



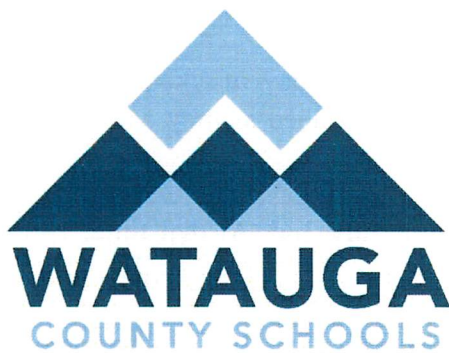
# WATAUGA BOARD OF EDUCATION

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

## WATAUGA COUNTY BOARD OF EDUCATION MEETING AGENDA May 10, 2021 5:30 P.M.

- |      |     |   |   |
|------|-----|---|---|
| 5:30 | 1.  | <b>CALL TO ORDER</b>                          | Board Chair                               |
| 5:32 | 2.  | <b>CLOSED SESSION</b>                         |   |
|      |     | 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)       |   |
| 6:00 | 3.  | <b>OPEN SESSION CALL TO ORDER</b>             | Board Chair                               |
| 6:03 | 4.  | <b>WELCOME/MOMENT OF SILENCE</b>              | Board Chair                               |
| 6:05 | 5.  | <b>DISCUSSION AND ADJUSTMENT OF AGENDA</b>    | Board Chair                               |
| 6:08 | 6.  | <b>SUPERINTENDENT’S REPORT</b>                | Dr. Scott Elliott                         |
| 6:13 | 7.  | <b>STUDENTS’ REPORT</b>                       | Ms. Haleigh Lawson<br>Ms. Isabella Sibaja |
| 6:18 | 8.  | <b>CONSENT AGENDA</b>                         |   |
|      |     | A. Approval of Minutes for 4/12/2021          | Dr. Scott Elliott                         |
|      |     | B. Budget Amendment #4                        |   |
|      |     | C. Lottery application                        |   |
|      |     | D. School Nutrition Bids and Contracts        |   |
|      |     | E. Field Trip requests                        |   |
|      |     | F. Personnel Report                           |   |
| 6:23 | 9.  | <b>STRATEGIC PLAN OVERVIEW</b>                | Dr. Scott Elliott                         |
| 6:43 | 10. | <b>UPDATE ON VALLE CRUCIS SCHOOL PLANNING</b> | Dr. Scott Elliott                         |
| 6:53 | 11. | <b>POLICIES: SUBSTANTIVE FOR SECOND READ</b>  | Dr. Wayne Eberle                          |

7:00	12.	<b>PUBLIC COMMENT</b>	Board Chair
7:10	13.	<b>BOARD OPERATIONS</b>	Board Chair
7:20	14.	<b>BOARD COMMENTS</b>	Board Chair
7:30	15.	<b>CLOSED SESSION</b>	Board Chair
		A. Personnel – N.C.G.S.143-318.11(a)(6)	
8:00	16.	<b>OPEN SESSION</b>	Board Chair
8:01	17.	<b>ADJOURNMENT</b>	Board Chair
	18.	<b>MISCELLANEOUS INFORMATION</b>	



# WATAUGA COUNTY BOARD OF EDUCATION

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

**DATE:** April 12, 2021

**TIME:** 5:00 PM

**PRESENT:** Gary Childers,  
Jay Fenwick, Marshall Ashcraft,  
Steve Combs, Jason Cornett, Dr.  
Scott Elliott, Superintendent, Dr.  
Stephen Martin, Assistant  
Superintendent

**PLACE:** Margaret E. Gragg Educational Center

## **CALL TO ORDER**

Dr. Gary Childers, Board Chair, called the meeting to order at 5:00 PM. He asked for a motion to go into closed session. Jay Fenwick moved to go into closed session and Steve Combs seconded the motion. The vote to approve was unanimous.

A motion was made by Marshall Ashcraft and seconded by Steve Combs 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**

There were no adjustments to the agenda, but there would be an adjustment to a field trip in the consent agenda.

## **SUPERINTENDENTS REPORT**

Dr. Elliott welcomed Dr. Childers and the board members. He welcome the student representatives, Principals Dr. Bonnie Smith and Dr. Chris Blanton, and Central office staff present.

He welcomed architects from the firm of Clark Nexsen, Mr. Roberson and Ms. Szentesi who would lead a planning exercise as Watauga County Schools (WCS) began the work of developing the programming and initial design for the new Valle Crucis School.

He announced a graduation date of Friday, May 28 at 5 PM for the WHS graduation ceremony, at the Watauga High School (WHS) football stadium. Both sides of the stadium would be used for seating for adequate social distancing, and masks would be required for everyone who attended. Rain dates are planned for the following morning at 10 AM, the afternoon at 2 PM, and the following Sunday at 2 PM.

He announced the final day of school for students as Tuesday, May 25th with last day of school, May 26<sup>th</sup>, used for makeup testing and any additional support our students might need as they end the school year.

The summer learning program will begin on June 8 and will last until July 2nd. At that time, 180 students had enrolled in the program.

A vaccine clinic would be hosted at WHS for students on Wednesday, April 21st. Students who are age 16 or older are eligible to get the Pfizer vaccine. While many students have received the vaccine, this will be another opportunity to get the shot at the school, and their families are also invited.

He thanked everyone who worked hard to make it possible for all of the students to be back in school full time. He thanked the school nurses for their hard work, and the teachers for their efforts to prepare for that day. He reminded everyone that in order to maintain a safe and healthy school setting, all must continue to wear masks and stay home when they are sick, maintaining social distance when possible.

### **STUDENTS' REPORT**

Ms. Isabella Sibaja and Ms. Haleigh Lawson shared that students had been compliant with Covid requirements. They had prepared a safety video to help students with the guidelines. They noted that the first day with both cohorts was a great day of reconnecting for students and teachers. The National Honor Society had hosted a fundraiser for OASIS shelter. Watauga High School had recently started a food pantry. Pacers, Wrestling, and Track will begin in April. Students are preparing for exams and are in the home stretch to finish the school year.

### **CONSENT AGENDA**

- A. Approval of Minutes for 3/8/2021, 3/15/2021
- B. Field trip requests
- C. Surplus Report
- D. Personnel Report

Dr. Elliott noted a modification to a field trip request. Dr. Childers qualified approvals of field trips based on Covid conditions at the time of a field trip. Steve Combs moved to approve the consent agenda items A through D. Marshall Ashcraft seconded the motion. Following discussion, the vote to approve was unanimous.

### **2021-2022 CURRENT EXPENSE AND CAPITAL OUTLAY**

Ms. Marze highlighted several items and noted that if the Board approved the request as proposed, it would be presented to the County Manager on Monday, the 19th and then the Board would meet with the County Commission in May during their budget retreat. She thanked the County Commissioners for their support. She also noted that budget changes presented were compared to the 19-20 year as a "normal" year rather than the 20-21 year. One notable addition for this year in current expense is a new physical education classroom support formula for the K-8 schools. The total budget increase in current expense is 5.6%. Regarding capital outlay, she noted that the County did not fund the typical \$1.5 million this year for capital expansion and repairs. The budget request presented is for slightly more than the expected allotment, due to immediate needs that had been deferred for several years. Dr. Elliott thanked Dr. Schleede and Mr. Trexler for their work on the budgets. He lauded Mr. Lyons for work on bus fleet upgrades. Dr. Elliott was grateful for our local funding, but noted that our capital funding had not been keeping up with facility needs of our schools.



Jason Cornett moved to approve the 2021-2022 Current Expense and Capital Outlay Plan. Marshall Ashcraft seconded the motion. The vote to approve was unanimous. The board members expressed their thanks, and awe of the budget process.

### **VALLE CRUCIS PLAN PREPARATION**

Mr. Chad Roberson and Ms. Eve Szentesi walked the Board through a visioning process for the new Valle Crucis School. The same process would be repeated with teachers and PTO members in the coming week.

The outcomes of the brainstorming process led to:

**Keep themes** - placement of common grade levels and pre-k classrooms within the school, community connection, rural feel, connection to environment (river, park), student-centered

**Toss themes** - flooding, traffic flow, disjointed layout, inadequate cafeteria space, inadequate mechanical structure

**Create themes** - design for the evolving future educational needs, safe, clean, sustainable environment with access to nature, better traffic flow, welcoming open environment, reunify community and pride in school, safety - limited points of entry

**Image exercise**- budget, connection to nature, safety, serenity, child-focused, history-kinship, beliefs, community, grounded and genuine, space for departments not just instructional spaces (cafeteria, nurses, offices), people working together to create environment

**Next steps in planning**- Create a space, taking these ideas into consideration, in a month or so, considering classrooms, gym, a possible auditorium, and cafeteria, with values reflected in the design process. Mr. Roberson noted that the property defines the building in some ways.

### **POLICIES: SUBSTANTIVE FOR FIRST READ**

4020/7230	Discrimination and Harassment Prohibited by Federal Law
7220	Grievance Procedures for Employees
7280	Prohibition Against Retaliation
4040/7310	Staff-Student Relations
7232	Discrimination and Harassment in the Workplace
7335	Employee Use of Social Media

Dr. Wayne Eberle reviewed the policies listed above. Following discussion, Marshall Ashcraft moved to waive the second reading of the above listed policies with the exception of 7220, due to the changes being mainly technical in nature. Policy 7220 would be brought before the board at the May meeting with language changes. Jason Cornett seconded the motion. The vote to approve the motion was unanimous.

### **POLICIES: SUBSTANTIVE FOR SECOND READ**

4010	Student and Parent Grievance Procedure
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The policy was discussed. Steve Combs moved to approve policy 4010 as written. The motion was seconded by Jay Fenwick. The vote to approve was unanimous.

### **PUBLIC COMMENT**

There were no public comments at the April meeting.

### **BOARD OPERATIONS**

Dr. Childers discussed professional board development and the acquisition of credits through NCSBA. He asked that accumulated credits be shared with the board and stressed the maintenance of previously high standards.

Dr. Elliott noted that he would set up tours of the schools for the Board to see the current school needs.

Jay Fenwick moved to nominate Mia Shanely to be the 2021-2022 Junior Board Representative, with a term spanning two years. Steve Combs seconded the nomination. The Board noted that all applicants were strong candidates. The vote to accept Ms. Shanely for the position was unanimous.

### **BOARD COMMENTS**

Jay Fenwick reminded the Board of the Watauga Compassionate Community Initiative Conference occurring in two weeks and shared the contents of his "resilience kit" with the Board. He encouraged them to attend this event.

Marshall Ashcraft echoed Jason Cornett's comments of thanks to the members serving on the finance committee.

### **ADJOURNMENT**

Steve Combs moved to adjourn, which Jason Cornett seconded. The Board unanimously approved the motion at 9:23 PM.

