, an adjustment of \$4.00 per student will be added to the behind-the-wheel (BTW) portion of the monthly invoice. If the average price of regular gas is \$5.00 to \$5.99 per gallon, an adjustment of \$7.00 per student will be added to the BTW portion of the monthly invoice. If the average price of regular gas exceeds \$6.00 per gallon, an adjustment of \$10.00 per student will be added to the BTW portion of the monthly invoice.
38. **Iran Divestment Act Certification:** Contractor hereby certifies that Contractor, and all subcontractors, are not on the Final Iran Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147, Article 6E. Contractor shall not utilize any subcontractor that is identified on the List.

IN WITNESS WHERE OF the Watauga County Schools Board of Education has caused this instrument to be signed in its corporate name by its superintendent, and the contractor, North Carolina Driving School, Inc., in agreement herewith has set their hand and seal the date and year first above written.

**FOR WATAUGA BOARD OF
EDUCATON:**

FOR THE CONTRACTOR:

Dr. Scott Elliott
Superintendent
Watauga County Schools **Date** _____

Tony P. Moore, President
North Carolina Driving School, Inc. **Date** _____

**AGREEMENT TO PARTICIPATE IN THE
NORTH CAROLINA SCHOOL BOARDS TRUST
AUTOMOBILE/INLAND MARINE FUND**

The North Carolina School Boards Trust (hereinafter the "Trust" or "NCSBT") provides local boards of education the opportunity to budget funds for the purpose of paying all or part of a covered claim made or civil judgment entered against the board, its members, or employees, or its former members or employees, when such claim is made or such judgment is rendered as damages on account of an act done or omission made, or an act allegedly done or omission allegedly made, in the scope of their duties as members of the local board of education or as employees pursuant to the terms, conditions, and limits of the NCSBT Automobile/Inland Marine Trust Fund Coverage Agreement (hereinafter the "Coverage Agreement"). The Trust does not provide any coverage for any claim which could not be paid by a local board of education pursuant to N.C.G.S. §115C-43(b) or successor statute. The Coverage Agreement is not a contract of insurance by a company or corporation duly licensed and authorized to execute insurance contracts in this State or by a qualified insurer as determined by the Department of Insurance. Therefore, the Coverage Agreement expressly is not considered a waiver of governmental immunity as provided in N.C.G.S. §115C-42. No coverage provided in the Coverage Agreement duplicates state-funded liability insurance for public school employees.

This Participation Agreement (hereinafter the "Agreement"), in accordance with the provisions of N.C.G.S. §160A-460 through -464, is entered into by and between the Trust and the undersigned board of education or other educational entity (hereinafter the "Member"), which is a member of the North Carolina School Boards Association, for the purpose of the North Carolina School Boards Trust Automobile/Inland Marine Fund (hereinafter the "Fund") providing to the Member the coverage(s) specifically set forth in the Coverage Agreement.

The duration of this Agreement shall be for a term commencing 12:01 a.m. on the date indicated elsewhere in this Agreement and continuing for the remainder of the fund year thereafter.

The Trust and the Member are desirous of setting forth the obligations and responsibilities of each party.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained herein, the parties, intending to be legally bound, agree as follows:

- I. THE TRUST AGREES THAT SO LONG AS THE MEMBER IS PARTICIPATING HEREUNDER, IT WILL:
 - A. Make those coverages available to the Member as specifically set forth in the Coverage Agreement and the declarations thereto, in accordance with the terms, conditions, and limits set forth in this Agreement, the Coverage Agreement, and the excess insurance coverage purchased by the Trust. Coverage provided by the Fund shall be excess over any insurance or other coverage covering the Member board or its employees, except that no coverage provided by the Fund duplicates state-funded liability insurance covering the Member's employees, whether such insurance is primary, excess, contingent, or otherwise.
 - B. Establish within the Trust separate cash reserve funds from the contributions of all Members, which funds shall be invested and shall not be intermingled with any other funds of the Trust and which funds shall be used by the Trust or its designee to:
 1. Pay all operational and administrative costs incurred by the Trust attributable to the Fund.
 2. Defend and/or pay claims against the Member or other covered persons and timely reported by the Member or other covered persons to the Trust, subject to the deductibles, limits, terms, and conditions of the Coverage Agreement, the excess insurance purchased by the Trust, the Trust's Claim Settlement Practices, and the Trust's Litigation and Billing Procedures. If the Member elects to discontinue participation in the Fund, the Trust will continue to handle all claims arising out of accidents or losses occurring during the term of the Coverage Agreement and timely reported to the Trust, until such claims are resolved or closed. The Trust does not provide coverage for the payment of claims which could not be paid by a local board of education pursuant to N.C.G.S. 115C-43(b).
 3. Purchase excess insurance for the benefit of the Member.

- C. Collect from each Member contributions based upon the loss experience of the Member and the loss experience of the Fund, operating expenses, excess insurance costs, and exposure of each Member. Such contributions shall be kept in designated reserve funds and from such funds all administrative, excess insurance, and claims costs shall be paid.
- D. Reserve the right to require an additional or supplemental fund contribution from each Member for any fund year in which the initial contribution rate and unallocated Fund reserves, if any, are inadequate to pay operating expenses and claim costs.
- E. Furnish appropriate claims reporting procedures to Members.

II. THE MEMBER AGREES THAT IT WILL:

- A. Be responsible, along with its prior insurers, if any, for all automobile and inland marine claims that arise out of accidents or losses occurring prior to the term of the Coverage Agreement, thereby holding the Trust financially harmless therefrom.
- B. Enroll in the Fund for a twelve-month fund year or remaining portion thereof and obligate itself to pay all required fund contributions as prescribed by the Trustees of the Trust and any applicable deductibles.
- C. Allow the Trust and/or its designee to inspect the premises and/or property owned or used by the Member and to examine a Member's records insofar as they relate to coverage afforded by this Agreement.
- D. Provide a list and description of each vehicle and each other item covered by the Fund; provide state motor vehicle records for each driver customarily driving the Member's vehicle(s) upon NCSBT's request; and provide such other underwriting information as may be requested by the Trust.
- E. Implement procedures recommended by the Trust or its designee for the purpose of reducing fleet and/or inland marine exposures.
- F. Execute and submit to the Trust or its designee any and all forms required by the Trust.
- G. Designate a risk management coordinator to act as a liaison between the Member and the Trust or its designee.
- H. Attend any training programs and sessions deemed necessary by the Trust.
- I. By signing this Agreement grant to the Trust the full power of attorney to:
 - 1. Present all forms and related information to any administrative body, board, agency, or any court of law, as may be necessary, to defend claims covered by the Fund.
 - 2. Obtain and retain any information or data that affects any of the Member's claims that are covered by the Fund.
 - 3. Do any and all acts without qualification that are necessary or convenient to effectuate the implementation and performance of the Fund.
- J. Promptly notify the Trust of any claims made against the Member, as defined in the Coverage Agreement; ensure that all persons covered under the Coverage Agreement are aware of and understand the "Defense of Claims" and "Duties in the Event of Accident, Claim, Suit, or Loss" provisions of the Coverage Agreement and their responsibilities thereunder; and otherwise cooperate with the Trust in the investigation and defense of claims handled under the Coverage Agreement.
- K. Abide by the Trust's underwriting requirements as set forth in the attached Addendum A.

- III. This Agreement, as approved by the Member, shall be forwarded to the Trust or its designee.
- IV. The Trust shall acknowledge acceptance of this Agreement by noting hereon in the space provided the effective date of its acceptance and shall return a fully executed copy thereof to the Member.
- V. The effective date initiating the obligations and rights of the parties to this Agreement shall commence upon the date stated herein and upon receipt by the Trust of the Member's fund contributions payable in advance. Failure by any Member to pay contributions as required by the Trust shall terminate this Agreement and void the Member's rights in the Fund upon fifteen days' written notice to the Member, except that the Fund will continue to be liable for all claims that would otherwise be covered by the Fund, which arise out of accidents or losses occurring during the term of the Coverage Agreement and which are timely reported by the Member to the Trust while the Member was in full compliance of this Agreement.
- VI. In the event of default by a Member, as specified in Section V. hereof, or in the event of discontinuance of participation by any Member, all fund contributions made by the Member shall remain the sole property of the Trust, and said Member shall have no rights therein.
- VII. This Agreement to Participate may be executed by either party or all parties and delivered by scanning the executed document for electronic transmission. The Trust and the Member agree that such facsimile signatures and execution shall be legal and binding without objection by either party.

**NORTH CAROLINA SCHOOL BOARDS TRUST
AUTOMOBILE/INLAND MARINE FUND**

NAME OF SCHOOL BOARD MEMBER

By: _____
Authorized Representative

Watauga County Board of Education
School Board

Date Signed

By: _____
(signature)

Effective Date of Coverage

(printed name)

Coverage Agreement Number

Title

Date Signed

Telephone Number

Email Address

***This signed Agreement must be received by
NCSBT by June 30, 2022, to secure
coverage effective July 1, 2022.***

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date)

(Signature of Finance Officer)

ADDENDUM A

NCSBT MEMBER AUTOMOBILE UNDERWRITING REQUIREMENTS

The Member board of education will ensure that no driver operates a covered Automobile unless such driver meets the following criteria:

1. Has a valid U.S. driver's license required for the type of covered Automobile to be driven without any court-ordered restrictions, with the exception of Students participating in Driver's Education.
2. Meets all requirements set forth in the Member's school board or school policies, regulations, directives, or specifications.

The Member board of education also will ensure that any vehicles scheduled with NCSBT meet all applicable federal, state, and local safety policies, regulations, directives, or specifications.

**AGREEMENT TO PARTICIPATE IN THE
NORTH CAROLINA SCHOOL BOARDS TRUST
ERRORS & OMISSIONS/GENERAL LIABILITY FUND**

The North Carolina School Boards Trust (hereinafter the "Trust" or "NCSBT") provides local boards of education the opportunity to budget funds for the purpose of paying all or part of a covered claim made or civil judgment entered against the board, its members, or employees, or its former members or employees, when such claim is made or such judgment is rendered as damages on account of an act done or omission made, or an act allegedly done or omission allegedly made, in the scope of their duties as members of the local board of education or as employees pursuant to the terms, conditions, and limits of the NCSBT Errors & Omissions/General Liability Trust Fund Coverage Agreement (hereinafter the "Coverage Agreement"). The Trust does not provide any coverage for any claim which could not be paid by a local board of education pursuant to N.C.G.S. §115C-43(b) or successor statute. The Coverage Agreement is not a contract of insurance by a company or corporation duly licensed and authorized to execute insurance contracts in this State or by a qualified insurer as determined by the Department of Insurance. Therefore, the Coverage Agreement expressly is not considered a waiver of governmental immunity as provided in N.C.G.S. §115C-42. No coverage provided in the Coverage Agreement duplicates state-funded liability insurance for public school employees.

This Participation Agreement (hereinafter the "Agreement"), in accordance with the provisions of N.C.G.S. §160A-460 through -464, is entered into by and between the Trust and the undersigned board of education or other educational entity (hereinafter the "Member"), which is a member of the North Carolina School Boards Association, for the purpose of the North Carolina School Boards Trust Errors & Omissions/General Liability Fund (hereinafter the "Fund") providing to the Member liability coverages and no-fault coverage for medical expenses arising out of accidental injury, such coverages to be provided in accordance with the terms, conditions, and limits set forth in the Coverage Agreement and the No-Fault Coverage for Medical Expenses Arising Out of Accidental Injury Endorsement (hereinafter the "Medical Expense Endorsement").

The duration of this Agreement shall be for a term commencing at 12:01 a.m. on the date indicated elsewhere in this Agreement and continuing for the remainder of the fund year thereafter.