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Dr. Gary L. Childers, Board Chair

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Dr. Scott Elliott, Superintendent



# 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: May 10, 2021

RE: 2020-21 Budget Amendment #4

Attached is Budget Amendment #4 that changes totals in Watauga County Schools 2020-21 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	\$ 14,187,099	\$ 0	\$ 14,187,099
State Public School	32,565,292	83,789	32,649,081
Federal Grants	2,137,133	0	2,137,133
School Nutrition	1,466,500	0	1,466,500
Extended Learning Centers	517,725	0	517,725
Capital Outlay	2,308,329	23,430	2,331,759
Special Revenue	481,602	0	481,602
Total	\$ 53,663,680	\$ 107,219	\$ 53,770,899

**Watauga County Schools**  
**BUDGET AMENDMENT #4**  
**May 10, 2021**

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

*BA #4-1 Explanation:*

*This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #46-56.*

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.003.162	Non-Instructional Support	1,700
1.5110.015.311	School Technology Fund	1
1.5350.016.121	Summer Reading Camp	79,765
1.6550.056.165	Transportation	2,000
1.5110.085.462	Early Grades Reading Proficiency	323
<b>Total Appropriations</b>		<b>83,789</b>

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	83,789
<b>Total Revenues</b>		<b>83,789</b>

*BA #4-2 Explanation:*

*This amendment is to budget for the bus finance payments allocated through DPI.*

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.6550.120.551	School Bus Purchase	23,430
<b>Total Appropriations</b>		<b>23,430</b>

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.3400.120	DPI School Bus Purchase Allotment	23,430
<b>Total Revenues</b>		<b>23,430</b>

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: 175 Pioneer Trail, Boone, NC

Phone: 828-264-7190

Project Title: Gym Floor

Location: Blowing Rock School

Type of Facility: K-8 School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short description of Construction Project: Replace rubber gym floor for safety and floor integrity

Estimated Costs:

Purchase of Land \_\_\_\_\_ \$ \_\_\_\_\_

Planning and Design Services \_\_\_\_\_

New Construction \_\_\_\_\_

Additions / Renovations \_\_\_\_\_

Repair \_\_\_\_\_ 75,000.00

Debt Payment / Bond Payment \_\_\_\_\_

TOTAL \_\_\_\_\_ \$ \_\_\_\_\_ 75,000.00

Estimated Project Beginning Date: June 2021 Est. Project Completion Date: July 2021

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 75,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

\_\_\_\_\_  
(Signature — Chair, County Commissioners)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature — Chair, Board of Education)

\_\_\_\_\_  
(Date)





**WATAUGA COUNTY  
BOARD OF EDUCATION**

Margaret E. Gragg Education Center  
175 Pioneer Trail Boone, NC 28607  
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**School Nutrition Program  
Monica C. Bolick, Director**

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**2021/22 School Year  
Bid and Proposal Renewals  
May 10, 2021**

**Included with renewal details following:**

Dairy  
Groceries & Supplies (Distributor Fixed Fee)  
Ice Cream  
Personal Pizza Products  
Produce

Thank you for your consideration and approval of these bid renewals for the 2021/2022 school year.

Sincerely,

Monica C. Bolick  
Director of School Nutrition



## **WATAUGA COUNTY BOARD OF EDUCATION**

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### **Dairy Products**

It is the recommendation of the School Nutrition Department to renew the dairy bid for the 2021/22 school year.

Suiza Dairy Group, LLC dba Pet Dairy has agreed to maintain current prices for the 2021/22 school year on all dairy items.

The renewal proposal was presented to the Mountain Purchasing Co-op (Alleghany, Ashe, Avery & Watauga Counties, and Crossnore School & Children's Home) at which time all five entities agreed that Pet Dairy had provided excellent customer service throughout the past year and maintained their already positive working relationship with each district. The original terms and conditions of the bid remain applicable.

Mountain Purchasing Cooperative  
(Alleghany, Ashe, Avery, & Watauga County Schools including Crossnore School & Children's Home)  
C/O Avery County Schools  
Child Nutrition Department  
775 Cranberry Street  
Newland, NC 28657

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02/26/2021

Suiza Dairy Group, LLC dba Pet Dairy  
Attention: Bill Giovanetti  
Group Sales Vice President  
3436 Toringdon Way, Suite 200  
Charlotte, NC 28277

Mr Giovanetti,

The Mountain Purchasing Cooperative would like to thank you for your continued partnership as our dairy products distributor for the 2020/21 school year. We would ask for your consideration for a bid renewal, with current or reduced pricing per original 2018/19 IFB/Contract for the 2021/2022 school year. This renewal request would begin the third rollover year of the current bid agreement.

We sincerely thank you for your consideration of this request. If you agree, we request that you sign and return this Letter of Intent and Official Bid Certification no later than Friday, March 05, 2021.

Should you have any questions please do not hesitate to contact me. We appreciate the opportunity to continue our partnership with Suiza Dairy Group, LLC dba Pet Dairy.

Sincerely,



Tammy Woodie  
Avery County Schools  
Director of Child Nutrition  
775 Cranberry Street  
Newland, NC 28657  
Office: (828) 733-6006  
Email: tammywoodie@averyschools.net

## 2021/2022 Bid Renewal Certification

**Renewal Certification Directions:** Prepare two (2) copies of this **Renewal Bid Certification** with original signatures. The Mountain Purchasing Cooperative representative will sign this Certification and return one signed original copy for your records. **School District Purchase Order** is the final document of renewal approval. Please return this Renewal Certification no later than March 05, 2021

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Original Bid Year: 2018/2019

Bid Renewal Year: 3

Suiza Dairy Group, LLC dba Pet Dairy  
Attention: Bill Giovanetti  
Group Sales Vice President  
3436 Toringdon Way, Suite 200  
Charlotte, NC 28277

### DEFINITIONS:

- The term "Renewal" as used in the document means a one year contract agreement between the Mountain Purchasing Cooperative and Suiza Dairy Group, LLC dba PET Dairy. The intent of the renewal is to renew or lower the bottom line price for dairy products as per the original IFB/Contract and such has been accepted by both parties.
- The renewal of "firm price per line item" requires no price increase of the products, the firm fixed prices must be maintained or lowered in a renewal. If the Distributor is unable to maintain or lower the firm price per line item, a new bid is required to be issued by the Mountain Purchasing Cooperative.
- The term "IFB/Contract," as used in this document, means the current year IFB/Contract and any Amendments.

The term "IFB/Contract," as used in a Renewal, means the comprehensive collection of the following documents sent to the Renewing Distributor as information to be completed and to be returned to the School District as required:

1. Written Invitation and Letter of Renewal Intent
2. Official Original IFB/Bid Documentation (Not to Be Returned to the Mountain Purchasing Cooperative)
3. Official 2021/2022 Bid Renewal Certification
4. Mountain Purchasing Cooperative School District Special Conditions- Special conditions as listed in original 2018/19 IFB/Contract agreement.
5. School District Profile – updated profile will be provided to the renewing vendor by the Mountain Purchasing Cooperative as needed or requested by renewing vendor.

## RENEWAL BID AGREEMENT AND SIGNATURE

I certify by my signature below that the Firm Prices renewed in this Certification are the same or less than the original IFB/Contract. Additionally, I have the authority to enter into contractual relationships on behalf of the offering company named to perform under the requirements of this Bid Renewal Agreement and all Terms and Conditions stated in the Original 2018/2019 IFB/Contract. This request for IFB/Contract renewal has been carefully examined and reviewed. I am in agreement to supply all products and services submitted under this request for renewal at the prices quoted and in strict compliance with the item specifications and school special conditions. No exceptions to the original Terms and Conditions will be claimed.

Vendor: Suiza Dairy Group, LLC dba PET Dairy DFA Dairy Brands Fluid, LLC, dba PET Dairy (effective 5/1/2020)

Name of Vendor Representative: Paul Nero

Title of Vendor Representative: General Manager

Signature of Vendor Representative: 

Date: 2/26/21

## Mountain Purchasing Cooperative OFFICIAL ACCEPTANCE SIGNATURE

When any or all parts of the **Renewal Certification** are accepted by the Mountain Purchasing Cooperative, an authorized School District representative shall affix their signature hereto and the **Official Renewal Certification** shall become the **Contract** and shall represent the agreement between the Mountain Purchasing Cooperative and the Suiza Dairy Group, LLC dba PET Dairy. The sections outlined in the Terms and Conditions of the IFB/Contract are for convenience and reference only, and in no way, define, describe, extend, or limit the scope or intent of the provisions of any section of this document. One (1) original copy of this is will be mailed to the renewing vendor and one (1) copy retained by each of the Mountain Purchasing Cooperative Districts.

Tammy Woodie

Type Name of School District/Co-Op Representative

Child Nutrition Director

Type Title of School District/Co-Op Representative

Avery County Schools

Type Name of School District

Original Signature of School District/Co-Op Representative

Date



**Mountain Purchasing Cooperative  
(Alleghany, Ashe, Avery, & Watauga County Schools including Crossnore School & Children's Home)  
C/O Avery County Schools  
Child Nutrition Department  
775 Cranberry Street  
Newland, NC 28657**

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**2021/2022 Bid Renewal Intent**

This letter certifies the intent of Suiza Dairy Group, LLC dba Pet Dairy, to:

  X   Accept the request for renewal from the Mountain Purchasing Cooperative for the 2021/2022 school year with current or reduced pricing, per the original 2018/19 Dairy Products Bid IFB/Contract.

           Decline the request for renewal from the Mountain Purchasing Cooperative for the 2021/2022 school year.

My signature below certifies the above declaration of bid intent.

Name of Vendor Representative: DFA Dairy Brands, LLC dba PET Dairy

Title of Vendor Representative: Paul Nero / General Manager

Original Signature of Vendor Representative:           *Paul Nero*          

Date: 2/26/2021



**WATAUGA COUNTY  
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**Groceries and Supplies  
Distributor Fixed Fee Delivery**

It is the recommendation of the School Nutrition Department to renew our distributor fixed fee delivery bid (groceries and supplies) for the 2021/22 school year.

Sysco Charlotte has agreed to maintain current delivery prices on all product categories (groceries, including snacks, and supplies) for the 2021/22 school year.

The renewal proposal was presented to the Mountain Purchasing Co-op (Ashe, Avery and Watauga Counties) at which time all three districts agreed that Sysco Charlotte had maintained a positive working relationship with each district and strived to provide adequate customer service as required by each district. The original terms and conditions of the bid remain applicable.



Monica Bolick &lt;bolickm@wataugaschools.org&gt;

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**2021-2022 PRODUCE BID and NCPA BID RENEWAL REQUEST**

1 message

Tammy Woodie &lt;tammywoodie@averyschools.net&gt;

Tue, Mar 9, 2021 at 11:50 AM

To: Martha Turner &lt;martha.turner@ashe.k12.nc.us&gt;, Monica Bolick &lt;bolickm@wataugaschools.org&gt;, kacey.carbery@sysco.com, "MacDonald, Mark A 048" &lt;MacDonald.Mark@cha.sysco.com&gt;

Cc: Jeffery Jaynes &lt;jeffjaynes@averyschools.net&gt;

Dear Sysco representative, Kacey Carbery,

Thank you for verbally agreeing to renew the Mountain Purchasing Cooperative school districts original 2018-2019 bid for August 1, 2021- July 31, 2022. Attached you will find the 2021-2022 Official NCPA renewal Bid Documents and the Official renewal documents for our Produce Bid. Please notice the "invitation to Distributor Renewing NCPA Contract" which contains pertinent information for renewing Distributors. You will need to sign both bid contracts for renewal, Produce and NCPA renewing documents.

Renewal Bids require a quick turnaround of the Bid Renewal Certification Letter for 2021-2022. Please return two signed copies of this document before March 19, 2021. If a renewal Agreement is not reached, we must issue a New Bid. We also appreciate you signing the Official NCDA storage Contract Agreement in the NCPA bid document files and returning with the Bid Renewal Certification Letter as directed. Please keep a copy for your files.

Mountain Purchasing Cooperative will send Sysco, LLC the 2021-2022 Official NCPA Bid Spreadsheets with our estimated usage between March 26-April 9, 2021.

Please acknowledge the Read Receipt of this renewal request from the Mountain Purchasing Cooperative school districts. If you have any questions, please contact Tammy Woodie, Avery County Schools Child Nutrition Director and Mountain Purchasing Cooperative representative at 828-733-6006 ext 1514.

Thank you.