The Trust and the Member are desirous of setting forth the obligations and responsibilities of each party.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants contained herein, the parties, intending to be legally bound hereby, agree as follows:

- I. THE TRUST AGREES THAT SO LONG AS THE MEMBER IS PARTICIPATING HEREUNDER, IT WILL:
 - A. Make liability coverage available to the Member in accordance with the terms, conditions, and limits set forth in this Agreement, the Coverage Agreement, and the excess insurance coverage purchased by the Trust. Coverage provided by the Fund shall be excess over any insurance or other coverage covering the Member board or its employees, except that no coverage provided by the Fund duplicates state-funded liability insurance covering the Member's employees, whether such insurance is primary, excess, contingent, or otherwise, and no cyber liability coverage is provided by the Fund where the Member has purchased commercial cyber liability insurance or other cyber liability coverage.
 - B. Make no-fault coverage for medical expenses available to the Member in accordance with the terms, conditions, and limits set forth in the Medical Expense Endorsement. No-fault coverage for medical expenses provided by the Fund shall be excess over any insurance or other coverage available to any injured person.
 - C. Make available to the Member a first-party group commercial crisis response policy, to be provided in accordance with the terms, conditions, and limits set forth in the policy.
 - D. Establish within the Trust separate cash reserve funds from the contributions of all Members, which funds shall be invested and shall not be intermingled with any other funds of the Trust and which funds shall be used by the Trust or its designee to:

1. Pay all operational and administrative costs incurred by the Trust attributable to the Fund.
 2. Defend and/or pay covered liability claims made against the Member or other covered persons and reported to the Trust during the term of this Agreement, subject to a **\$5,000 deductible per claim**, and subject to the terms, conditions, and limits of the Coverage Agreement, the excess insurance purchased by the Trust, the Trust's Claim Settlement Practices, and the Trust's Litigation and Billing Procedures. If a Member elects to discontinue participation in the Fund, the Trust will continue to handle all claims made and timely reported to the Trust during the term of this Agreement, until such claims are resolved or closed. The Trust does not provide coverage for the payment of claims which could not be paid by a local board of education pursuant to N.C.G.S. §115C-43(b).
 3. Pay claims for medical expenses arising out of accidental injury, subject to all terms, conditions, and limits set forth in the Medical Expense Endorsement.
 4. Purchase excess insurance for the benefit of the Member.
- E. Collect from each Member contributions based upon the loss experience of the Member and the loss experience of the Fund, operating expenses, excess insurance costs, and exposure of each Member. Such contributions shall be kept in designated reserve funds, and from such funds all administrative, excess insurance, and claims costs shall be paid.
- F. Reserve the right to require an additional or supplemental fund contribution from each Member for any fund year in which the initial contribution rate and unallocated Fund reserves, if any, are inadequate to pay operating expenses and claim costs.
- G. Furnish appropriate claims reporting procedures to Members.

II. THE MEMBER AGREES THAT IT WILL:

- A. Be responsible, along with its prior insurers, if any, for all liability claims that (i) arise from incidents which occurred prior to the retroactive date of the Coverage Agreement, or (ii) are first made within the meaning of the Coverage Agreement prior to the date of this Agreement, thereby holding the Trust financially harmless therefrom.
- B. Enroll in the Fund for a twelve-month fund year or remaining portion thereof and obligate itself to pay all required fund contributions as prescribed by the Trustees of the Trust and any applicable deductibles.
- C. Allow the Trust and/or its designee to inspect the premises owned or used by the Member and to examine a Member's records insofar as they relate to coverage afforded by this Agreement.
- D. Implement procedures recommended by the Trust or its designee for the purpose of reducing liability exposures.
- E. Execute and submit to the Trust or its designee any and all forms required by the Trust.
- F. Designate a risk management coordinator to act as a liaison between the Member and the Trust or its designee.
- G. Attend any training programs and sessions deemed necessary by the Trust.
- H. By signing this Agreement, grant to the Trust the full power of attorney to:

1. Present all forms and related information to any administrative body, board, agency, or any court of law, as may be necessary, to defend liability claims covered by the Fund.
 2. Obtain and retain any information or data that may affect the Member's liability claims that are covered by the Fund.
 3. Do any and all acts without qualification that are necessary or convenient to effectuate the implementation and performance of the Fund.
- I. Promptly notify the Trust of any claims made against the Member, as defined in the Coverage Agreement; ensure that all persons covered under the Coverage Agreement are aware of and understand the "Defense of Claims" and "Notice of Claim" provisions of the Coverage Agreement and their responsibilities thereunder; and otherwise cooperate with the Trust in the investigation and defense of claims handled under the Coverage Agreement.
 - J. Cooperate with the Trust in the investigation of claims for medical expenses and otherwise comply with all obligations set forth in the Coverage Agreement and Medical Expense Endorsement. The Member further agrees that the no-fault coverage for medical expenses only applies to accidental injuries occurring during the fund year, and is subject to all terms, conditions, and limits set forth in the Medical Expense Endorsement.
 - K. As a condition precedent to Cyber Liability coverage, install available software product updates and releases or apply security-related software patches to computers and other components of a computer system within 30 days of the date that such updates, releases, or patches are available to the Member.
- III. This Agreement, as approved by the Member, shall be forwarded to the Trust or its designee.
 - IV. The Trust shall acknowledge acceptance of this Agreement by noting hereon in the space provided the effective date of its acceptance and shall return a fully executed copy thereof to the Member.
 - V. The effective date initiating the obligations and rights of the parties to this Agreement shall commence upon the date stated herein and upon receipt by the Trust of the Member's fund contributions payable in advance. Failure by any Member to pay contributions as required by the Trust shall terminate this Agreement and void the Member's rights in the Fund upon fifteen (15) days' written notice to the Member, except that the Fund will continue to be liable for all claims that would otherwise be covered by the Fund, which were made against the Member and timely reported by the Member to the Trust while the Member was in full compliance with this Agreement.
 - VI. In the event of default by a Member as specified in Section V. hereof, or in the event of discontinuance of participation by a Member, all fund contributions made by the Member shall remain the sole property of the Trust, and said Member shall have no rights therein.
 - VII. This Agreement to Participate may be executed by either party or all parties and delivered by scanning the executed document for electronic transmission. The Trust and the Member agree that such facsimile signatures and execution shall be legal and binding without objection by either party.

**NORTH CAROLINA SCHOOL BOARDS TRUST
ERRORS & OMISSIONS/GENERAL LIABILITY FUND**

NAME OF SCHOOL BOARD MEMBER

By: _____
Authorized Representative

Watauga County Board of Education
School Board

Date Signed

By: _____
(signature)

Effective Date of Coverage

(printed name)

Coverage Agreement Number

Title

Date Signed

Telephone Number

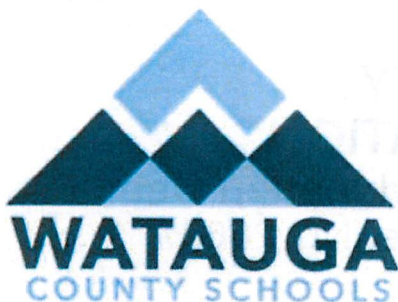
Email Address

*This signed Agreement must be received by
NCSBT by June 30, 2022, to secure
coverage effective July 1, 2022.*

This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act.

(Date)

(Signature of Finance Officer)



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

School Nutrition Program Monica C. Bolick, Director

2022/23 School Year NC Procurement Alliance Distributor Bid Groceries, Supplies, Fresh Produce

June 30, 2022

Sealed bids for the NC Procurement Alliance Distributor bid were received and opened on May 12, 2022. Bid packets were requested from a wide variety of vendors across all product lines on March 30, 2022.

Sysco Charlotte was the only distributor to return a bid packet for all product lines, including groceries, supplies and fresh produce. Both US Foods-Ft. Mill and Gordon Foodservice declined to bid. Foster Caviness returned a bid for the fresh produce bid and Imperial Dade returned a bid for the supplies bid.

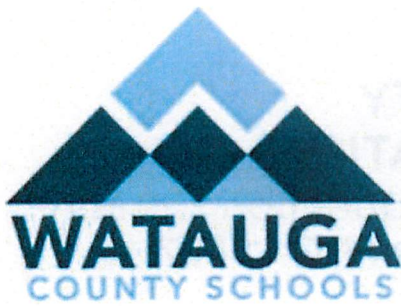
After bid analysis and corrections, as well as the required audit performed by the NC Procurement Alliance it is my recommendation to award Sysco Charlotte the distributor bid for groceries, supplies, and fresh produce for the 2022/23 school year.

The preliminary bid award letter, including bottom line totals for all bids is attached for your review. Also attached are the decline to bid letters from US Foods and Gordon Foodservice.

Sysco Charlotte has been our distributor for groceries, supplies and fresh produce since the 2018/19 school year. We look forward to continuing the working relationship that we have formed with Sysco Charlotte and the remarkable customer service that we have grown to expect from their company.

Sincerely,

Monica C. Bolick
Director of School Nutrition



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

To: Sysco Charlotte, Foster-Caviness, Imperial Dade
From: Monica C. Bolick, School Nutrition Director *mcb*
Date: May 31, 2022

The bid award information provided below shows, as required, corrected Bottom Line Totals for BID LOTS 1, 3 and 4 received and opened for Watauga County Schools on May 12, 2022. Our staff has reviewed all distributor bid documents and spreadsheets. Below are the corrected Bottom Line Totals for each LOT bid after review and corrections made to bid spreadsheets due to the following: pack size conversion, extension or rounding errors found on the original bid prepared by the Distributor. Distributors have been made aware of bid errors via e-mail prior to this memo. The NCPA Board of Directors has completed the Distributor Pre-Award of Bid Audit and price changes in accordance with their findings.

The Bid Award recommendations to our local Board of Education for each LOT are shown below:

ALLIANCE LOT

RECOMMENDED AWARD

LOT 1 – GROCERIES:		SYSKO	USF Ft. Mill	GORDON	
May 12, 2022		\$560,383.49	No Bid	No Bid	Preliminary Low Bid – Sysco CLT
May 31, 2022		\$560,383.49	N/A	N/A	Recommended Award –Sysco CLT
LOT 3 – SUPPLIES:		SYSKO	Imperial Dade		
May 12, 2022		\$ 72,051.75	\$ 71,192.10		Preliminary Low Bid – Imperial Dade
May 31, 2022		\$ 58,891.95	\$ 68,848.60		Recommended Award –Sysco CLT
LOT 4 – PRODUCE:		SYSKO	Foster Cav		
May 12, 2022		\$ 69,472.15	\$ 92,381.40		Preliminary Low Bid – Sysco CLT
May 31, 2022		\$ 69,472.15	\$ 92,381.40		Recommended Award –Sysco CLT

VENDOR DECLINE OF AWARD: Vendors not awarded LOT 1 have **FIVE WORKING DAYS** from the date of this letter to officially decline, in writing, the LOT award. See 13.9 from the IFB-Contract.

- 13.9 **DISTRIBUTOR OPTION TO DECLINE:** The Distributor awarded the Contract has the option to decline award of other LOT(S) provided the Distributor submitted a Bid but was not awarded LOT 1. Bidders of Optional LOT(S) 1A, LOT 2, LOT 3, and LOT 4 AND LOT 6 have the option to decline the award if the bidder deems the number of line items awarded insufficient. Any award declined by a Distributor will be awarded to the qualified Distributor with next lowest price. If the first Distributor awarded the Contract chooses to decline the award, **the Distributor is required to provide a written request of relief to the School District within five (5) working days after the Preliminary Bid Award Letter is received from the School District.**



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

PROTEST PROCEDURE: Protests of awards exceeding \$10,000 in value must be submitted to the issuing School District or Co-Op. Protests must be received within 5 working days from the date of the Recommended Bid Award Letter and provide specific written supporting documentation for the protest.