Sincerely,  
Tammy Woodie  
Attachments

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Tammy Woodie, CDM, CFPP  
Director of Child Nutrition  
Avery County Schools

775 Cranberry Street  
Newland, NC 28657  
828-733-6006 ext. 1514

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**2 attachments**

**MPC 2021-2022 PRODUCE BID RENEWAL DOCUMENTS.zip**  
2526K

**MPC 2021-2022 Official Renewal Documents.zip**  
1900K

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## 2021-2022 - INVITATION TO DISTRIBUTOR RENEWING NCPA CONTRACTS

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**TO:** SYSCO, CHARLOTTE, LLC

**FROM:** TAMMY WOODIE/ MOUNTAIN PURCHASING COOPERATIVE  
(ASHE, AVERY, AND WATAUGA COUNTY SCHOOLS)

**DATE:** MARCH 9, 2021

Per our verbal agreement, SYSCO, CHARLOTTE, LLC is providing the required renewal bid documents to complete the 2021-2022 NCPA Distributor IFB/Contract Renewal with Mountain Purchasing Cooperative acknowledge Please return two (2) copies of the Distributor Bid Renewal Certification Letter, signed with original signatures before March 19, 2021. The Bid Renewal Certification Letter is needed by March 19, in the event the agreement to renew is not completed, the School District may issue a NEW Bid.

If included with this document, review the updated Special Conditions for 2021 -2022 for Mountain Purchasing Cooperative acknowledge acceptance in the block on the Bid Renewal Certification Letter. Both the School District and the renewing Distributor must agree to the current Special Conditions inclusive of updates, or the School District must issue a NEW Bid.

If included with this document, return a signed copy of the Official NCPA Storage Contract to the School District, keeping a copy on file. The SN Director will forward a copy of the dual signed Official NCPA Storage Contract to the Director of NCPA & CS Food Distribution.

Provided the Distributor agrees to the Renewal terms and returns the signed Bid Renewal Certification Letter by March 19, 2021, Mountain Purchasing Cooperative acknowledge will send Distributor Bid Spreadsheets, with annual estimated usage and seasonal ordering data entered, to the renewing Distributor between March 26 - April 9, 2021.

The School District must receive the new 2021-2022 Official Distributor Bid Spreadsheets with pricing on May 12, 2021, after the Official NCPA Distributor Bid opening.

The School District will sign and return the Official Renewal Certification Letter after completion of the bid opening (May 11, 2021) and the Pre -Award Bid Audit by the NCPA Board of Directors.

**ALL NCPA renewing Distributors are required to provide the NCPA Board of Directors with ONE (1) MASTER COPY by LOT of the Distributor's 2021 – 2022 Bid Spreadsheet Pricing prior to the May 11, 2021 bid opening date. The NCPA Board of Directors uses the new bid pricing to conduct the required Pre-Award Bid Audit immediately after bid opening.**

- **NCPA Board of Directors Requirement for Master Pricing** – Email a copy of the 2021-2022 Master Distributor Bid Pricing by Lot to Cindy Hobbs ([Cindy.hobbs@dpi.nc.gov](mailto:Cindy.hobbs@dpi.nc.gov)) and to Leann Seelman ([leann.seelman@dpi.nc.gov](mailto:leann.seelman@dpi.nc.gov)) no later than 12:00 AM ET May 11, 2021. The Subject Line Should Read: (Distributor Name) 2021-2022 Master Bid Documents.
- **Produce Distributors Only:** In addition to Master Pricing on flash drive, include the Annual Contract/Weekly pricing Supplier contracts and invoices as detailed in 11.2 – 11.2.2 of the IFB Contract. This data is used by the Audit Committee for the required Audit before districts can award their bids.

### Schedule for Receipt of Distributor Renewal Documents to the School District

#### **DUE BY MARCH 19, 2021**

- **2021-2022 Official Distributor Bid Renewal Certification Letter** (Two (2) copies with original signatures)
- **Special Conditions Agreement**– agreement to updates to any existing special condition is required for renewal. Any significant modifications to the original contract Special Conditions will require a new bid to be issued. Block for Distributor Agreement to Special Conditions is found on the Bid Renewal Certification.
- **2021-2022 NCPA&CS Food Distribution Annual Storage Contract** – return a signed copy and keep a copy on file.

#### **DUE BY MAY 12, 2021.**

- **2021-2021 NCPA Distributor Bid Spreadsheets by LOT with Re-Cap of School District Usage** is to be sent to the school district via e-mail within 24 hours after bid opening on May 11, 2021.

# 2021 - 2022 Official NCPA – Distributor Bid Renewal Certification Letter

**Distributor Directions:** Prepare two (2) copies of this **Renewal Bid Certification** with original signatures. The School District will sign this Certification and **return one signed original copy** for your records. The **School District Purchase Order** is the final document of renewal approval. Double-click on the teal boxes and type in the Default text box to complete. Return to the School District by March 19, 2021.

**Member Directions:** Complete the yellow highlights and save the document. Note: Bid renewal year does not include the initial "new" bid year.

**School District and Co-Op Name (if applicable)** Mountain Purchasing Cooperative **Bid Renewal Year: (1 – 4)** 3

**DISTRIBUTOR NAME** Sysco Charlotte, LLC **ADDRESS** 4500 Corporate Drive **CITY & STATE** Concord, NC **ZIP** 28027

## DEFINITIONS:

- The term "Renewal" as used in this document, means a one-year contract agreement between the *School District* and the *Distributor* for renewal of **LOTS 1, 2, 3 and or 4** to "**renew OR lower the fixed fee per case delivered price**" as per the original IFB/Contract, and such has been requested and accepted by both parties. If the Distributor is unable to maintain the current fixed fee per case pricing, a new bid is required to be issued by the School District.
- The renewal of "firm price per line item" **LOT 6 Water and Beverages** requires no price increase of the products, the firm fixed prices must be maintained in a renewal. If the Distributor is unable to maintain the firm price per line item, a new bid is required to be issued by the School District.
- The term "IFB/Contract," as used in this document, means the current year NCPA IFB/Contract and any Amendments; however; signatures from the original (first year) Bid Certification and Agreement and original (first year) Attachments A – J are the primary documents to be maintained by the renewing School District and Distributor. This **Distributor Bid IFB – Contract** is updated annually by the NCPA Board of Directors to meet USDA regulatory policy, provide efficient and effective functioning of the NCPA and provide the School District and the Distributor clarification which does not significantly alter the terms and conditions of the contract. School Districts and Distributors agreeing to renew this IFB are responsible for review of the updated IFB – Contract.

The term "IFB/Contract," as used in a Renewal, means the comprehensive collection of the following documents sent to the Renewing Distributor as information to be completed and to be returned to the School District, unless otherwise noted.

1. **Invitation for NCPA Renewal Bid** – Invitation and general procedures for Renewing Distributor, **do not return.**
2. **Official 2021 – 2022 Distributor Bid Renewal Certification Letter** - two (2) signed copies signed and returned to the School District by the Distributor by March 19, 2021. After local approval, a signed copy is mailed to the awarded Distributor. Bid renewal is officially complete by the issue of a School District Purchase Order to the Distributor.
3. **Official 2021 - 2022 NCPA IFB/Contract** – details procedures in Sections 1 – 36; **do not return.**
4. **School District Profile** – Additional Information: cycle menus, 209 reports, etc. may be provided after the bid award but no later than June 1.
5. **Official NC Taxable/Non-Taxable Status List - Lot 3 SUPPLIES** – Information only – **do not return.**
6. **School District Special Conditions** - only updates to the original contract Special Conditions are allowed in a renewal. If significant changes to the terms or conditions are implemented, a new bid is required. (**acknowledge on page 2**)
7. **Official NCDA&CS Storage Contract** – (if required) Send a signed copy of the Official NCDA&CS Storage Contract to the Distributor. The Distributor will sign and return with the Official Bid Documents, keeping a copy on file. The SN Director will forward a copy of the dual signed Official NCDA&CS Storage Contract to the Director of NCDA & CS Food Distribution.

**Official 2021-2022 Bid Spreadsheets with Estimated Product Usage** – The renewing School District is to provide the Distributor with estimated product usage data by between March 26 - April 9, 2021. The renewing Distributor is to complete and return digitally with pricing and Dollar Totals by LOT using the School District usage estimates by May 12, 2021, the **day after the bid opening**.



## 2021 - 2022 Official NCPA – Distributor Bid Renewal Certification Letter

- **FIXED FEE RENEWAL AGREEMENT BY BID LOT:** The Distributor offers current, or lowered fixed fee, per case delivery by LOT(s) for 2021-2022 renewal as indicated below:

LOT 1 – Grocery \$1.35

LOT 2 – Snacks N/A

LOT 3 – Supplies \$4.50

LOT 4 – Produce \$2.50

- **LOT 6 – Water and Beverages:** Distributor instructions- Attach (1) a copy of the prior year bid pricing and (2) a separate page on Distributor Letterhead titled "LOT 6 Bid Renewal Pricing (or Reduced Bid Pricing for Mountain Purchasing Cooperative for August 1, 2021– July 31, 2022. Provide either the renewal or reduced bid pricing.
- **COMMODITY STORAGE RENEWAL AGREEMENT IF REQUIRED** - The Distributor offers the same, or lowered, 2021 – 2022 STORAGE AND DELIVERY FEE (Double-click box and type previous year fixed fee amount in Default text box)  
**BROWN BOX STORAGE/DELIVERY FEE RENEWAL: \$2.70 1 – 180 Days**  
**ADDITIONAL UPCHARGE FEE FOR MONTHLY STORAGE PER CASE: \$4.50 181+ Days**
- **FARM TO SCHOOL/DOD PRODUCE DELIVERY FIXED FEE RENEWAL:**
- **IF SPECIAL CONDITIONS ARE A PART OF CONTRACT INDICATE ACCEPTANCE (YES or NO): YES**

### DISTRIBUTOR RENEWAL BID AGREEMENT AND SIGNATURE

I certify by my signature below that the Flat Fixed Fees (LOTS 1–4) or Firm Prices (LOT 6) renewed in this Certification are the same as the **original IFB/Contract** and that I have the authority to obligate the company named to perform under requirements of this Bid Renewal Agreement and all Terms and Conditions stated in the **Official NCPA 2021 - 2022 IFB/Contract** with any Addenda.

Steve Crowe

Name of Distributor Representative

Region VP Finance

Title of Distributor Representative

Sysco

Name of Company



Original Authorized Distributor Signature

3/16/21

Date

### SCHOOL DISTRICT OFFICIAL ACCEPTANCE SIGNATURE

When any or all parts of the **Distributor Renewal Certification** are accepted by the School District, an authorized School District representative shall affix their signature hereto and collectively the **Official Renewal Certification**, along with the updated **2021 - 2022 Official NCPA IFB/Contract**, and all **Originating-year Attachments, 2021-2022 Addenda, Pre - Award Audit Findings** and the **Distributor's bid pricing sheets** shall become the **Contract** and shall represent the agreement between the School District and the Distributor. The sections outlined in the Terms and Conditions of the IFB/Contract are for convenience and reference only, and in no way, define, describe, extend, or limit the scope or intent of the provisions of any section of this document. One (1) original copy of this is mailed to the renewing Distributor and one (1) original copy retained by the School District.

Tammy Woodie

Type Name of School District/Co-Op Representative

Child Nutrition Director

Type Title of School District/Co-Op Representative

Avery County Schools

Type Name of School District

Original Signature of School District/Co-Op Representative

03/09/2021

Date

# 2021 - 2022 Official NCPA Distributor Renewal: Bid Special Conditions

Name of School District or Co-op Mountain Purchasing Cooperative (Ashe, Avery, and Watauga County Schools)

Special Conditions are circumstances that are required of ALL bidders for the LOT(S) BID. NOTE: In bid renewals, Special Conditions that change the original bid parameters of the bid are not allowed.