13.22 PROTEST PROCEDURE: Protests by the Distributor must be submitted in writing, with supporting documentation, to the issuing School District or Co-Op within **five working days** after bid award. Protests should be made to the School District with a copy of the protest letter to be provided to the NCPA Consultant: leann.seelman@dpi.nc.gov

After the Watauga County Schools Board of Education approval, you will receive a signed copy of the **2022-2023 Bid Certification & Agreement** by mail. Please note, per the IFB/Contract, receipt of a Purchase Order from our school district will be the final and official notification of bid award.

If you have any questions, contact me at (828)263-1718.

2022 -2023 OFFICIAL NCPA DISTRIBUTOR IFB/CONTRACT ATTACHMENTS

ATTACHMENT J

Thank you for the opportunity, but our company declines to bid for the 2022-2023 contract period.

US Foods- Fort Mill

Jennifer Bates

5-2-2022

Distributor Signature

Date

Jennifer Bates

VP of National Sales

Printed Name

Title

2022 -2023 OFFICIAL NCPA DISTRIBUTOR IFB/CONTRACT ATTACHMENTS

ATTACHMENT J

Thank you for the opportunity, but our company declines to bid for the 2022-2023 contract period.

Gordon Food Service

Distributor Signature

Date 5/9/2022

Printed Name
Bradley King

Title Bid Department Supervisor



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

On August 30, 2021, Governor Cooper signed Session Law 2021-130 (Senate Bill 654). The law, called "An Act to Provide Relief to Public Schools in Response to the Coronavirus Disease 2019 (COVID-19) Pandemic," includes the following provision:

Effective immediately, all school boards must:

1. "Adopt a policy regarding the use of face coverings by employees and students."; and
2. "Vote at least once a month on whether the face covering policy should be modified."

Pursuant to this requirement, the policy of the Watauga County Board of Education is to direct the Superintendent of Schools to implement and enforce the decision of the Board as adopted by a unanimous vote on **February 22, 2022**.

The policy of the board is as follows:

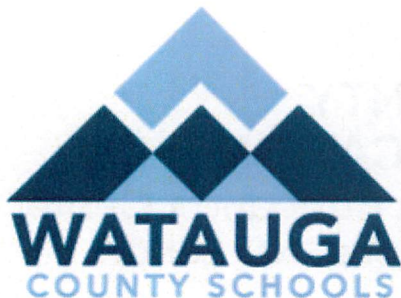
The Board of education strongly recommends that all parents, students, and employees take precautions to prevent the spread of COVID-19 in our schools and community. Effective February 28, 2022, the policy of the Board will be to make the wearing of masks optional for everyone while inside or outside of school owned facilities and vehicles, except as required by local, state, or federal rules and regulations. Masks will remain required on all white and yellow school buses unless or until such a mandate is lifted by the federal government.

This shall be the policy of the Watauga County Board of Education until amended or rescinded by a vote of the Board during an open session.

#####

The following version was last approved by the board of education on February 14, 2022.

On August 30, 2021, Governor Cooper signed Session Law 2021-130 (Senate Bill 654). The law, called "An Act to Provide Relief to Public Schools in Response to the Coronavirus Disease 2019 (COVID-19) Pandemic," includes the following provision:



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

Effective immediately, all school boards must:

3. "Adopt a policy regarding the use of face coverings by employees and students."; and
4. "Vote at least once a month on whether the face covering policy should be modified."

Pursuant to this requirement, the policy of the Watauga County Board of Education is to direct the Superintendent of Schools to implement and enforce the decision of the Board as adopted by unanimous vote on August 9, 2021.

The policy of the board is as follows:

The Board will require indoor masking for all teachers, staff, students, volunteers, and visitors when inside any school owned facilities and vehicles, regardless of vaccination status.

Exceptions will be made for employees and students while eating and socially distanced; and, for employees who are in their offices, classrooms, or school owned vehicles while alone or only with members of their own households. Also, masks will be strongly recommended but optional at indoor after school athletic events for spectators, staff, coaches, and athletes. Face coverings will be strongly encouraged but optional for middle and high school athletes during practice and competition. The Superintendent may further restrict this flexibility for athletes if necessary to protect students.

This shall be the policy of the Watauga County Board of Education until amended or rescinded by a vote of the Board during an open session.

Last updated December 13, 2021

The Watauga County Board of Education (the “board”) recognizes the importance of setting rigorous graduation requirements to help ensure that students are receiving an education that will prepare them to be career and college ready and productive members of society.

In order to graduate from high school, students must meet the following requirements:

1. successful completion of all course unit requirements as described in Section A; ~~and~~
2. successful completion of cardiopulmonary resuscitation instruction and pass a skills test; and
3. successful completion of all other requirements mandated by the board, as provided in this policy.

The principal shall ensure that students and parents are aware of all graduation requirements. School counseling program staff shall assist students in selecting their high school courses to ensure that students are taking all of the required units and selecting electives consistent with their post-graduation plans. For students who have transferred to the school system during high school or who, for other reasons, have completed course work outside of the school system, the principal shall determine what course work will be applied as credit toward graduation. The principal shall consider the requirements of the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and the requirements of subsection C.3 of this policy in determining the graduation requirements for children of military families.

A. COURSE UNITS REQUIRED

All students must fulfill the course unit requirements of the Future-Ready Core Course of Study, unless they are approved for the Future-Ready Occupational Course of Study. The table in subsection A.1 below lists the course unit requirements for the Future-Ready Core Course of Study applicable to students who entered ninth grade for the first time before 2020-21. Students should consult their school counselor to determine applicable course unit requirements for graduation.

In accordance with policy 3101, Dual Enrollment, and State Board of Education requirements, students may earn high school credit for college courses completed. In addition, students may earn credit for certain high school courses in the Future-Ready Core Course of Study completed prior to grade 9, as authorized by the State Board of Education. Students also have the opportunity to meet course unit requirements without completing the regular period of classroom instruction by demonstrating mastery of the course material in accordance with policy 3420, Student Promotion and Accountability, and State Board of Education requirements. Watauga High School students may earn one or two units of credit upon successful completion of a course, depending on how the course is offered.

All awards of high school course credit must be consistent with State Board of Education requirements. Any inconsistency between board policy and State Board graduation requirements will be resolved by following the State Board requirements. While the board endeavors to keep its policy up to date with current State Board of Education graduation requirements, students should verify current requirements with their school counselors when planning course schedules or making other decisions based on graduation requirements. Watauga High School students may graduate and receive a high school diploma when a combination of the following state and local requirements are met:

1. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time before 2020-2021

Courses Required*	State Requirements/ Local Requirements
English	4 sequential (English I, II, III, and IV)
Mathematics	4 (NC Math 1, 2, and 3 and a fourth math course aligned with the student's post-high school plans.)** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***
Science	3 (a physical science course, Biology, and earth/environmental science)
Social Studies	4 (including American History: Founding Principles, Civics and Economics; American History Parts I and II; and World History)****
Health/P.E.	1 beginning for the Class of 2025/ 2- one in Health; one in P.E. for Class of 2021-Class of 2024
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education, or World Language; 4 must be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)*****
Total Credits	22***** beginning with the Class of 2025 23 for Class of 2021- Class of 2024

* Certain International Baccalaureate (IB), Advanced Placement (AP), and Cambridge International Examination (CIE) courses will satisfy specific graduation requirements. See SBE Policy GRAD-008.

** Students entering ninth grade for the first time prior to the 2014-15 school year have alternate math course options. See SBE Policy GRAD-004.

*** Students seeking to complete minimum course requirements for UNC universities must complete four mathematics courses, including a fourth math course with Math 3 as a prerequisite. The math options chart is available at <https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/standard-course-study/mathematics/standard-course-study-supporting-resources>
<http://maccess.ncdpi.wikispaces.net/file/view/Math%20Options%20Chart%209.5.2014.pdf/522504358/Math%20Options%20Chart%209.5.2014.pdf>

**** American History: Founding Principles, Civics and Economics must follow the North

Carolina Standard Course of Study (NCSCOS) in its entirety and may not be satisfied by an AP/IB/CIE course, dual enrollment, or any other course that does not fully address the NCSCOS, except as provided in SBE Policy GRAD-008. See also SBE Policies CCRE-001 and GRAD-004.

***** Students seeking to complete minimum course requirements for UNC universities must complete two credits of a single world language.

***** Students may earn course credit for the successful completion of courses through a university, community college, or distance learning. (See Watauga County Board of Education Policy 3101: Dual Enrollment and Policy 3102: Online Instruction)

2. Future-Ready Occupational Course of Study Credits Required (only available to certain students with disabilities who have an IEP)

Courses Required	State Requirements/ Local Requirements
English	4 (including English I, II, III, and IV)
Mathematics	3 (including Introduction to Math, NC Math I, and Financial Management)
Science	2 (including Applied Science and Biology)
Social Studies	2 (including American History: Founding Principles, Civics and Economics; and American History I or American History II)
Health/P.E.	1 beginning for the Class of 2025/ 2- one in Health; one in P.E. for Class of 2021-Class of 2024
Career/Technical	4 (Career/Technical Education electives)
Occupational Preparation	6 (including Occupational Preparation I, II, III, and IV, which require 150 hours of school-based training, 225 hours of community-based training, and 225 hours of paid employment*)
Electives	0
Other Requirements	<ul style="list-style-type: none"> • Completion of IEP objectives • Career Portfolio
Total Credits	22** beginning with the Class of 2025 23 for Class of 2021- Class of 2024

* Paid employment is the expectation; however, when paid employment is not available, 225 hours of unpaid vocational training, unpaid internship experience, paid employment at community rehabilitation facilities, and volunteer and/or community service hours may substitute for 225 hours of paid employment.

** Students may earn course credit for the successful completion of courses through a university, community college, or distance learning. (See Watauga County Board of Education Policy 3101: Dual Enrollment and Policy 3102: Online Instruction)

B. HIGH SCHOOL FINAL EXAMS AND END-OF-COURSE TESTING

High school students must take all end-of-course (EOC) tests and Career and Technical Education (CTE) State Assessments required by the State Board of Education and pursuant to policy 3410, Testing and Assessment Program. Students shall attain passing scores on exit standards adopted by the North Carolina State Board of Education and administered

by Watauga County Schools.

C. SPECIAL CIRCUMSTANCES

The board adopts the following policies with regard to graduation.

1. Honor Graduates

Honor graduates may be designated by principals on the basis of criteria established by the superintendent. Recognition of honor graduates may be included in graduation programs.

2. Students with Disabilities

Graduation requirements must be applied to students with disabilities to the extent required by state and federal law and State Board policy.

3. Children of Military Families

In order to facilitate the on-time graduation of children of military families, the board adopts the following policy provisions for students to whom the Interstate Compact on Educational Opportunity for Military Children applies.

a. Waiver Requirements

Specific course work required for graduation will be waived if similar course work has been satisfactorily completed in another school system. If a waiver is not granted, school administrators shall provide the student with reasonable justification for the denial. If a waiver is not granted to a student who would qualify to graduate from the sending school, the superintendent or designee shall provide the student with an alternative means of acquiring the required course work so that the student may graduate on time.

b. Testing Requirements for Graduation

The superintendent shall accept the following in lieu of any local testing requirements for graduation: (1) the end-of-course exams required for graduation from the sending state; (2) national norm-referenced achievement tests; or (3) alternative testing. If these alternatives are not feasible for a student who has transferred in his or her senior year, subsection c below will apply.

c. Transfers During Senior Year

If a child of a military family who has transferred at the beginning of or during his or her senior year is ineligible to graduate from the school system

after all of the alternatives listed above have been considered and the student meets the graduation requirements at his or her sending school, then school officials from the school system shall collaborate with the sending school system to ensure that the student will receive a diploma from the sending board of education.

4. Early Graduation

Graduation prior to that of one's class may be permitted on the basis of criteria approved by the board upon recommendation by the superintendent.

5. Graduation Certificates, Transcripts, and Participation

Graduation certificates will be awarded to eligible students in accordance with the standards set forth in State Board policy.

Transcripts may be issued to all students receiving a diploma or certificate. The transcript shall provide all information required by State Board of Education policy GRAD-009 and/or other State Board policies as appropriate.

Participation in graduation and baccalaureate ceremonies is optional. Students who have completed all graduation requirements, have paid all fees, and have the approved graduation attire and diploma may participate in graduation exercises.

Exceptional Children who have satisfactorily completed the course of study prescribed in their Individual Education Plans are eligible to participate in graduation exercises.

6. Diploma Endorsements

Students have the opportunity to earn one or more of the following diploma endorsements identifying a particular area of focused study: (1) Career Endorsement, (2) College Endorsement (two options), (3) North Carolina Academic Scholars Endorsement, and/or (4) a Global Languages Endorsement. No endorsement is required to receive a diploma.

7. Grade Replacement

Students are permitted to repeat a course for credit when they have failed a course. Students are permitted to repeat a passed course for grade replacement. The repeated course must be a seated class taken during the normal school day and must be taken within one year of initial completion of the course in question.

Legal References: G.S. 115C-12(40), 47, -81.25(c)(10)(c), -81.45(d)(1), -174.11, -276, -288, -407.5; GS 116-11(10a); 16 N.C.A.C. 6D .0309; State Board of Education Policies CCRE-001, GRAD-004, GRAD-007, GRAD-008, GRAD-009, GRAD-010, TEST-003

Cross References: Goals and Objectives of the Educational Program (policy 3000), Dual Enrollment (policy 3101), Online Instruction (policy 3102), Testing and Assessment Program (policy 3410), Student Promotion and Accountability (policy 3420), Citizenship and Character Education (policy 3530), Children of Military Families (policy 4050)

Adopted: September 14, 2015

Revised: November 9, 2015; October 10, 2016; August 14, 2017; June 11, 2018; September 10, 2018; October 5, 2020; March 8, 2021; July 26, 2021; December 13, 2021;

Replaces: Policy 4.04.50, Exit Documents at Graduation; policy 4.04.70, Graduation Requirements; policy 4.03.35 Accountability Standards (in part)

A student who is domiciled within the geographic area served by the school system, who is under age 21 (22 for students entitled to special education services), who has not completed the prescribed courses for high school graduation and who otherwise qualifies for admission, is entitled to be admitted without payment of tuition. Under certain circumstances specified by law, a student who resides in the area served by the school system and who otherwise qualifies for admission to its schools also is entitled to be admitted without payment of tuition. In addition, students who are homeless or in foster care may be entitled to continue attending their school of origin without payment of tuition regardless of a change in their domicile or residency status.

Children with disabilities are required to meet state domicile requirements to be entitled to admission to school without payment of tuition unless they are “grandfathered” into the system under subsection C.65, below, or unless they otherwise meet one of the circumstances that entitle them to admission without payment of tuition. (See Section C, below.)

A. DOMICILE AND RESIDENCE DEFINED

Domicile requires the intent to abandon one’s prior home and remain in the new location as a permanent home for an indefinite period. In contrast, a residence need not be one’s exclusive home and does not require an intention that the residence be the permanent home.

B. MEETING DOMICILE REQUIREMENTS

1. Domicile of Students Generally

The domicile of a student under 18 years of age is presumed to be the domicile of his or her parents, legal guardian, or legal custodian as defined by the General Statutes of North Carolina.

2. Domicile of Emancipated Students

If a student is at least 18 years of age, is married, or has been abandoned by his or her parents, or if the court declares a student to be emancipated, the student may establish a domicile independent from that of his or her parents, legal guardian, or legal custodian. A student who establishes domicile as a result of being emancipated is a domiciliary of the school system and is entitled to the same rights and privileges of other students domiciled in the school system.

3. Domicile of Students with Divorced or Separated Parents

Domicile for the purpose of school admission and assignment will be determined by the following criteria.

- a. In the event that a student's parents are divorced or separated and physical custody has been given to only one parent, the student's domicile follows that of the parent who has been granted physical custody.
- b. If physical custody has not been determined or has been granted jointly to both parents, or if the custodial parent wishes the student to attend school in the non-custodial parent's system of residence, then the parents must jointly agree on which residence will be used to determine the student's domicile. The selected residence must be submitted in writing to the superintendent.
- c. The selection may not be changed during the school year unless the parents satisfy the Watauga County Board of Education's (the "board") policies on transfers and releases.
- d. In the event that the parents cannot agree on which residence will be used to determine the student's domicile for school assignment purposes, school officials shall assign the student according to the residence of the parent with physical custody of the student at the beginning of each school year.

C. MEETING RESIDENCE REQUIREMENTS

A student who resides in the system in any of the following circumstances will be admitted without payment of tuition.

1. The student is homeless as defined in state and federal law and policy 4125, Homeless Students. A student living with a friend or relative is not a homeless student unless he or she lives there due to conditions that constitute homelessness under state and federal statutes. Subject to the provisions set forth in policy 4125, a homeless student will be assigned to a school in the attendance area where he or she is physically located or wherever the interests of the child are best met.
2. The parent, guardian, or legal custodian residing in the school system attendance area is a student, employee, or faculty member of a college or university or is a visiting scholar at the National Humanities Center.
3. The student resides in a group home, foster home, or other similar facility or institution.
4. The student resides in a pre-adoptive home following placement by a county department of social services or a licensed child-placing agency.
5. The parent, guardian, or legal custodian residing in the school system attendance area is on active military duty and is assigned by official military order to a military installation or reservation in North Carolina.

6. The student is considered a child with a disability by the General Statutes and the North Carolina *Policies Governing Services for Children with Disabilities*, and the child was (a) enrolled in the school system on the last day of school for the 2006-07 school year or (b) enrolled in and attending a school in the school system on August 1, 2007, for the 2007-08 school year, so long as the child lives within and is continuously enrolled in the system.
7. The student resides with an adult who is a domiciliary of the school system as a result of any of the following.
 - a. The death, serious illness, or incarceration of the child's parent or legal guardian.
 - b. The abandonment by the child's parent or legal guardian of the complete control of the student as evidenced by the failure to provide substantial financial support and parental guidance.
 - c. Abuse or neglect by the parent or legal guardian.
 - d. The physical or mental condition of the parent or legal guardian is such that he or she cannot provide the student with adequate care and supervision.
 - e. The relinquishment of physical custody and control of the student by the student's parent or legal guardian upon the recommendation of the department of social services or the Division of Mental Health.
 - f. The loss or uninhabitability of the student's home as the result of a natural disaster.
 - g. The parent or legal guardian is one of the following: (1) a member or veteran of the uniformed services who is severely injured and medically discharged or retired (but only for a period of one year after the medical discharge or retirement of the parent or guardian); or (2) a member of the uniformed services who has died while on active duty or as a result of injuries sustained on active duty (but only for a period of one year after the death of the parent or guardian). Assignment under this subsection is only available if some evidence of the medical discharge, retirement, or death is tendered with the affidavits required under G.S. 115C-366.
 - h. The parent or legal guardian is on active military duty, not including periods of active duty for training for less than 30 days, and the commanding officer of the parent or legal guardian provides in a signed letter that the parent or legal guardian's military orders prevent him or her from physically residing with the student. Assignment under this subsection is only available if the signed letter from the commanding officer is included with the affidavits

required under G.S. 115C-366, and the commanding officer indicates the time period that such military orders will be in effect.

In order to be admitted under this provision, the student may not be currently under a term of suspension or expulsion from a school for conduct that could have led to a suspension or an expulsion from the local school administrative unit, unless the student is identified as eligible for special education and related services under the Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*, and evidence of such eligibility is tendered with the affidavits described below.

The adult with whom the student resides and the student's parent, guardian, or legal custodian, if available, must complete and sign separate affidavits available from the superintendent's office attesting to information required by G.S. 115C-366(a3). If it is found that a person willfully and knowingly provided false information in the affidavit, the maker of the affidavit will be guilty of a Class 1 misdemeanor and will pay to the board an amount equal to the cost of educating the student during the period of enrollment. Repayment will not include state funds.

D. REMOTE ENROLLMENT OF CHILDREN OF MILITARY FAMILIES

A student who is not domiciled in the school system attendance area is permitted to enroll by remote means, including electronic means, prior to commencement of the student's residency in the school system attendance area if all of the following apply.

1. The student's parent or legal guardian is on active military duty and is transferred or pending transfer pursuant to an official military order to a military installation or reservation in North Carolina.
2. Upon request by the school system, the parent or legal guardian provides a copy of the official military order transferring to the military installation or reservation.
3. The parent or legal guardian completes and submits the school system's enrollment forms and documentation, except that proof of residency and documentation related to disciplinary actions required under policy 4115, Behavior Standards for Transfer Students, will not be required until the student transfers into the school system.

The school system will make available to a student who registers to enroll pursuant to this section the same opportunities available to a domiciled student, such as requesting or applying for school assignment, registering for courses, and applying for any other programs that require additional request or application. A student enrolled pursuant to this section may not attend school until proof of residency is provided.

E. PARTICIPATION IN JROTC BY HOME SCHOOL STUDENTS

A home school student who resides within the assignment area of a school that maintains a Junior Reserve Officers' Training Corps (JROTC) unit shall be permitted membership in

the JROTC unit of the school without regard to domicile if the student is otherwise qualified for membership but for lack of enrollment in the school.

F. STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS CONFIDENTIALITY PROGRAM

In determining whether a student meets the domicile or residence requirements of this policy, school personnel shall consider the actual address of a participant in the North Carolina Address Confidentiality Program established by G.S. Chapter 15C, but such address will remain confidential in accordance with law and policy 4250/5075/7316, North Carolina Address Confidentiality Program.

G. APPEAL OF ADMISSION DECISIONS

Within 10 working days of receiving all of the information required under this policy, the superintendent or designee shall provide a written decision to the applicant for admission to the school system. The superintendent's decision regarding admission of the student may be appealed to the board in accordance with subsection E.5 in policy 4010, Student and Parent Grievance Procedure.

Legal References: 10 U.S.C. 2031(g); Elementary and Secondary Education Act, 20 U.S.C. 6303 *et seq.*; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *et seq.*; *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care*, U.S. Department of Education and U.S. Department of Health and Human Services (June 2016); *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016); G.S. 7B art. 35; 35A art. 6; 15C-8(i); 50-13.1 to 13.3; 115C-106.2, -106.3, -107.6, -108.1(a), -366, -407.5; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy EXCP-000, available at <http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>

Cross References: Student and Parent Grievance Procedure (policy 4010), Children of Military Families (policy 4050), Behavior Standards for Transfer Students (policy 4115), Homeless Students (policy 4125), North Carolina Address Confidentiality Program (policy 4250/5075)

Adopted: November 10, 2014

Replaces: Policy 5.02.50, Student Assignments (in part) and Policy 5.02.60 (in part)

Revised: September 11, 2017; October 5, 2020; February 14, 2022;

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review, and release of student records retained at the school. For purposes of this policy “student records” or “student education records” are those records, files, documents, and other materials that contain information directly related to the student that are maintained by the school system or by a party acting for the school system.

A. ANNUAL NOTIFICATION OF RIGHTS

The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student’s education records and the procedure for exercising this right;
2. the right to request amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading, or in violation of the student’s privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student’s name, address, and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school system uses contractors, consultants, volunteers, or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and

9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English.