The School District and the Renewing Distributor must agree to the current Special Conditions inclusive of updates prior to March 19, 2021, or the School District must issue a NEW Bid.

## ASHE COUNTY SCHOOLS:

- Deliveries will be made to individual schools at a minimum of once per week.
- Deliveries will be made Monday thru Friday only unless prior approval is given by the Director of School Nutrition.
- Deliveries will be made between the hours of 6:00 am and 1:00 pm.
- Payment will be made at a minimum of once per month.
- Prior Approval required for non-domestic produce items (Shelf Stable or Fresh)

## AVERY COUNTY SCHOOLS:

- Deliveries will be made to individual schools at a minimum of once per week.
- Deliveries will be made Monday thru Friday only
- Deliveries will be made between the hours of 6:30 am and 2:00 pm
- Payment will be made at a minimum of once per month
- Prior Approval required for non-domestic produce items (Shelf Stable or Fresh)
- USDA Commodity Delivery & Storage is required

## WATAUGA COUNTY SCHOOLS:

- Deliveries will be made to individual schools at a minimum of once per week.
- Deliveries will be made Monday thru Friday only unless prior approval is given by the Director of School Nutrition
- Deliveries will be made between the hours of 6:00 am and 2:00 pm with the exclusion of Blowing Rock School which cannot accept deliveries until after 7:00am per town ordinance
- Payment will be made at a minimum of once per month
- Prior Approval required for non-domestic produce items (Shelf Stable or Fresh)

### **DISTRIBUTOR AGREEMENT/COMMENTS TO SPECIAL CONDITIONS**

The Distributor has read and agrees to provide the Special Conditions.

Steve Crowe

Name of Distributor Representative  
Region VP Sales

Title of Distributor Representative

Comments by the Distributor to the Special Conditions should be made below:



Signature of Distributor Authorized To Sign Bid

Date 3/16/21



Steve W. Troxler  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services  
*Food Distribution Division*

Gary W. Gay  
Director

Storage Facility: Sysco Charlotte, LLC Telephone: 704-723-6128

Address: 4500 Corporate Drive City/State/Zip: Concord, NC 28027

**Contract Covering Storage of USDA Food Commodities (with or between)**

Sysco Charlotte, LLC and Avery County Schools  
(Storage Facility) (School District)

Beginning Date of Contract: August 1, 2021 Ending Date of Contract: July 31, 2022

**TERMS AND CONDITIONS**

1. The storage facility will be maintained in a manner to ensure safety and sanitation and meet all USDA and NCDA&CS Food Distribution storage regulations.
2. The storage facility can be reviewed by USDA, NCDA&CS, and respective agency personnel at any time during normal business hours.
3. USDA foods will be clearly identified and countable at all times.
4. An inventory system will be in place to ensure accountability.
5. A semi-annual physical inventory will be taken and recorded.
6. Sysco Charlotte, LLC will ensure coverage for the value of the USDA food in case of theft or loss of inventory for (Storage facility or agency) cases of USDA food brought in on behalf of the School District.
7. Distributor payments for all theft/losses must be issued to the School District by June 30 of the current contract year.
8. The Distributor shall not discard USDA inventory without written permission from the School District.
9. Sysco Charlotte, LLC will ensure coverage for the value of the USDA food stored in case of (Storage facility or agency) equipment failure, fire, natural disaster (hence structural damage) or water damage.
10. This contract may be terminated after thirty (30) days notice.
11. This contract will be terminated immediately due to no-compliance.
12. If Sysco Charlotte, LLC is delivering Net Off Invoice items, it is their job to make sure all transactions are (Storage facility or agency) done in a timely fashion and if any problems arise communicate immediately with school districts to resolve issues.

Both parties hereby agree to abide by the above terms and conditions.

Signature [Signature]  
(Commercial Storage Representative)

Date March 16, 2021

Signature \_\_\_\_\_  
(Food Service Director or Executive Director)

Date \_\_\_\_\_



## **WATAUGA COUNTY BOARD OF EDUCATION**

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

### **Ice Cream Products**

It is the recommendation of the School Nutrition Department to renew the ice cream bid for the 2021/22 school year.

Suiza Dairy Group, LLC dba Pet Dairy has agreed to maintain current prices for the 2021/22 school year on all ice cream items.

The renewal proposal was presented to the Mountain Purchasing Co-op (Ashe, Avery, Watauga and Wilkes Counties) at which time all four districts agreed that Pet Dairy had provided excellent customer service and maintained their already positive working relationship with each district throughout the past year. The original terms and conditions of the bid remain applicable.

**Mountain Purchasing Cooperative (Ashe, Avery, Watauga & Wilkes County Schools) c/o Wilkes  
County Schools  
Child Nutrition Department  
613 Cherry Street  
North Wilkesboro, NC 28659**

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**02/12/2021**

DFA Dairy Brands – PET Dairy  
Attn: School Bids  
7400 Carmel Executive Park Drive, Suite 210  
Charlotte, NC 28226

The Mountain Purchasing Cooperative would like to thank you for your continued partnership as our ice cream distributor for the 2020/2021 school year. We appreciate your partnership as we have worked through unprecedented times in Child Nutrition. We would ask for your consideration for a bid renewal, with current or reduced pricing per original 2018/19 IFB/Contract for the 2021/2022 school year. This renewal request would begin the third rollover year of the current bid agreement.

We sincerely thank you for your consideration of this request. If you agree, we request that you sign and return this Letter of Intent and Official Bid Certification no later than Monday, March 1, 2021.

Should you have any questions please do not hesitate to contact me. We appreciate the opportunity to continue our partnership with DFA Dairy Brands – PET Dairy.

Sincerely,

Marty R. Johnson  
Wilkes County Schools  
Director of Child Nutrition  
613 Cherry Street  
North Wilkesboro, NC 28659  
Office: (336)651-4005  
Email: johnsonmart@wilkes.k12.nc.us



Mountain Purchasing Cooperative (Ashe, Avery, Watauga & Wilkes County Schools) c/o Wilkes  
County Schools  
Child Nutrition Department  
613 Cherry Street  
North Wilkesboro, NC 28659

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**2021-2022 Bid Renewal Intent**

This letter certifies the intent of DFA Dairy Brands – PET Dairy. , to:

  X   Accept the request for renewal from the Mountain Purchasing Cooperative for the 2021/2022 school year with current or reduced pricing, per the original 2018/19 Ice Cream Bid IFB/Contract.

           Decline the request for renewal from the Mountain Purchasing Cooperative for the 2021/2022 school year.

My signature below certifies the above declaration of bid intent.

Name of Vendor Representative: Paul Nero

Title of Vendor Representative: General Manager

Original Signature of Vendor Representative: 

Date: 2/15/2021

Mountain Purchasing Cooperative (Ashe, Avery, Watauga & Wilkes County Schools) c/o Wilkes  
County Schools  
Child Nutrition Department  
613 Cherry Street  
North Wilkesboro, NC 28659

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## 2021-2022 Bid Renewal Certification

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**Renewal Certification Directions:** Prepare two (2) copies of this **Renewal Bid Certification** with original signatures. The Mountain Purchasing Cooperative representative will sign this Certification and return one signed original copy for your records. **School District Purchase Order** is the final document of renewal approval. Please return this Renewal Certification no later than March 2, 2020.

Original Bid Year: 2018/2019

Bid Renewal Year: 3

DFA Dairy Brands – PET Dairy  
Attn: School Bids  
7400 Carmel Executive Park Drive, Suite 210  
Charlotte, NC 28226

### DEFINITIONS:

- The term "Renewal" as used in the document means a one year contract agreement between the Mountain Purchasing Cooperative and Dean Foods South Region. The intent of the renewal is to renew or lower the bottom line price for ice cream products as per the original IFB/Contract and such has been accepted by both parties.
- The renewal of "firm price per line item" requires no price increase of the products, the firm fixed prices must be maintained or lowered in a renewal. If the Distributor is unable to maintain or lower the firm price per line item, a new bid is required to be issued by the Mountain Purchasing Cooperative.
- The term "IFB/Contract," as used in this document, means the current year IFB/Contract and any Amendments.

The term "IFB/Contract," as used in a Renewal, means the comprehensive collection of the following documents sent to the Renewing Distributor as information to be completed and to be returned to the School District as required:

1. Written Invitation and Letter of Renewal Intent
2. Official Original IFB/Bid Documentation (Not to Be Returned to the Mountain Purchasing Cooperative)
3. Official 2021-2022 Bid Renewal Certification
4. Mountain Purchasing Cooperative School District Special Conditions- Special conditions as listed in original 2018/19 IFB/Contract agreement.
5. School District Profile – updated profile will be provided to the renewing vendor by the Mountain Purchasing Cooperative as needed or requested by renewing vendor.

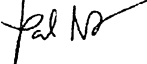
## RENEWAL BID AGREEMENT AND SIGNATURE

I certify by my signature below that the Firm Prices renewed in this Certification are the same or less than the **original IFB/Contract**. Additionally, I have the authority to enter into contractual relationships on behalf of the offering company named to perform under the requirements of this Bid Renewal Agreement and all Terms and Conditions stated in the **Original 2018/2019 IFB/Contract**. This request for IFB/Contract renewal has been carefully examined and reviewed. I am in agreement to supply all products and services submitted under this request for renewal at the prices quoted and in strict compliance with the item specifications and school special conditions. No exceptions to the original Terms and Conditions will be claimed.

Vendor: DFA Dairy Brands Fluid, LLC, dba PET Dairy

Name of Vendor Representative: Paul Nero

Title of Vendor Representative: General Manager

Signature of Vendor Representative: 

Date: 2/15/21

## Mountain Purchasing Cooperative OFFICIAL ACCEPTANCE SIGNATURE

When any or all parts of the **Renewal Certification** are accepted by the Mountain Purchasing Cooperative, an authorized School District representative shall affix their signature hereto and the **Official Renewal Certification** shall become the **Contract** and shall represent the agreement between the Mountain Purchasing Cooperative and the Flowers Baking Company of Jamestown, LLC. The sections outlined in the Terms and Conditions of the IFB/Contract are for convenience and reference only, and in no way, define, describe, extend, or limit the scope or intent of the provisions of any section of this document. One (1) original copy of this is will be mailed to the renewing vendor and one (1) copy retained by each of the Mountain Cooperative Districts.

Type Name of School District/Co-Op Representative

\_\_\_\_\_  
Original Signature of School District/Co-Op Representative

Type Title of School District/Co-Op Representative

\_\_\_\_\_  
Date

Type Name of School District



## WATAUGA COUNTY BOARD OF EDUCATION

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

### Personal Pizza Products

It is the recommendation of the School Nutrition Department to renew the personal pizza products bid for the 2021/22 school year.

Bull's Eye Brands (Smart Mouth Pizza) requested a minimal price increase for the 2021/22 school year. Documentation and proof of raw material cost increases and freight increases was submitted to justify the price changes. After evaluation of the price increase request, it was determined that the increase is fair and equitable. The per pizza price increase is \$0.0235 for each pepperoni pizza and \$0.0221 for each cheese pizza.

Smart Mouth Pizza was patient and understanding during the school closures. It has been a pleasure to work with them to return service of their product to our students at Watauga High School. The original terms and conditions of the bid remain applicable.