B. DEFINITION OF PARENT AND ELIGIBLE STUDENT

1. Parent

For purposes of this policy, the term “parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student are separated or divorced, both parents have the right to access the student’s records as provided in this policy, unless the school system has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes these rights.

2. Eligible Student

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the system wishes to inspect and review the student’s records, he or she must provide information verifying that the student is a dependent for federal income tax purposes.

A student under age 18 may have access to student records only upon the consent of his or her parents.

C. CLASSIFICATION AND MAINTENANCE OF RECORDS

1. Student Education Records

Student education records may be separated into several categories, including, but not limited to, the following.

a. Cumulative Records

The cumulative record is the official record for each student. The

cumulative record includes student identification information, such as the student's name, address (or a homeless student's living situation), sex, race, birthplace, and birth date; family data including the parents' names, addresses, work and home telephone numbers, and places of employment; academic work completed; grades; standardized test scores; health screenings and immunization documentation; attendance records; withdrawal and reentry records; discipline records; honors and activities; class rank; date of graduation; and follow-up records.

b. Discipline Records

Student discipline records are part of the student's official record and must be maintained and reviewed pursuant to policy 4345, Student Discipline Records. Discipline records must be expunged and forwarded pursuant to the requirements of law and the procedures of policy 4345.

c. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act and policy 3520, Special Education Programs/Rights of Students with Disabilities. Records for a student identified as a student with a disability are considered part of the student's official records and must be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access to these restricted files will be updated as needed, and a current, dated list will be posted in the student records location.

d. Records Received from the Department of Social Services

The Department of Social Services may disclose confidential information to the school system in order to protect a juvenile from abuse or neglect. Any confidential information disclosed under these circumstances must remain confidential and may only be redisclosed for purposes directly connected with carrying out the school system's mandated educational responsibilities.

e. Juvenile Records

Juvenile records include documentation or information regarding students who are under the jurisdiction of the juvenile court. These records may be received from local law enforcement and/or other local agencies authorized to share information concerning juveniles in accordance with G.S. 7B-3100. These records also may include notice from the sheriff to the Watauga

County Board of Education (the “board”) that a student has been required to register with the sheriff because the student has been found to be a danger to the community under G.S. Chapter 14, Part 4. Such documents must not be a part of a student’s official records but must be maintained by the principal in a safe, locked storage area that is separate from the student’s other records. The principal shall not make a copy of such documents under any circumstances.

Juvenile records will be used only to protect the safety of or to improve the educational opportunities for the student or others. The principal may share juvenile records with individuals who have (a) direct guidance, teaching, or supervisory responsibility for the student and (b) a specific need to know in order to protect the safety of the student and others. Persons provided access to juvenile records must indicate in writing that they have read the document(s) and agree to maintain confidentiality of the records.

The principal or designee must destroy juvenile documents if he or she receives notification that a court no longer has jurisdiction over the student or if the court grants the student’s petition for expunction of the records. The principal or designee shall destroy all other information received from an examination of juvenile records when he or she finds that the information is no longer needed to protect the safety of or to improve the educational opportunities for the student or others. If the student graduates, withdraws from school, transfers to another school, is suspended for the remainder of the school year, or is expelled, the principal shall return all documents not destroyed to the juvenile court counselor. If the student is transferring, the principal shall provide the juvenile court counselor with the name and address of the school to which the student is transferring.

f. Other Student Records

School system personnel may also keep other student records but must review such records annually and destroy them in accordance with Section K of this policy.

2. Records Not Considered Education Records (Sole Possession, Employment, and Law Enforcement Records)

Student education records do not include, and release of information under this policy does not apply to:

- a. records made by teachers, counselors, and administrators that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- b. employment records of student employees if those records relate

exclusively to the student in his or her capacity as an employee and are not made available for any other use; and

- c. records created by a law enforcement unit of the school system if created for a law enforcement purpose and maintained solely by the law enforcement unit of the school system. However, a law enforcement record containing information that was obtained from a student's confidential file or other education record must be treated as an education record and may be released only in accordance with this policy.

D. RECORDS OF STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS CONFIDENTIALITY PROGRAM

Students or parents enrolled in the North Carolina Address Confidentiality Program (NCACP) must provide a valid NCACP authorization card to the school principal if they wish to keep their home address confidential. The school system will maintain a confidential record of the actual home address for admission and assignment purposes only and will not release that address except as provided by law. With the exception of such specially-maintained records, student records will include only the substitute address provided by the NCACP and not the actual home address of any students or parents for whom a valid NCACP authorization card is on file.

When transferring the record of a student participating in the North Carolina Address Confidentiality Program to a school outside of the system, the transferring school may send the files to the Address Confidentiality Program participant (parent or guardian) via the substitute address provided by the Address Confidentiality Program.

E. RECORDS OF MISSING CHILDREN

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of the disappearance of a child who is currently or was previously enrolled in the school, school officials shall flag the record of that child. If the missing child's record is requested by another school system, the principal shall provide notice of the request to the superintendent and the agency that notified the school that the child was missing. The principal shall provide the agency with a copy of any written request for information concerning the missing child's record.

Any information received indicating that a student transferring into the system is a missing child must be reported promptly to the superintendent and the North Carolina Center for Missing Persons.

F. RECORDS OF MILITARY CHILDREN

School administrators shall comply with any regulations pertaining to the records of military children developed by the Interstate Commission on Educational Opportunity for Military Children.

In addition, children of military families, as defined by policy 4050, Children of Military Families, are entitled to the following.

1. For Students Leaving the School System

In the event that official education records cannot be released to the parents of military children who are transferring away from the school system, the custodian of records shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission.

When a request for a student's official record is received from the student's new school, school officials shall process and furnish the official records to the student's new school within 10 days or within such time as is reasonably determined by the Interstate Commission.

2. For Students Enrolling in the School System

Upon receiving an unofficial education record from the student's previous school, school administrators shall enroll the student and place him or her in classes as quickly as possible based on the information in the unofficial records, pending validation by the official records.

Simultaneous with the enrollment and conditional placement of the student, school administrators shall request the student's official record from his or her previous school.

G. REVIEW, RELEASE OF RECORDS TO PARENT OR ELIGIBLE STUDENT

1. Review by Parent or Eligible Student

A parent or eligible student may access the student's education records upon proper request. The principal or guidance office personnel of the student's school shall schedule an appointment as soon as possible but no later than 45 days after the request by the parent or eligible student. The parent or eligible student may formally review the student's complete education records only in the presence of the principal or a designee competent to explain the records. School personnel shall not destroy any education records if there is an outstanding request to inspect or review the records.

2. Review of Video or Audio Recordings and Photographs

a. Parent's Right to Review

Upon request, a parent or eligible student may inspect and review a video or audio recording or photograph that is determined to be an education record of the student. Individuals acting on behalf of a parent or eligible child, such as advocates or attorneys, will not be permitted to review a video or audio recording or photo unless accompanied by the parent or eligible student.

b. Status as Education Record

A video or audio recording or photo will be deemed an education record of the student if it is directly related to the student and is maintained by the school system or its agent, as provided by law. A photo, video, or audio recording (such as a surveillance video), that is created and maintained by a law enforcement unit for a law enforcement purpose, is not an education record; however, a copy of such photo, video, or audio recording provided to the school for disciplinary or other school purposes may be an education record if it is directly related to a student and is maintained by the school system.

c. Records of More Than One Student

If the recording or photo is an education record of multiple students, the school system shall make reasonable efforts to redact or segregate out the portions of the recording or photo directly related to other students before providing the parent or eligible student access, provided doing so would not destroy the meaning of the record. If redaction or segregation of the recording or photo cannot reasonably be accomplished or would destroy the meaning of the record, then the parent of each student to whom the recording or photo directly relates or such eligible students themselves shall be permitted to access the entire record.

d. Copies of Recordings and Photos

A copy of a video or audio recording or photo will be provided to a parent or eligible student only (1) if circumstances effectively prevent the parent or eligible student from exercising the right to inspect the recording or photo, such as when the parent no longer lives within commuting distance of the school system; (2) when directed by a court order or subpoena; or (3) when otherwise required by law.

3. Request to Amend the Education Record

A parent or eligible student has the right to challenge an item in the student education record believed to be inaccurate, misleading, or otherwise in violation of

the student's privacy rights. The principal shall examine a request to amend a student record item and respond in writing to the person who challenges the item. Subsequent steps, if necessary, will follow the student grievance procedures as provided in policy 4010, Student and Parent Grievance Procedure. If the final decision is that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the principal shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school system.

H. RELEASE OR DISCLOSURE OF RECORDS TO OTHERS

Before releasing or disclosing education records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

1. Release/Disclosure ~~W~~with Parental Consent

School officials shall obtain written permission from a parent or eligible student before releasing or disclosing student records that contain personally identifiable information, except in circumstances where the school system is authorized by law to release the records without such permission. The written permission must specify the records to be released, the purpose of the release, and the party(ies) to whom they are to be released.

2. Release/Disclosure ~~W~~without Parental Consent

School system officials shall promptly release student records when a student transfers to another school. The records custodian may release or disclose records with personally identifiable information without parental permission to the extent permitted by law, including to other school officials who have a legitimate educational interest in the records.

Personally identifiable information from a student's record may be released or disclosed to someone other than a parent or eligible student without prior written consent of the parent or eligible student only as specifically provided by federal law. Except as otherwise permitted by federal law, when personally identifiable information from a student's record is released or disclosed to someone other than a parent or eligible student without their written consent, the party to whom the information is released must agree not to disclose the information to any other party without the prior written consent of the parent or eligible student.

The superintendent shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those education records in which they have legitimate educational interests.

3. Release of Directory Information.

Permission of the parent or eligible student is not required for the release of information that is designated as directory information by the board, provided that the parent or eligible student has been given proper notice and an opportunity to opt out. (See policy 4002, Parental Involvement.)

- a. The board designates the following student record information as directory information:
 - (1) name;
 - (2) address;
 - (3) telephone listing;
 - (4) email address;
 - (5) photograph or digital image, including still or video images of a student engaged in ordinary school activities;
 - (6) date and place of birth;
 - (7) participation in officially recognized activities and sports;
 - (8) weight and height of members of athletic teams;
 - (9) dates of attendance;
 - (10) grade level;
 - (11) diplomas (including endorsements earned), industry credentials/certifications, and awards received; and
 - (12) most recent previous school or education institution attended by the student.
- b. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released, except as required by law.
- c. Information about a homeless student's living situation is not considered directory information and will not be released.

- d. As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information is designated directory information by the school system. In addition, secondary school students' email addresses (which will be the email addresses provided by the school, if available) must be provided to military recruiters upon request. Students or their parents, however, may request that the student's name, address, email address, and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made.
- e. All requests for directory information must be submitted to the superintendent or designee for approval. The superintendent is directed to establish regulations regarding the release of directory information. At a minimum, the regulations must:
 - (1) specify the types of organizations that are eligible to receive directory information and for what purposes;
 - (2) provide for equal disclosure to organizations that are similar in purpose; and
 - (3) authorize access to directory information to recruiters of military forces of the state or United States for the purpose of informing students of educational and career opportunities available in the military to the same extent that such information is made available to persons or organizations that inform students of occupational or educational options.

4. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.

5. Disclosure of De-Identified Information

Education records may be released without consent of the parent or eligible student if all personally identifiable information has been removed. Personally identifiable information includes both direct and indirect identifiers that, alone or in combination, would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Unless specifically permitted by law, records that have been de-identified must not be released without the consent of the parent or eligible student if school officials reasonably believe that the person requesting the information knows the identity of the student to whom the education record relates.

I. WITHHOLDING RECORDS

School system administrators shall not withhold records upon a valid request by a parent, eligible student, or school to which the student is transferring for any reason, including in order to collect fines assessed to the parent or student.

J. RECORD OF ACCESS AND DISCLOSURE

The principal or designee shall maintain a record in each student's file indicating all persons who have requested or received personally identifiable information from a student's record and the legitimate reason(s) for requesting or obtaining the information. This requirement does not apply to requests by or disclosure to parents, eligible students, school officials, parties seeking directory information, a party seeking or receiving the records under a court order or subpoena that prohibits disclosure, or those individuals with written parental consent.

K. DESTRUCTION OF STUDENT RECORDS

To the extent required by law, school officials shall maintain student records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

L. LONGITUDINAL DATA SYSTEM

School system administrators will comply with the data requirements and implementation schedule for the North Carolina Longitudinal Data System (NCLDS) and will transfer designated student record data to the system in accordance with the NCLDS data security and safeguarding plan and all other requirements of state law, provided that doing so does not conflict with the requirements of FERPA.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, h, 34 C.F.R. pt. 99; Individuals with Disabilities Education Act, 20 U.S.C. 1411 *et seq.*; Elementary and Secondary Education Act, 20 U.S.C. 7908; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 111431 *et seq.*; 10 U.S.C. 503(c)(1); G.S. 7B-302, -3100, -3101; 14-208.29; 115C-47(26), -109.3, -402, -403, -404, -407.5; 116E-6; Program Records Schedule: Local Public School Units Records

~~*Retention and Disposition Schedule for Local Education Agencies*~~, N.C. Department of Natural and Cultural Resources (1999~~2021~~), available at <https://archives.ncdcr.gov/documents/local-education-agenciesschedule>; ~~*General Records Schedule for Local Government Agencies*~~, N.C. Department of Natural and Cultural Resources (2021~~19~~), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government>

Cross References: Parental Involvement (policy 4002), Student and Parent Grievance Procedure (policy 4010), Special Education Programs/Rights of Students with Disabilities (policy 3520), Children of Military Families (policy 4050), Homeless Students (policy 4125), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Disciplinary Action for Exceptional Children/Students with Disabilities (policy 4307), Student Discipline Records (policy 4345), Confidentiality of Personal Identifying Information (policy 4705/7825), Surveys of Students (policy 4720), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted: January 12, 2015

Replaces: Policy 5.06.20, Maintenance of Student Records

Revised: January 28, 2016; November 13, 2017; June 11, 2018; September 9, 2019; June 8, 2020; June 28, 2021 (Legal references only); December 13, 2021;

PUBLIC RECORDS – RETENTION, RELEASE, AND DISPOSITION

Policy Code: **5070/7350**

The Watauga County Board of Education (the “board”) is committed to providing access to public records and public information. All employees shall comply with the public records law and this policy.

A. PUBLIC RECORD DEFINED

Any record, in any form, that is made or received by the board or its employees in connection with the transaction of public business is a public record that must be made available to the public, unless such record is protected from disclosure by federal or state law or is otherwise exempted from the public records law, G.S. 132-1 through 132-9. (See policy 5071/7351, Electronically Stored Information Retention, for specific information regarding public records in electronic form.)

Though the school improvement plan is a public record, the school safety components of the plan are not public records subject to public records law. Schematic diagrams, as described in G.S. 115C-105.53 and -105.54, and emergency response information, as described in G.S. 115C-47(40) and 105.54, are also not considered public records subject to public records law.

The official records of students are not public records subject to inspection and examination. (For additional information regarding the release of information about students, see policy 4700, Student Records.) Further, any written material containing the identifiable scores of individual students on any test taken pursuant to the state testing program described in Chapter 115C, Article 10A of the North Carolina General Statutes is not a public record. Any test that is developed, adopted, or provided as part of the state testing program is not a public record until the State Board of Education designates that the test is released.

Any report received from the Teachers’ and State Employees’ Retirement System pursuant to G.S. 135-8(f)(2)(f) is not a public record and will be treated as confidential.

Information in school system employee personnel files is protected from disclosure in accordance with G.S. 115C-319, except that the following employee information is public record.

1. Name.
2. Age.
3. The date of original employment or appointment.

4. The terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the board has the written contract or a record of the oral contract in its possession.
5. Current position.
6. Title.
7. Current salary (includes pay, benefits, incentives, bonuses, deferred compensation, and all other forms of compensation paid to the employee).
8. The date and amount of each increase or decrease in salary with the board.
9. The date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the board.
10. The date and general description of the reasons for each promotion with the board.
11. The date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the board. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the board setting forth the specific acts or omissions that are the basis of the dismissal.
12. The office or station to which the employee is currently assigned.

The name of a participant in the North Carolina Address Confidentiality Program is not a public record and must be redacted from any records released. As necessary, school personnel may combine public and confidential records to meet the business needs of the system. However, if a record contains confidential information as well as public information, school officials must provide the requested public record with the confidential information removed or redacted.

B. DESIGNATION OF RECORDS OFFICER

The superintendent shall designate a records officer or otherwise ensure that the duties of a records officer are met.

1. Duties of the Records Officer

The duties of the records officer include the following:

- a. determining whether records are public or confidential by law, with assistance from the local board attorney as necessary;
- b. determining the most cost-effective means of storing and retrieving public records that include confidential information;

- c. providing training, consultation, and guidelines to school officials who respond to or are otherwise involved in public records requests;
- d. determining the actual cost of providing copies of public records in various forms, such as paper or electronic media, in which the school system is capable of providing the records;
- e. determining the cost of a request for copies of public records when a special service charge is applicable or when the school system is voluntarily creating or compiling a record as a service to the requester; and
- f. reviewing appeals of any denial of a request for public records.

2. Other Duties

A designated electronic records officer, or other employee(s) as determined by the superintendent shall review all electronic data-processing systems created by the school system or being considered for acquisition through lease, purchase, or other means, to ensure they are designed and maintained in a manner that:

- a. will not impede the school system's ability to permit public inspection and examination of public records; and
- b. provides a means of obtaining copies of such records.

C. REQUESTS FOR PUBLIC RECORDS

All requests for examining or obtaining copies of public records should be in writing or recorded by school system personnel. This policy, administrative guidelines, information on the actual cost of producing public records, information on how to reach the records officer, information about how to appeal a denial of a public records request, and information regarding any computer database indexes must be made available to individuals requesting public records.

Public records must be released in accordance with the law. Any denial of a public records request must be made in writing and must include the basis for the denial. The superintendent or designee may issue additional guidelines consistent with this policy to further clarify the process for requesting public records.

D. FEES FOR COPIES OF PUBLIC RECORDS

Persons requesting copies of public records will be charged any applicable fees as determined by the records officer (see subsections B.1.d and B.1.e above). The school system shall not charge any fees for separating confidential information that is commingled with public records.

E. ELECTRONIC MAIL LISTS

A school employee may be authorized by the superintendent or designee to maintain an electronic mail list of individual subscribers. Such a list may be used only: (1) for the purpose for which the subscribers subscribed to it; (2) to notify subscribers of an emergency to public health or public safety; or (3) in the event of deletion of the list, to notify subscribers of the existence of any similar lists. Although such electronic mail lists of individual subscribers shall be available for public inspection in either printed or electronic format to the extent permitted by law, school officials shall not provide anyone with copies of such lists. Release for public inspection of any subscriber list must be consistent with the Family Education Rights and Privacy Act (FERPA) if the list contains personally identifiable information from student education records. See policy 4700, Student Records. School officials shall redact any and all personally identifiable information in these subscriber lists before making them available for public inspection.

F. DESTRUCTION OF PUBLIC RECORDS

To the extent required by law, school personnel shall maintain public records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources. The superintendent may establish regulations for the destruction of records in accordance with the approved schedules.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 14-113.8(6); 115C-47(40), -105.27(a2), -105.53, -105.54, -109.3, -174.13, -319 to -321, -402; 132-1 to -9; 135-8(f)(2)(f); *Records Retention and Disposition Schedule for Local Education Agencies, Program Records Schedule: Local Public School Units*, N.C. Department of Natural and Cultural Resources (19992021), available at <https://archives.ncdcr.gov/documents/local-education-agenciesschedule>; *General Records Schedule: for Local Government Agencies*, N.C. Department of Natural and Cultural Resources (202149), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/generalrecords-schedule-local-government>

Cross References: Use of Personal Technology to Conduct School Business (policy 3228/7323), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), News Media Relations (policy 5040), Electronically Stored Information Retention (policy 5071/7351), Personnel Files (policy 7820)

Adopted: June 8, 2015

Revised: January 28, 2016; September 10, 2018; February 10, 2020; March 8, 2021; June 28, 2021(Legal references only);

ELECTRONICALLY STORED INFORMATION RETENTION

Policy Code:

5071/7351

Public record-keeping requirements and federal and state law require that the Watauga County school system properly manage its electronically stored information ("ESI"). To the extent required by law, school personnel shall maintain ESI in accordance with this policy and/or the applicable Records Retention and Disposition Schedule(s) ("Schedule") issued by the North Carolina Department of Natural and Cultural Resources.

School business-related ESI sent and/or received by an employee using a personal technology device or account is subject to this policy and policy 3228/7323, Use of Personal Technology to Conduct School Business.

A. SYSTEM-WIDE E-MAIL RETENTION AND EMPLOYEE RESPONSIBILITY FOR ESI

All e-mails produced and received using the school system email system are the property of the school system and will automatically be retained by the school system for a minimum of three years. In some cases, business-related e-mails must be retained longer, according to the Schedule, and individual employees are required to review the Schedule and save such e-mails, in hard copy or electronic format, for the applicable time period. For ESI other than e-mail, each employee shall retain such records, in hard copy or electronic format, for the time period required by the Schedule.

B. LITIGATION HOLDS FOR ESI

The school system will have an ESI team. The ESI team is a designated group of individuals who implement and monitor litigation holds, which are directives not to destroy ESI that might be relevant to a pending or imminent legal proceeding. The ESI team must include a designated school administrator, the school board attorney, and a member from the technology department. In the case of a litigation hold, the ESI team shall direct employees and the technology department, as necessary, to suspend the normal disposition procedure for all related records.

C. INSPECTION OF ESI

Any requests for ESI records should be made in writing and will be reviewed by the records officer (see policy 5070/7350, Public Records – Retention, Release, and Disposition), in consultation with the school board attorney if needed, and released in accordance with North Carolina public records laws.

D. DELEGATED AUTHORITY

The Watauga County Board of Education delegates to the superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy.

Legal References: Fed. R. Civ. P. 16, 26, 33, 37, 45; North Carolina Public Records Act, G.S. 132; *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*, N.C. Department of Natural and Cultural Resources (2009), available at <https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>; *Program Records Schedule: Local Public School Units*~~*Records Retention and Disposition Schedule for Local Education Agencies*~~, N.C. Department of Natural and Cultural Resources (2021~~1999~~), available at <https://archives.ncdcr.gov/documents/local-education-agenciesschedule>; *General Records Schedule: for Local Government Agencies*, N.C. Department of Natural and Cultural Resources (2021~~19~~), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules/general-records-schedule-local-government>

Cross References: Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted: June 8, 2015

Replaces: Policy 3.10.10, Electronic Stored Information Retention

Revised: January 28, 2016; June 11, 2018 (Legal references only); February 10, 2020; June 28, 2021;

A. GENERAL EMPLOYMENT OF SUBSTITUTES

The Watauga County school system will employ substitute teachers as deemed appropriate by the administration and in accordance with State Board policies. Substitute teachers are “at will” employees hired on an as needed basis.

The Watauga County Board of Education (the “board”) recognizes the importance of employing licensed teachers as substitutes and will give first priority to substitutes who hold or have held any teaching license and second priority to those who have completed Effective Teacher Training or comparable professional development courses. Teaching experience also will be considered.