Monica Bolick &lt;bolickm@wataugaschools.org&gt;

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**Watauga County Schools Proposal Renewal 2021/22**

1 message

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**Monica Bolick** <bolickm@wataugaschools.org>

Thu, Mar 18, 2021 at 3:08 PM

To: Tom Willingham &lt;tomw@smartmouthfoods.com&gt;, Butch Bellah &lt;butchb@smartmouthfoods.com&gt;

Watauga County Schools would like to thank you for your continued partnership as our personal pizza products distributor for the 2020/21 school year. It has been a hard year for everyone but we have persevered and will continue to work on finding our new normal.

We would ask for your consideration for a proposal renewal per the original 2018/19 RFP/Contract for the 2021/2022 school year. This renewal would begin the third renewal year of the current proposal agreement. Any escalation or de-escalation of pricing, if agreed upon, would begin on July 1, 2021.

We sincerely thank you for your consideration of this request. If you agree, please sign and return this Letter of Intent and Official Proposal Certification no later than Friday, April 2, 2021.

Should you have any questions please do not hesitate to contact me. We appreciate the opportunity to continue our partnership with Bull's Eye Brands, Inc (Smart Mouth Pizza).

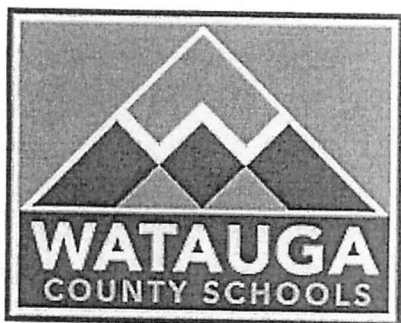
Thank you and stay well!

Monic

--  
**Monica C. Bolick, CDM, CFPP**

Director of School Nutrition  
Watauga County Schools

175 Pioneer Trail  
Boone, NC 28607  
828-263-1718 (Phone)  
828-263-8594 (Fax)  
828-773-2385 (Cell)



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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Watauga County Schools  
School Nutrition Department  
175 Pioneer Trail  
Boone, NC 28607

## 2021-2022 Proposal Renewal Certification

Renewal Certification Directions: Prepare two (2) copies of this Renewal Proposal Certification with original signatures. Watauga County Schools will sign this Certification and return one signed original copy for your records. Watauga County School District Purchase Order is the final document of renewal approval. Please return this Renewal Certification no later than April 2, 2021.

Original Bid Year: 2018-2019

Bid Renewal Year: 3

Vendor Name: Bulls Eye Brands, Inc. (Smart Mouth Pizza)  
Address: 130 Allen Rd. – Suite A  
City, State, Zip: Atlanta, GA 30328

### DEFINITIONS:

- The term "Renewal" as used in this document, means a one-year contract agreement between the Watauga County Schools and Bull's Eye Brands, Inc. for renewal of Personal Pizza Products as per the original RFP/Contract, and such has been requested and accepted by both parties.
- If the vendor is unable to maintain the current pricing, escalation and/or de-escalation of prices will be permitted. The renewal, along with the new pricing proposal requires written documentation from the vendor to justify any price changes.
- The term "RFP/Contract," as used in this document, means the current year RFP/Contract and any Amendments.

The term "RFP/Contract," as used in a Renewal, means the comprehensive collection of the following documents sent to the Renewing Vendor as information to be completed and to be returned to Watauga County Schools as required:

1. Written Invitation and Letter of Renewal Intent
2. Official Original RFP/Proposal Documentation (Not to Be Returned to Watauga County Schools)
3. Official 2021-2022 Proposal Renewal Certification
4. Watauga County Schools Special Conditions- Special Conditions as listed in original 2018/19 RFP/Contract agreement.
5. School District Profile – updated profile will be provided to the renewing vendor by Watauga County Schools as needed or requested by renewing vendor.



Watauga County Schools  
School Nutrition Department  
175 Pioneer Trail  
Boone, NC 28607

2021-2022 Proposal Renewal Intent

This letter certifies the intent of Bull's Eye Brands, Inc. (Smart Mouth Pizza), to either:

Yes Accept the request for renewal from Watauga County Schools School Nutrition Department for the 2021/22 Personal Pizza Products proposal. Per the 2018-2019 Original RFP Contract, escalation and/or de-escalation of prices will be permitted. Bull's Eye Brands, Inc. agrees to provide Watauga County Schools with documentation to justify any price changes.

or

\_\_\_\_\_ Decline the request for renewal from Watauga County Schools School Nutrition Department for 2021/22 Personal Pizza Products proposal per the 2018-2019 Original RFP Contract.

My signature below certifies the above declaration of bid intent.

Name of Vendor Representative:

Tom Willingham

Title of Vendor Representative:

President

Original Signature of Vendor Representative:

[Signature]

Date:

3/24/21

**Bull's Eye Brands, Inc.  
Price List**



Date  
Acct. No.

3/17/2021  
150

Description	Case Pack	Est. Portions	Portion Size	Old Price	Old Portion Cost	New STD 25/40/5 0	New Portion Cost	40-49 cases	40-49 Unit Cost	50+ Cases	50+ Unit Cost
SmartMouth Italian Saus 4/5#	4/5#	320	1 oz	45	0.1406	49	0.1531	48	0.1500	47	0.1469
SMARTMOUTH 6" PIZZA BOX	250/cs	250	EACH	41.23	0.1649	43.23	0.1729	42.23	0.1689	41.23	0.1649
Smart Mouth Pepperoni 2/12.5lb	2/12.5#	1600	4 slices (.25 oz)	74	0.0463	76	0.0475	75	0.0469	74	0.0463
SM Calzone Perforated Paneled Bags	1000/ct	1000	EA	80	0.08	82	0.082	81	0.0810	80	0.0800
RED LABEL 7"PIZZA CRUST-THIN	180/cs	180	3 oz	88.2	0.49	89.7	0.4983	88.7	0.4928	88.2	0.4900
PIZZA SAUCE SMARTMOUTH-106oz	6/106 oz	1272	.5 oz	35.33	0.0278	37.33	0.0293	36.33	0.0286	35.33	0.0278
4/5# Beef Crumble Topping	4/5#	320	1 oz	54	0.1688	54	0.1688	53	0.1656	52	0.1625
30# IQF Mozzarella LMPS (1.4 Salt)	30 lb	320	1.5 oz	78	0.2438	79	0.2469	78	0.2438	77	0.2406

\*High school pepperoni has double pepperoni (8 slices) & 1.5 ounces of cheese  
\*\* High School Cheese pizza has 2 ounces of cheese

High School Pepperoni	1.01895	1.0189	1.0425	1.0425	1.0278	1.0278	1.0158
High School Cheese	1.0077	1.0077	1.0298	1.0298	1.0153	1.0153	1.0035
Pepp pizza diff			0.0235		0.0088		-0.003
Cheese pizza diff			0.0221		0.0076		-0.004
Middle School Pepperoni	0.98737	0.9727	0.995	0.995	0.9809	0.9809	0.9827
Middle School Cheese	0.94112	0.9264	0.9475	0.9475	0.934	0.934	0.9364

2020  
market to

Raw Ingredient changes since 2017 - see attached	2018 Market date	Change
Cheese	\$ 1.55 \$ 1.99	28.4%
Wheat (dough)	\$ 4.98 \$ 5.29	6.3%
Tomatoes (pizza Sauce)	\$ 1.97 \$ 2.84	44.2%
Pork(pepperoni & Italian Sausage)	\$ 2.09 \$ 2.33	11.5%
Corrugated paper(boxes)	\$ 335.50 \$ 338.30	0.8%
Average raw cost of goods change		12.56%
Average distribution cost per case	\$ 4.25 \$ 5.25	23.5%

The above pricing is reflective of orders of 40 or fewer cases

\*incoming frozen freight average truck load \$ 2,500.00 \$ 3,500.00 40.0%



## **Summary of price increase**

Attached are market reports showing all of the key ingredient costs for each of the items in the Smart Mouth pizza program.

The breakdown is:

Block cheese market – Smart Mouth pizza cheese

Bushel Wheat Market – Smart Mouth pizza dough

Tomatoes – Smart Mouth pizza sauce

Pork – Smart Mouth pepperoni and Italian sausage

Corrugated paperboard – Smart Mouth clamshell pizza boxed

<b>Raw ingredients</b>	<b>2018 Market</b>	<b>2020 Market</b>	<b>Change</b>
<b>Cheese block</b>	<b>1.55</b>	<b>1.99</b>	<b>28.4%</b>
<b>Wheat</b>	<b>4.98</b>	<b>5.29</b>	<b>6.3%</b>
<b>Tomatoes</b>	<b>1.97</b>	<b>2.84</b>	<b>44.2%</b>
<b>Pork</b>	<b>2.09</b>	<b>2.33</b>	<b>11.5%</b>
<b>Corrugated paper</b>	<b>335.5</b>	<b>338.3</b>	<b>.8%</b>

### **Additional cost considerations**

Distribution price per case increase 23.5%

Refrigerated freight increase since 2018 – 102% (industry)-we are at 40%

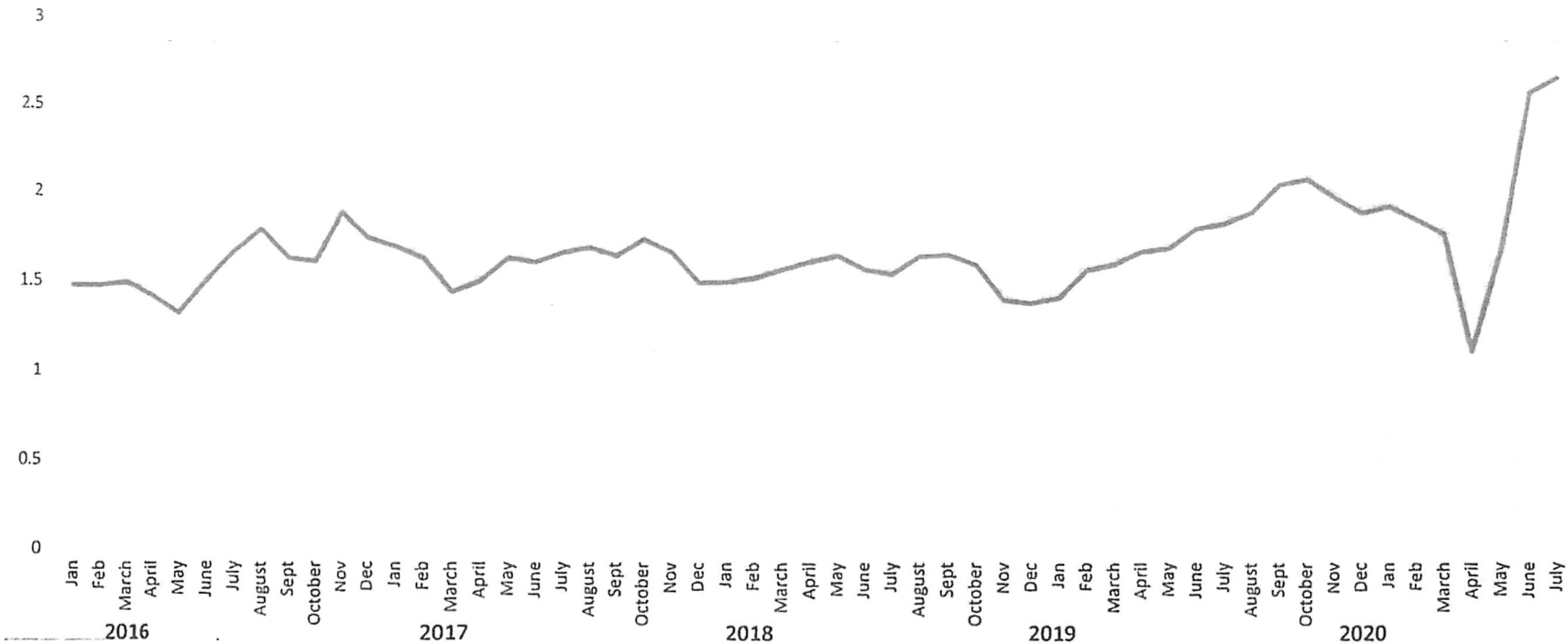
On average our raw ingredient costs have increase by 23.5%. Our over-all increase in your cost of pizza is 2.56%.