A criminal history check will be conducted on applicants for substitute teaching positions in accordance with policy 7100, Recruitment and Selection of Personnel, and administrative procedures.

B. TEACHER ASSISTANTS AS SUBSTITUTES

A teacher assistant may serve as a substitute teacher in the classroom(s) in which the assistant is regularly assigned and will be paid additional compensation according to state policies.

C. PARENTAL NOTIFICATION

In accordance with policy 3560, Title I Parent and Family Engagement, school principals shall notify the parent of any child who receives instruction for four or more consecutive weeks from a substitute teacher who does not meet the certification and licensure standards for the grade level and subject area to which the substitute teacher has been assigned.

Legal References: Elementary and Secondary Education Act, 20 U.S.C 6312(e)(1)(B)(ii); G.S. 115C-12, -36, -47, -332; 16 N.C.A.C. 6C .0313, -.0403; *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy>

Cross References: Title I Parent and Family Engagement (policy 3560), Recruitment and Selection of Personnel (policy 7100)

Adopted: May 11, 2015

Revised: November 13, 2017; February 10, 2020, ~~and~~ July 26, 2021, and DATE (Legal references only)

Replaces: Policy 3.02.50, Qualifications of Substitute Teachers

SICK LEAVE BANK

Policy Code:

7541

The Watauga County school system will establish a system-wide sick leave bank for employees who earn sick leave. The purpose of the bank is to protect eligible employees from undue financial burdens due to a prolonged absence from work caused by emergencies or catastrophic illnesses. Participation is voluntary, but enrollment and cancellation must be accomplished following procedures established by the superintendent.

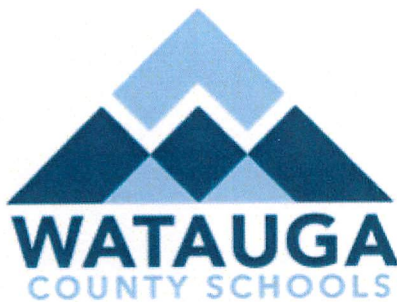
The sick leave bank will operate in accordance with board policy and the policies of the State Board of Education. The superintendent shall establish all necessary procedures.

Legal References: G.S. 115C-47, -336; 16 N.C.A.C. 6C .0402; *North Carolina Public Schools Benefits and Employment Policy Manual* (N.C. Dept. of Public Instruction, current version), available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy>

Cross References:

Adopted: January 11, 2016

Revised: _____ (Legal references only)



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

School Nutrition Program Monica C. Bolick, Director

Meal Price Increase School Year 2022/23 June 30, 2022

BREAKFAST	Current Price	Proposed Price
Grades PK-12	\$1.50	\$1.75
Non-Student	A la carte prices per item	A la carte prices per item

LUNCH	Current Price	Proposed Price
Grades PK-8	\$2.65	\$3.00
Grades 9-12	\$2.85	\$3.25
Non-Student	\$4.00	\$5.00

Background

- Review of meal prices began in 2010 with Healthy, Hunger-Free Kids Act.
- USDA provided Paid Lunch Equity Tool to LEA's for use in calculating meal prices based on meals served, current meal prices, consumer price index, program fund balance (no recent updated tool has been provided).
- Last breakfast price increase in Watauga was in 2014/15 school year - \$0.25
- Last lunch price increase in Watauga was in 2017/18 school year - \$0.10

Recent State of Business

- Beginning Spring 2020, USDA provided waivers to allow all students to eat school meals free of charge and regardless of free/reduced meal status.
- USDA increased federal reimbursement rates during this period to cover expenses of universal free meals.
- Participation increased for breakfast and lunch at all sites when meals were free.

Rationale for Proposal

- Federal Government failed to continue the free meal waivers to allow all students to eat school meals free of charge – waivers end June 30, 2022.
- Pre-Pandemic funding will return - USDA reimbursement rates will decrease from pandemic reimbursement rates (2022/23 have not been released yet).
- Participation will likely decrease once meals are no longer free for all students.
- Payroll and benefits will increase due to salary increases beginning July 1, 2022.
- The supply chain is still very unpredictable with prices fluctuating weekly making plate costs rise.
 - Examples: Cheese Pizza on 21/22 bid \$0.36 per slice, actual cost \$0.51 each – 42% increase
 - Chicken Filet on 21/22 bid \$.68 per filet, actual cost \$1.05 each – 54% increase
 - Breakfast Chicken on 21/22 bid \$0.38 per filet, actual cost \$0.53 each – 39% increase
 - Salad tray on 21/22 bid \$0.19 per container, actual cost \$0.48 each – 153% increase
 - Trash Bags on 21/22 bid \$0.25 per bag, actual cost \$0.36 each – 44% increase
- The proposed increase in meal price this school year could possibly minimize the amount of increase next year.
- It is uncertain at this time if the NC Legislature will pass a proposed bill to make meals free for students who qualify for reduced status. There is no proposal at the state or federal level at this time that would continue to make all meals free for all students.

Excise Tax: \$-0-
Pin #: 1980-26-1517-000

Recording Time, Book & Page
File Number: 2042506 (DGT)

State of North Carolina

WARRANTY DEED

County of Watauga

This Deed made this 30th day of June, 2022, by and between:

Watauga County Board of Education
175 Pioneer Trail
Boone, NC 28607
(hereinafter called "Grantor")

and

Watauga County,
a North Carolina corporate and body politic chartered by the State of North Carolina
814 West King Street
Boone, NC 28607
(hereinafter called "Grantee")

Prepared by: di Santi Capua & Garrett, PLLC
PO Box 193, 642 W. King Street
Boone, NC 28607

W I T N E S S E T H

FOR VALUABLE CONSIDERATION paid by Grantee, the receipt of all of which is hereby acknowledged, have, subject to any exceptions, conditions, provisions, restrictions or reservations herein contained, bargained and sold, and by these presents Grantor does grant, bargain, sell and convey unto the said Grantee, its successors and assigns, in fee simple all that certain tract or parcel of land lying and being in **Watauga** Township, **Watauga** County, North Carolina, more particularly described as follows:

A 14.83 acre tract as shown on a Boundary Survey Prepared For Watauga County Board of Education by Ralph E. Daughtry Land Surveying dated May 14, 2019 and recorded May 31, 2022 at Plat Book 29 and Page 2 of the Watauga County Register of Dees Office, said plat being incorporated herein by reference.

The property hereinabove described was acquired by Grantor by instrument recorded in Book of Records 2121 at Page 135, Watauga County Public Registry.

To have and to hold the said premises above described, with every privilege and appurtenance thereunto belonging to the said Grantee, its successors and assigns, in fee simple to its only use and behoof forever, subject always to any exceptions, conditions, provisions, restrictions or reservations herein contained.

The Grantor covenants with the Grantee, its successors and assigns: it is the owner of and is seized of the premises in fee simple; that it has a good right to convey the same in fee simple; that title is marketable and free and clear of all liens and encumbrances, except as herein set forth; and, that it will forever warrant and defend the title thereto against the claims of all persons whomsoever.

Pursuant to N.C.G.S.105-317.2, Grantor represent that the property conveyed herein is not its primary residence.

IN TESTIMONY WHEREOF, Grantor has caused this instrument to be signed in its corporate name by its duly authorized Chair of the Watauga County Board of Education and its seal

Prepared by: di Santi Watson Capua Wilson & Garrett, PLLC
PO Box 193, 642 W. King Street
Boone, NC 28607

to be hereunto affixed by authority of the Watauga County Board of Education the day and year Stated herein.

Watauga County Board of Education

By:_____ (SEAL)
Dr. Gary Childers, Chair

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

I certify that the following person personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: **Dr. Gary Childers, Chair Watauga County Board of Education**

Witness my hand and official seal this 30th day of June, 2022.

Notary Public

My commission expires:

ASD/Clients/Watauga County/Valle Crucis School Property//Construction of New School (14.83 acres)

Prepared by: di Santi Capua & Garrett, PLLC
PO Box 193, 642 W. King Street
Boone, NC 28607

State of North Carolina)
)
County of Watauga) ss:

I, Dr. Scott Elliott, Ex Officio Secretary to the Watauga County Board of Education, *DO HEREBY CERTIFY*, as follows:

1. A regular meeting of the Watauga County Board of Education was duly held on the 30th day of June, 2022, and minutes of said meeting have been duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the minutes of said Board of Education.

2. I have compared the attached extract with said minutes so recorded and said extract is a true copy of said minutes and of the whole thereof insofar as said minutes relate to matters referred to in said extract.

3. Said minutes correctly state the time when said meeting was convened and the place where such meeting was held and the members of said Board who attended said meeting.

4. The resolutions of the Watauga County Board of Education referred to therein have been duly adopted, are in full force and effect and have not been amended, altered or repealed as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and have hereunto affixed the corporate seal of the Watauga County Board of Education, this 30th day of June, 2022.

(SEAL)

Dr. Scott Elliott
Ex Officio Secretary to the Watauga County Board of
Education

**EXTRACTS FROM MINUTES OF
THE WATAUGA COUNTY BOARD OF EDUCATION**

A meeting of the Watauga County Board of Education (the “*Board*”) was duly held on June 30, 2022 in Boone, North Carolina, and the following members were present and absent:

PRESENT:

ABSENT:

Board Chair Dr. Gary Childers, as presiding officer of the Board, stated that one of the purposes of the meeting was to consider and take action on a resolution (the “*Conveyance Resolution*”) concerning the Board’s request that the County acquire from the Board the site on which the new Valle Crucis Elementary School building is to be located (the “*Site*”) and its authorization of the conveyance of the Site. Board Member _____ introduced the Conveyance Resolution, a copy of which was submitted to the meeting, and moved that it be adopted with such revisions as the Chair or Vice Chair deem advisable:

**RESOLUTION REQUESTING WATAUGA COUNTY TO ACQUIRE
CERTAIN REAL PROPERTY OWNED BY THE WATAUGA COUNTY BOARD OF EDUCATION
AND AUTHORIZING SUCH CONVEYANCE TO THE COUNTY**

WHEREAS, the Watauga County Board of Education (the “*Board*”) has previously determined to provide for construction, equipping, and furnishing of a new elementary school building to replace the existing Valle Crucis Elementary School building as a “limited obligation bond construction project” (the “*Project*”), to be located on a certain parcel of real property acquired and currently owned by the Board for the purpose of constructing the Project (the “*Site*”);

WHEREAS, pursuant to Section 153A-158.1 of the General Statutes of North Carolina, the County may (1) acquire an interest in real or personal property for the Board’s use on the Board’s request and after a public hearing and (2) construct, equip, expand, improve, renovate, or otherwise make available real or personal property for use by the Board;

WHEREAS, the Board desires to request that the County acquire the Site and finance the Project;

WHEREAS, the Board desires to lease the new Valle Crucis Elementary School (the “*School*”) once constructed and the Site thereof from the County for a term of years, at the end of which the Board will have the option to purchase the School and the Site thereof for nominal consideration;

NOW, THEREFORE, BE IT RESOLVED BY THE WATAUGA COUNTY BOARD OF EDUCATION:

1. The Board hereby requests that the County acquire the Site and cause the Project to be constructed.
2. The Board hereby authorizes the conveyance of the Site to the County for the consideration of \$100.00. The Board’s Chair and Vice Chair are hereby authorized and directed to execute and deliver

appropriate deed or deeds to carry out such conveyance, and the Board's Secretary or Assistant Secretary is hereby authorized and directed to apply the Board's seal thereto and to attest the same. Such deed or deeds shall be in such form as the Chair or Vice Chair may approve, and such officer's execution and delivery thereof to be conclusive evidence of such approval.

3. The Board hereby authorizes and directs its officers and employees to execute all documents and take and perform such actions as may be necessary or desirable to carry out the purposes of this resolution.

4. This Resolution shall take effect immediately on its adoption.

Following discussion of the Resolution, Board member _____ seconded the motion and the Resolution was adopted by the following vote:

AYES:

NAYS:

This the 30th day of June, 2022.

Board Chair Dr. Gary Childers, as presiding officer of the Board, advised the Board that the next item of business was to consider and take action on a resolution (the "*Document Resolution*") that approves the form of documents to be entered into in connection with Watauga County's installment financing of the capital costs of the construction, equipping and furnishing of the Project. Board Member _____ introduced the Document Resolution, a copy of which was submitted to the meeting, and moved that it be adopted with such revisions as the Chair or Vice Chair deem advisable:

**RESOLUTION APPROVING FORMS OF DOCUMENTS TO BE
ENTERED INTO IN CONNECTION WITH WATAUGA COUNTY'S
INSTALLMENT FINANCING OF THE CONSTRUCTION,
EQUIPPING AND FURNISHING OF QUALIFIED SCHOOL CONSTRUCTION
BOND/LIMITED OBLIGATION BOND PROJECTS AND MAKING CERTAIN FINDINGS AND
DETERMINATIONS IN CONNECTION THEREWITH**

WHEREAS, the Watauga County Board of Education (the "*Board*") has previously determined to cooperate with the County of Watauga, North Carolina (the "*County*") in facilitating the installment financing of the construction, equipping and furnishing of a new elementary school building to replace the existing Valle Crucis Elementary School (the "*School*") building as a "limited obligation bond construction project" (the "*Project*"), the same to be located on a certain parcel of real property (the "*Site*"); and

WHEREAS, there have been presented to this meeting the following form of agreement (the "*Agreement*") which the Board proposes to execute in connection with the County's installment financing of the School, copies of which shall be filed with the Board's permanent records, to-wit: a Lease and Agency Agreement dated as of July 1, 2022 between the County of Watauga and the Watauga County Board of Education relating to the lease of certain property by the County to the Board of Education.

NOW, THEREFORE, BE IT RESOLVED BY THE WATAUGA COUNTY BOARD OF EDUCATION:

1. It is hereby determined to be necessary and desirable in the furtherance of the Board's public responsibilities for the Board to enter into the Agreement.
2. The Board's Chair or Vice Chair is hereby authorized and directed to execute the Agreement and deliver them to the appropriate counterparties, and the Board's Secretary or Assistant Secretary is hereby authorized and directed to affix and attest the Board's seal to the Agreements. The Agreement shall be in substantially the form submitted to this meeting, which is hereby approved, with such changes as may be approved by the Chair or Vice Chair, such officer's execution to constitute conclusive evidence of approval of any such changes.
3. The Board's officers are hereby authorized and directed to execute and deliver all certificates and instruments and to take all such further action as they may consider necessary or desirable in connection with the execution and delivery of the Agreement and the carrying out of the transactions contemplated thereby.
4. All other actions of Board officers in conformity with the purposes or intent of this resolution and in furtherance of the execution and delivery of the Agreement and the carrying out of the transactions contemplated thereby are hereby approved and confirmed.
5. This Resolution shall take effect immediately on its adoption.

Following discussion of the Resolution, Board Member _____ seconded the motion and

the Resolution was adopted by the following vote:

AYES:

NAYS:

This the 30th day of June, 2022.

All schools will participate in federal National Child School Nutrition Programs and will receive commodities donated by the United States Department of Agriculture. All federal and state revenues will be accepted and applied to maximize the use of such funds for the purposes of providing nutritional meals to students at the lowest possible price. The superintendent or designee shall develop procedures as necessary to implement the operational standards established in this policy.

A. OPERATIONAL STANDARDS

The school nutrition services program will be operated in a manner consistent with Watauga County Board of Education (the "board") goals and board policy. The program also will be operated in compliance with all applicable state and federal law, including requirements of the National School Lunch Program and all federal guidelines established by the Child School Nutrition Division of the United States Department of Agriculture. Specific legal requirements that must be met include, but are not limited to, the following.

1. School officials may not discriminate based on race, sex, color, national origin, disability, age, or eligibility status for free and reduced price meals. School officials are also prohibited from retaliating against an individual for prior civil rights activity.
2. The school nutrition services program will meet safety and sanitation requirements established in local, state, and federal rules and guidelines for school nutrition services programs.
3. The school nutrition services program will have a written food safety program that includes a hazard analysis critical control point plan for each school.
4. Menu preparation, purchasing, and related record keeping will be consistent with applicable state and federal rules and guidelines.
5. Banking, financial record keeping, budgeting, and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.
6. Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations.
7. Preference will be given in purchasing contracts to high-calcium foods and beverages, as defined in G.S. 115C-264.1 and to foods grown or raised within North Carolina.

8. ~~School Child School~~ Nutrition Program (SCSNP) funds will be used only for the purposes authorized by law. Indirect costs, as defined by law, will not be assessed to the SNP unless the program has an minimum of one month's operating balance of at least two months.
9. The price for meals will be determined in accordance with federal law.
10. Non-program foods will be priced to generate sufficient revenues to cover the cost of those items. A non-program food is defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the school nutrition account.
11. All school nutrition services will be operated on a non-profit basis for the benefit of the SNP. School nutrition services are those that operate from 12:01 a.m. until 30 minutes after the end of the school day.
12. All income from the sale of food and beverages that is required by law or regulation to be retained by the SNP will be deposited to the SNP account and will be used only for the purposes of the school's non-profit lunch and breakfast programs. All other funds from food and beverage sales not otherwise required by law to be deposited to the SNP account will be deposited into the proper school account in accordance with guidelines developed by the superintendent or designee.
13. All competitive foods sold on school campuses will meet federal and state standards for nutrient content.
14. To the extent feasible consistent with legal, regulatory, and budgetary limits, the purchase of locally sourced foods and beverages is encouraged in the School Nutrition Program.
15. All employees whose job duties include procurement activities involving for the Child School Nutrition Program funds shall adhere to the conflict of interest rules and standards for ethical conduct established by the board in policies 6401/9100, Ethics and the Purchasing Function, and 8305, Federal Grant Administration. Failure to comply with these requirements will result in disciplinary action.

B. MEAL CHARGES

Students who are required to pay for meals are expected to provide payment in a timely manner. The board recognizes, however, that students may occasionally forget or lose their meal money. ~~Only elementary and middle school students may charge meals. High school students are not permitted to charge meals in the school cafeteria. At the principal's discretion, high school students may make a loan from the school office to purchase a school meal.~~ No adults will be permitted to charge meals or other items in the school cafeteria. No student will be permitted to charge supplemental or a la carte items, including milk.

~~Charged meals should not exceed five (5) school meals and all charges must be paid the following day. No student will be deprived a meal nor served an alternate meal due to forgotten or lost money. At no time will a student meal be retrieved once the student has received the tray. The student shall be allowed to eat the meal and the student's account will be charged accordingly.~~

If a student meal account has a negative balance, money offered by the student for purchase of supplemental or a la carte items cannot be used to pay against the negative balance without the student's permission. ~~If parents wish to limit the purchase of supplemental or a la carte items they should contact the school cafeteria manager with instructions to flag their student's account as necessary.~~

The school nutrition director and principal shall work jointly to prevent meal charges from accumulating. Every effort will be made to collect all funds due to the school nutrition program on a regular basis and before the end of the school year. ~~Once charges reach \$10.00 letters will be sent home with students weekly from the cafeteria manager. Additionally, automated calls will be placed by the school office each week. This may include but is not limited to sending letters home with students, sending emails to parents, and sending automated calls to homes.~~ If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the school nutrition program shall inform the principal, who shall determine the next course of action. This may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student meal accounts cannot be carried forward to the following school year. All negative balances will continue to be owed to the school office until paid in full. The superintendent shall ensure that federal school nutrition funds are not used to offset the cost of unpaid meals and that the SNP is reimbursed for bad debt resulting from uncollected student meal charges prior to the last day of the school year. The school's general fund, or other fund designated by the school principal, will be financially responsible for outstanding charges that have not been paid.

This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professional, parents, and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch Act, 42 U.S.C. 1751 *et seq.*, 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220; United States Department of Agriculture Policy Memos SP 46-2016, 47-2016, and 23-2017, available at <https://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos>; G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C. 6H.0104

Cross References: Parental Involvement (policy 1310/4002), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the Purchasing Function (policy 6400), Ethics and the Purchasing Function (policy 6401/9100), Federal Grant Administration (policy 8305)

Adopted: March 9, 2015

Replaces: Policy 5.07.90, Charging of School Meals

Revised: May 9, 2016; June 12, 2017; August 14, 2017 and April 9, 2018 (Legal references only); June 11, 2018; April 8, 2019; January 13, 2020; July 26, 2021 (Legal references only);

Watauga County Schools
2022-2023 Calendar Committee

Member Name	Representative School/ Area
Dr. Wayne M. Eberle II- Chair	Central Office
Dr. Stephen Martin- Co-Chair	Central Office
Pam Shirley	Central Office- After School
Marshall Ashcraft	Board of Education
Kim Dunnagan	Bethel
Anne Sukow	Bethel
Allyson McFalls	Blowing Rock
Erin Strickland*	Blowing Rock
Carly Pugh*	Cove Creek
Amy Warren	Cove Creek
Audrey Mikkola	Green Valley
Michele Lee	Green Valley
Susan Milhaupt	Hardin Park
Claudine Lovins	Hardin Park
Amy Thomas	Mabel
Pace Cooper	Mabel
Kari Riddle	Parkway
Charlena Townsend	Parkway
Natasha Lyons	Valle Crucis
Jana Yount*	Valle Crucis
Kim Shockey	Parent Rep (VC)
Dr. Chris Blanton	Watauga High School
Laurie Nixon	Watauga High School

*** Denotes members in year 1 of Calendar Committee service**

ELEMENTARY CURRICULUM COMMITTEE 2022-2023

SCHOOL	AREA	MEMBER	TERM EXPIRATION
Bethel	3-8	Robin Gardner	2025
	K-2	Bridget McKinney	2024
Blowing Rock	K-2	Tonya Hamby Ward	2023
	3-5	Lara Whiteside	2025
	6-8	Liz Tincher	2024
Cove Creek	K-5	Hope Combs	2024
	6-8	Carly Pugh	2025
Green Valley	3-8	Calista Giles	2024
	K-2	Heather Ward	2025
Hardin Park	K-2	Amy Eberle	2024
	3-5	Barbara Myers	2023
	6-8	Adam Pyles	2024
Mabel	K-5	Madison Parrish	2024
	6-8	Rose Costiloe	2025
Parkway	K-2	Lindsay Jackson	2023
	3-5	Kelly Pettit	2025
	6-8	Susan Hemric	2025

Valle Crucis	K-2	Sabrina Eudy	2024
	3-5	Mary Ruth Hagaman	2025
	6-8	Shelby Hatton	2025
Principal Representative		Patrick Sukow	2023
K-8 AIG		Jennifer Lambert	2025
K-8 ARTS		Chad Safferstone	2023
K-8 CTE		Claudine Lovins	2024
K-8 EC		Tammy Whichard	2025
K-8 ESL		Jack Hellenbrand	2023
K-8 ITF/Media Specialist		Jamie Oxentine	2024
K-8 PE		Hope Mough	2025
K-8 Reading Specialist		Shelly Campbell	2023
CO Representatives	Director of Accountability	Dr. Wayne Eberle	
	Director of K-3 Curriculum	Tamara Stamey	
	Director of 4-8 Curriculum	Meredith Jones	
Ex-Officio	BOE	Marshall Ashcraft	
	Supt.	Dr. Scott Elliott	

Meeting Dates for 2022-2023:

Sept 15th, Nov 17th, Feb 9th, April 6th