# Cheddar Block/Barrel Price Averages

<http://www.cheesereporter.com/cheeseaverages.htm>

Year	Jan	Feb	March	April	May	June	July	August	Sept	October	Nov	Dec	Average	Average
2020	1.9142	1.8343	1.755	1.1019	1.6704	2.562	2.6466	1.7730	2.3277	2.7103	2.0521	1.6249	1.9977	<del>1.926</del>
2019	1.4087	1.5589	1.5908	1.6619	1.6799	1.7906	1.818	1.8791	2.0395	2.0703	1.9664	1.8764	1.778	1.778
2018	1.4938	1.5157	1.5614	1.6062	1.6397	1.5617	1.5364	1.6341	1.6438	1.5874	1.3951	1.3764	1.546	1.546
2017	1.6866	1.6199	1.4342	1.497	1.6264	1.6022	1.6586	1.6852	1.637	1.7305	1.659	1.49	1.611	1.611
2016	1.4757	1.4744	1.4877	1.4194	1.3174	1.5005	1.6613	1.7826	1.6224	1.6035	1.8775	1.7335	1.58	1.580

Block Cheese Market Trend 2016 to Present

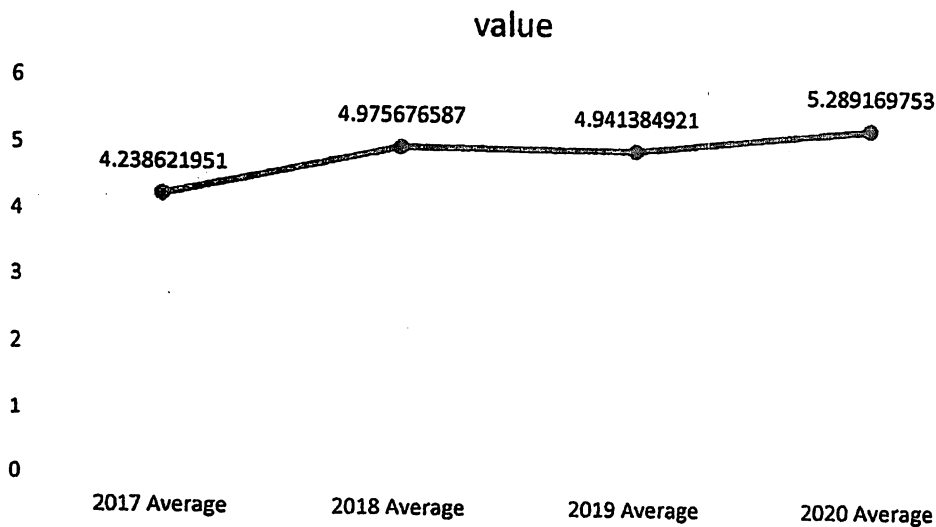


# Wheat Prices - 40 Year Historical Chart

Interactive chart of historical yearly averages wheat prices back to 2017.  
The price shown is in U.S. Dollars per bushel. The current price of wheat as of August 21, 2020 is **\$5.2725** per bushel.

Wheat Pricing Averages by Year

Year	value
2017 Average	4.2386
2018 Average	4.9757
2019 Average	4.9414
2020 Average	5.2892

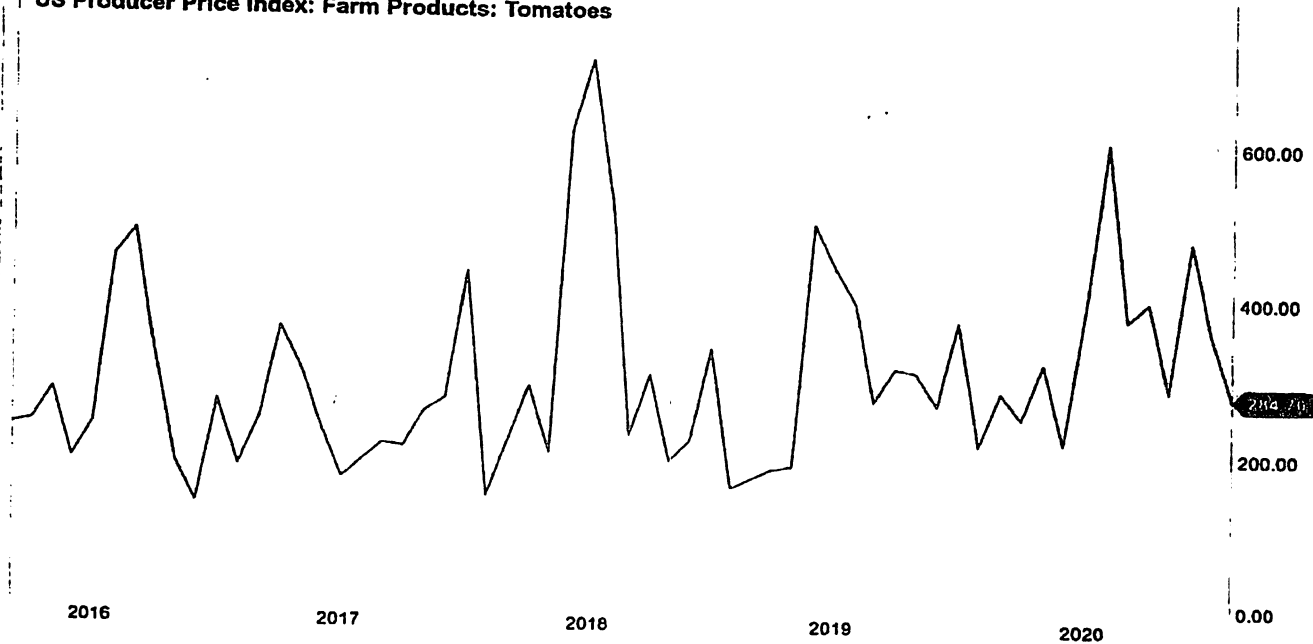


# US Producer Price Index: Farm Products: Tomatoes:

284.70 for  
Jul 2020

31-Jul-20	284.7	30-Jun-18	341.6
30-Jun-20	367.4	31-May-18	223.6
31-May-20	487.3	30-Apr-18	196.8
30-Apr-20	293.2	31-Mar-18	307.1
31-Mar-20	408	Feb. 28, 2018	230.1
Feb. 29, 2020	383.9	Jan. 31, 2018	533
Jan. 31, 2020	613.6	Dec. 31, 2017	711.2
Dec. 31, 2019	402.2	Nov. 30, 2017	622.7
Nov. 30, 2019	223.8	Oct. 31, 2017	205.8
Oct. 31, 2019	327.4	Sept. 30, 2017	290.7
Sept. 30, 2019	256.2	Aug. 31, 2017	221.6
Aug. 31, 2019	289.5	31-Jul-17	148.9
31-Jul-19	221.1	30-Jun-17	438.3
30-Jun-19	380.4	31-May-17	273.4
31-May-19	271.8	30-Apr-17	256.7
30-Apr-19	313.5	31-Mar-17	210.9
31-Mar-19	319.1	Feb. 28, 2017	215
Feb. 28, 2019	276	Jan. 31, 2017	194.3
Jan. 31, 2019	402.3	Dec. 31, 2016	170.6
Dec. 31, 2018	449.1	Nov. 30, 2016	234.8
Nov. 30, 2018	505.5	Oct. 31, 2016	309.2
Oct. 31, 2018	192.5	Sept. 30, 2016	363.4
Sept. 30, 2018	187.8	Aug. 31, 2016	245.9
Aug. 31, 2018	176	31-Jul-16	184
31-Jul-18	163.4	30-Jun-16	267.9

## US Producer Price Index: Farm Products: Tomatoes



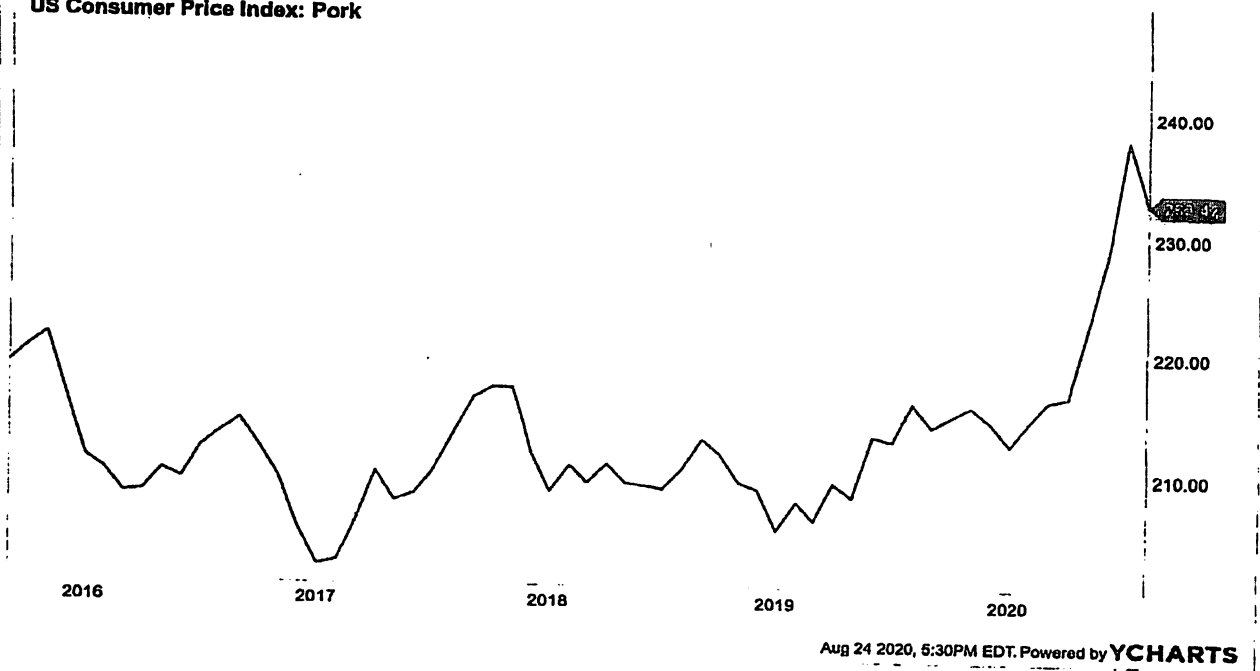
Aug 24 2020, 5:36PM EDT. Powered by YCHARTS

# US Consumer Price Index: Pork:

233.42 for  
Jul 2020

31-Jul-20	233.42	30-Jun-18	209.28
30-Jun-20	238.6	31-May-18	209.51
31-May-20	229.47	30-Apr-18	209.71
30-Apr-20	223.01	31-Mar-18	211.24
31-Mar-20	217.17	Feb. 28, 2018	209.68
Feb. 29, 2020	216.82	Jan. 31, 2018	211.11
Jan. 31, 2020	215.09	Dec. 31, 2017	208.93
Dec. 31, 2019	213.18	Nov. 30, 2017	212.18
Nov. 30, 2019	215.04	Oct. 31, 2017	217.4
Oct. 31, 2019	216.29	Sept. 30, 2017	217.43
Sept. 30, 2019	215.45	Aug. 31, 2017	216.56
Aug. 31, 2019	214.59	31-Jul-17	213.63
31-Jul-19	216.54	30-Jun-17	210.53
30-Jun-19	213.41	31-May-17	208.63
31-May-19	213.82	30-Apr-17	208.03
30-Apr-19	208.78	31-Mar-17	210.38
31-Mar-19	209.92	Feb. 28, 2017	208.23
Feb. 28, 2019	206.8	Jan. 31, 2017	202.93
Jan. 31, 2019	208.36	Dec. 31, 2016	202.59
Dec. 31, 2018	205.95	Nov. 30, 2016	205.75
Nov. 30, 2018	209.33		
Oct. 31, 2018	209.88		
Sept. 30, 2018	212.17		
Aug. 31, 2018	213.42		
31-Jul-18	210.95		

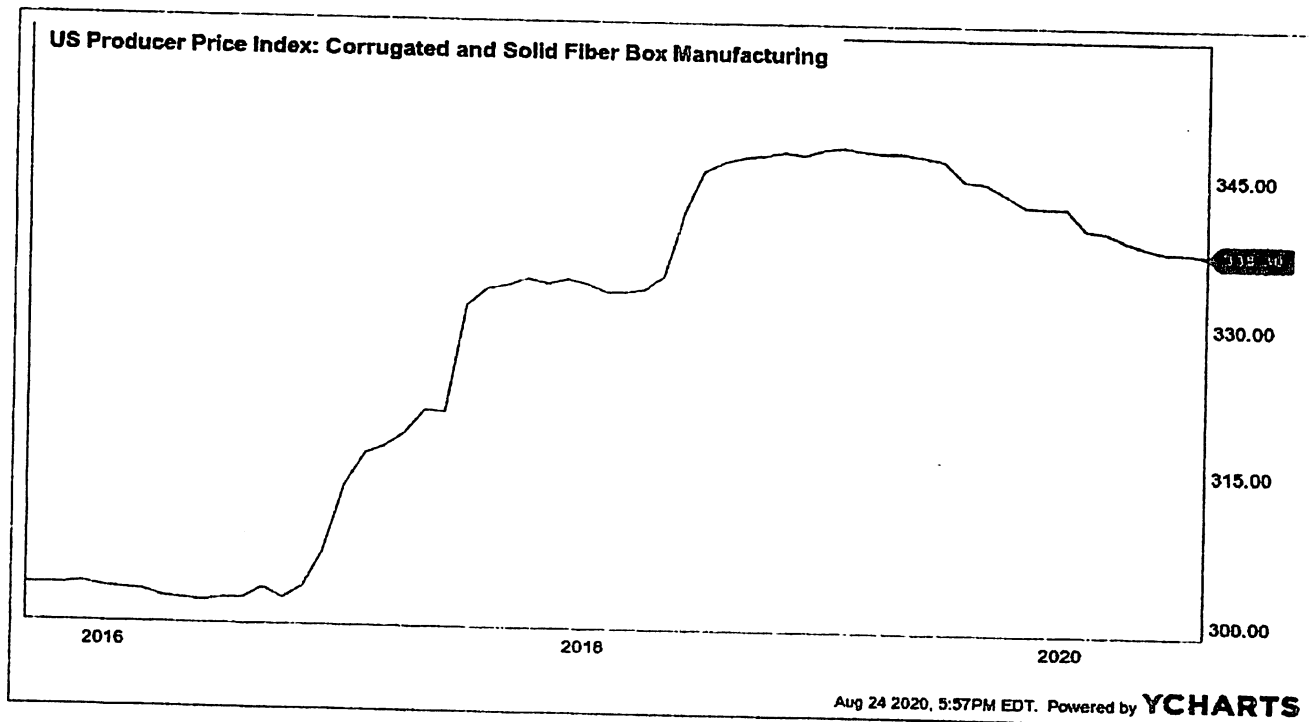
## US Consumer Price Index: Pork



# US Producer Price Index: Corrugated and Solid Fiber Box Manufacturing:

338.30 for  
Jul 2020

31-Jul-20	338.3	30-Jun-18	346.2
30-Jun-20	338.6	31-May-18	342
31-May-20	338.6	30-Apr-18	335.5
30-Apr-20	339.1	31-Mar-18	334.1
31-Mar-20	339.7	Feb. 28, 2018	333.8
Feb. 29, 2020	340.6	Jan. 31, 2018	333.8
Jan. 31, 2020	340.8	Dec. 31, 2017	334.6
Dec. 31, 2019	343	Nov. 30, 2017	335.1
Nov. 30, 2019	343	Oct. 31, 2017	334.6
Oct. 31, 2019	343.1	Sept. 30, 2017	335.1
Sept. 30, 2019	344.3	Aug. 31, 2017	334.4
Aug. 31, 2019	345.4	31-Jul-17	334
31-Jul-19	345.6	30-Jun-17	332.3
30-Jun-19	347.6	31-May-17	321.3
31-May-19	348	30-Apr-17	321.4
30-Apr-19	348.3	31-Mar-17	319.1
31-Mar-19	348.3	Feb. 28, 2017	317.7
Feb. 28, 2019	348.5	Jan. 31, 2017	317
Jan. 31, 2019	348.8	Dec. 31, 2016	313.7
Dec. 31, 2018	348.6	Nov. 30, 2016	307.1
Nov. 30, 2018	348	Oct. 31, 2016	303.5
Oct. 31, 2018	348.3	Sept. 30, 2016	302.3
Sept. 30, 2018	347.9	Aug. 31, 2016	303.3
Aug. 31, 2018	347.7	31-Jul-16	302.2
31-Jul-18	347.2	30-Jun-16	302.2



# DAT Trendlines™

powered by DAT iQ

## INDUSTRY TRENDS



Fuel Prices



	WEEK AUG 10 - AUG 16 VS. AUG 03 - AUG 09	MONTH JUL 2020 VS. JUN 2020	YEAR JUL 2020 VS. JUL 2019
Spot Load Posts	-2.60%	14.60%	75.60%
Spot Truck Posts	0.20%	-6.40%	-10.10%
<u>Van Load-To-Truck</u>	-3.70%	25.00%	110.30%
<u>Van Spot Rates</u>	2.50%	12.20%	10.30%
<u>Flatbed Load-To-Truck</u>	-0.20%	16.10%	99.00%
<u>Flatbed Spot Rates</u>	0.70%	6.30%	-3.00%
<u>Reefer Load-To-Truck</u>	-4.50%	34.80%	102.10%
<u>Reefer Spot Rates</u>	0.80%	6.70%	5.10%
Fuel Prices	0.20%	1.10%	-20.10%

Percent Change: +0.4%

Fuel Price: \$2.43 /gallon



**WATAUGA COUNTY  
BOARD OF EDUCATION**

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

**Produce**

It is the recommendation of the School Nutrition Department to renew the produce bid for the 2021/22 school year.

Sysco Charlotte has agreed to maintain current prices for the 2021/22 school year on all produce items.

The renewal proposal was presented to the Mountain Purchasing Co-op (Ashe, Avery and Watauga Counties) at which time all three districts agreed that Sysco Charlotte had maintained a positive working relationship with each district and strived to provide adequate customer service as required by each district. The original terms and conditions of the bid remain applicable.





Monica Bolick &lt;bolickm@wataugaschools.org&gt;

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**2021-2022 PRODUCE BID and NCPA BID RENEWAL REQUEST**

1 message

Tammy Woodie &lt;tammywoodie@averyschools.net&gt;

Tue, Mar 9, 2021 at 11:50 AM

To: Martha Turner &lt;martha.turner@ashe.k12.nc.us&gt;, Monica Bolick &lt;bolickm@wataugaschools.org&gt;, kacey.carbery@sysco.com, "MacDonald, Mark A 048" &lt;MacDonald.Mark@cha.sysco.com&gt;

Cc: Jeffery Jaynes &lt;jeffjaynes@averyschools.net&gt;

Dear Sysco representative, Kacey Carbery,

Thank you for verbally agreeing to renew the Mountain Purchasing Cooperative school districts original 2018-2019 bid for August 1, 2021- July 31, 2022. Attached you will find the 2021-2022 Official NCPA renewal Bid Documents and the Official renewal documents for our Produce Bid. Please notice the "invitation to Distributor Renewing NCPA Contract" which contains pertinent information for renewing Distributors. You will need to sign both bid contracts for renewal, Produce and NCPA renewing documents.

Renewal Bids require a quick turnaround of the Bid Renewal Certification Letter for 2021-2022. Please return two signed copies of this document before March 19, 2021. If a renewal Agreement is not reached, we must issue a New Bid. We also appreciate you signing the Official NCDA storage Contract Agreement in the NCPA bid document files and returning with the Bid Renewal Certification Letter as directed. Please keep a copy for your files.

Mountain Purchasing Cooperative will send Sysco, LLC the 2021-2022 Official NCPA Bid Spreadsheets with our estimated usage between March 26-April 9, 2021.

Please acknowledge the Read Receipt of this renewal request from the Mountain Purchasing Cooperative school districts. If you have any questions, please contact Tammy Woodie, Avery County Schools Child Nutrition Director and Mountain Purchasing Cooperative representative at 828-733-6006 ext 1514.

Thank you.

Sincerely,  
Tammy Woodie  
Attachments

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Tammy Woodie, CDM, CFPP  
Director of Child Nutrition  
Avery County Schools

775 Cranberry Street  
Newland, NC 28657  
828-733-6006 ext. 1514

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**2 attachments**

MPC 2021-2022 PRODUCE BID RENEWAL DOCUMENTS.zip  
2526K

MPC 2021-2022 Official Renewal Documents.zip  
1900K

Mountain Purchasing Cooperative  
(Ashe, Avery, & Watauga County Schools)  
C/O Avery County Schools  
Child Nutrition Department  
775 Cranberry Street  
Newland, NC 28657

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## 2021/2022 Bid Renewal Certification

**Renewal Certification Directions:** Prepare two (2) copies of this **Renewal Bid Certification** with original signatures. The Mountain Purchasing Cooperative representative will sign this Certification and **return one signed original copy** for your records. **School District Purchase Order** is the final document of renewal approval. Please return this Renewal Certification no later than March 19, 2021.

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Original Bid Year: 2018/2019

Bid Renewal Year: 3

SYSCO, CHARLOTTE LLC  
Attention: Kasey Carbery  
Contract Sales Lead  
4500 Corporate Drive  
Concord, NC 28027

### DEFINITIONS:

- The term "Renewal" as used in the document means a one year contract agreement between the Mountain Purchasing Cooperative and Sysco Charlotte, LLC. The intent of the renewal is to renew or lower the bottom line price for **fresh Produce products** as per the original IFB/Contract and such has been accepted by both parties.
- The renewal of Section I is contract pricing which requires no price increase of the products, the firm fixed prices must be maintained or lowered in a renewal. Section II, III, IV unless otherwise noted in the original 2018-2019 IFB will be weekly or contract priced as noted and may be bid using annual contract pricing or weekly pricing. If the Distributor is unable to maintain or lower the firm price per line item, a new bid is required to be issued by the Mountain Purchasing Cooperative.
- The term "IFB/Contract," as used in this document, means the current year IFB/Contract and any Amendments.

The term "IFB/Contract," as used in a Renewal, means the comprehensive collection of the following documents sent to the Renewing Distributor as information to be completed and to be returned to the School District as required:

1. Written Invitation and Letter of Renewal Intent
2. Official Original IFB/Bid Documentation (Not to Be Returned to the Mountain Purchasing Cooperative)
3. Official 2021/2022 Bid Renewal Certification-return signed copy
4. Mountain Purchasing Cooperative School District Special Conditions- Special conditions as listed in original 2018/19 IFB/Contract agreement.-return signed copy
5. School District Profile – updated profile will be provided to the renewing vendor by the Mountain Purchasing Cooperative as needed or requested by renewing vendor. For your information only.

## RENEWAL BID AGREEMENT AND SIGNATURE

I certify by my signature below that the Firm Prices renewed in this Certification are the same or less than the **original IFB/Contract**. Additionally, I have the authority to enter into contractual relationships on behalf of the offering company named to perform under the requirements of this Bid Renewal Agreement and all Terms and Conditions stated in the **Original 2018/2019 IFB/Contract**. This request for IFB/Contract renewal has been carefully examined and reviewed. I am in agreement to supply all products and services submitted under this request for renewal at the prices quoted and in strict compliance with the item specifications and school special conditions. No exceptions to the original Terms and Conditions will be claimed.

Vendor: Sysco, Charlotte LLC

Name of Vendor Representative: Steve Crowe

Title of Vendor Representative: Region VP Finance

Signature of Vendor Representative: \_\_\_\_\_

Date: 3/16/21

## Mountain Purchasing Cooperative OFFICIAL ACCEPTANCE SIGNATURE

When any or all parts of the **Renewal Certification** are accepted by the Mountain Purchasing Cooperative, an authorized School District representative shall affix their signature hereto and the **Official Renewal Certification** shall become the **Contract** and shall represent the agreement between the Mountain Purchasing Cooperative and Sysco, Charlotte, LLC. The sections outlined in the Terms and Conditions of the IFB/Contract are for convenience and reference only, and in no way, define, describe, extend, or limit the scope or intent of the provisions of any section of this document. One (1) original copy of this is will be mailed to the renewing vendor and one (1) copy retained by each of the Mountain Purchasing Cooperative Districts.

Tammy Woodie

Name of School District/Co-Op Representative

Child Nutrition Director

Title of School District/Co-Op Representative

Avery County Schools

Name of School District

\_\_\_\_\_  
Original Signature of School District/Co-Op Representative

\_\_\_\_\_  
Date

## 2021 - 2022 Bid Special Conditions

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**Name of School District or Co-Op: Error! Reference source not found.**

Special Conditions are circumstances that are required of ALL bidders for the LOT(S) BID. NOTE: In bid renewals, Special Conditions that change the original bid parameters of the bid are not allowed.

Special Conditions must be reviewed and agreed upon by the School District and the renewing Distributor. Distributor acknowledges agreement on the Official Bid Renewal Certification Letter. If agreement is not reached, School District must issue a NEW Bid.

### ASHE COUNTY SCHOOLS:

- Deliveries will be made to individual schools at a minimum of once per week.
- Deliveries will be made Monday thru Friday only unless prior approval is given by the Director of School Nutrition.
- Deliveries will be made between the hours of 6:00 am and 1:00 pm.
- Payment will be made at a minimum of once per month.
- Prior Approval required for non-domestic produce items (Shelf Stable or Fresh)

### AVERY COUNTY SCHOOLS:

- Deliveries will be made to individual schools at a minimum of once per week.
- Deliveries will be made Monday thru Friday only
- Deliveries will be made between the hours of 6:30 am and 2:00 pm
- Payment will be made at a minimum of once per month
- Prior Approval required for non-domestic produce items (Shelf Stable or Fresh)
- USDA Commodity Delivery & Storage is required

### WATAUGA COUNTY SCHOOLS:

- Deliveries will be made to individual schools at a minimum of once per week.
- Deliveries will be made Monday thru Friday only unless prior approval is given by the Director of School Nutrition
- Deliveries will be made between the hours of 6:00 am and 2:00 pm with the exclusion of Blowing Rock School which cannot accept deliveries until after 7:00am per town ordinance
- Payment will be made at a minimum of once per month
- Prior Approval required for non-domestic produce items (Shelf Stable or Fresh)

### **DISTRIBUTOR AGREEMENT/COMMENTS TO SPECIAL CONDITIONS**

The Distributor has read and agrees to  
provide the Special Conditions.

Steve Crowe

Name of Distributor Representative

Region VP Finance

Title of Distributor Representative

Comments:

Comments by the Distributor to the Special Conditions  
should be made below.

Signature of Distributor Authorized To Sign Bid

Date 3/16/21

## 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) Kirbi Bell / Carly Mize School: Green Valley

Cell phone number: 336-254-0292 Grade(s): 5th Number of students: approx. 45

Departure time/date: Monday, March 14, 2022 5:00am Return time/date: Wednesday, March 16, 2022 6:00pm

### Educational purpose:

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

Trinity Center - Sound to Sea Program  
Salter Path, NC

Purpose of trip and how it relates to the curriculum: Ties in with science and social studies

Compare characteristics of several ecosystems (5.L.2)

Study Coastal History (5.G.1) + understand how human activity has and continues to shape the U.S.

Underground Railroad Exploration (5.H.1) (5.H.2)

Classify organisms (5.L.1) (5.L.2) (5.L.3)

Study interconnected relationships - plants and animals (5.L.3) (5.L.2)

[5.L.1, = understand how structures and systems of organisms perform functions necessary for life]

[5.L.2 = understand the interdependence of plants and animals with their ecosystem]

[5.L.3 = understand why organisms differ or are similar to their parents based on the characteristics of the organism]

### Supervision and Safety:

Names of all school staff chaperones: Kirbi Bell, Carly Mize

Names of all non-school chaperones: parents - about 12 - we will know final names and numbers by October

All chaperones have a background check completed: Will, Yes! Sponsoring teacher initials: KAB

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? ramps, paved sidewalks 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. N/A

**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) H and P Tours

(If applicable, bus request form must be attached)

Driver/s: Not specified at this time Round trip mileage: 690 # of buses needed: 1

Total cost per student \$ 275 (approximately) Source of funds: Fundraising

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

**Approval/Signatures:**

Sponsoring teacher signature: Karen Bell Date: 4 / 26 / 2021

Principal approval: [Signature] Date: 4 / 27 / 2021

**Required signatures if applicable:**

Transportation Director approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Superintendent approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

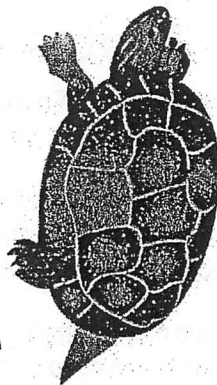
Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Wednesday ary 26, 2011

SOUND TO SEA Welcomes:

## Green Valley Elementary 5<sup>th</sup> Grade

\*\*\* Indicates Chaperone Coverage



Sample  
Finecar

12:00 Arrival  
Unload Busses

12:15 Waitrons

12:30 Lunch\*\*\*  
Cabin Move-in  
Orientation Meetings

### BARRIER ISLAND ECOLOGY

3:45 Transition\*\*\*

### 4:00 CLASSES

Group 1-Sound/Salt Marsh, 2-Pond,  
3- Maritime Forest, 4-Challenge Course

5:30 Transition\*\*\*

5:45 Waitrons\*\*\*

6:00 Dinner\*\*\*

6:45 Journal Writing\*\*\*

7:30 BEACH WALK TURTLE TALK

8:45 Snack\*\*\*

9:00 Good Night\*\*\*

Thursday, January 27, 2011

7:15 Wake Up! \*\*\*  
7:45 Waitrons\*\*\*

8:00 Breakfast\*\*\*

### 9:00 CLASSES

\*\*\*ALL ADULTS: Underground Railroad Meeting\*\*\*

Group 1-Challenge Course, 2-Beach,  
3- Pond, 4-Sound/Salt Marsh

10:15 Transition\*\*\*

### 10:30 CLASSES

Group 1-Maritime Forest, 2-Sound/Salt Marsh,  
3-Beach, 4-Pond

12:00 Transition\*\*\*

12:15 Waitrons\*\*\*

12:30 Lunch\*\*\*

### 1:30 CLASSES

Group 1-Dissection, 2-Challenge Course,  
3- Sound/Salt Marsh, 4-Beach

3:00 Transition\*\*\*

### 3:15 CLASSES

Group 1-Beach, 2-Pond, 3-Dissection,  
4-Maritime Forest

4:45 RECREATION TIME\*\*\*

5:45 Waitrons\*\*\*

6:00 Dinner\*\*\*

6:45 Journal Writing\*\*\*

7:30 UNDERGROUND RAILROAD\*\*\*

8:45 Snack\*\*\*

9:00 Good Night\*\*\*

Friday, January 28, 2011

7:15 Wake Up!\*\*\*  
7:45 Waitrons\*\*\*

Please carry luggage to the Centrum on your way to...  
8:00 Breakfast\*\*\*

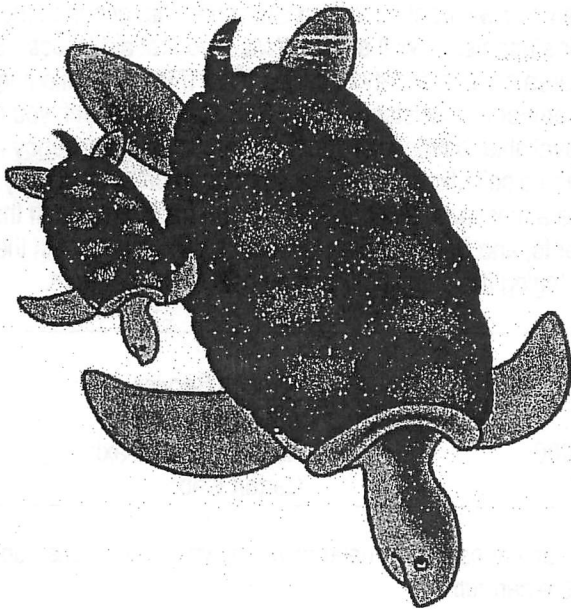
### 8:50 CLASSES

Group 1-Pond, 2-Maritime Forest,  
3-Challenge Course, 4-Dissection

10:10 Evaluations\*\*\*

10:20 Closure\*\*\*

10:30 Departure\*\*\*



Thank you from all of us at Sound to Sea!

Sam Meghan Shane Liz

Jane Grant Suzannah

Kelley Resa Mindy Alison

# Notes for Chaperones at Sound to Sea

Welcome to the Sound to Sea Environmental Education Program at Trinity Center! We are happy to have you and your students here to spend some time with us. The following notes may be helpful during your stay with us.

We want you to be comfortable while you are here, so coffee and water is available from 7:30 am to 7 pm in the camp dining room. If you run out, feel free to ask the kitchen staff for more, but please do not enter the service area of the kitchen. If you have any maintenance problems while you are here, please inform an STS Instructor.

Because your group may be sharing the Trinity Center property with various guests, we ask that chaperones and students use only the space reserved for Sound to Sea. This includes the centrum, camp dining room, and your dorm/room space. Conference groups most often reserve and use the conference center, porches overlooking the pond, housing cluster living rooms, and the beach house. Also please observe the Trinity Center quiet hours: 10 pm-8 am.

All Trinity Center buildings are non-smoking areas. Please smoke outside, away from class, and deposit your cigarette butts in the trash cans or appropriate smoker's outposts. Also step away from class if you must use your cell phone as it can be very distracting to students. It is helpful to keep it on vibrate. If your cell phone does not work and you need to make a phone call, the STS office is open 24 hours a day. Please use a calling card if it is not an emergency. Make sure to dial 9 and then listen for a dial tone before dialing!

Feel free to participate, observe, assist and or photograph any STS activity. Note the transition and recreation times on your schedule. These are times when the chaperones *must be* responsible for the students, as the Sound to Sea staff uses that time to prepare for and clean up from their classes. We ask that the chaperones please meet the students in the centrum for transition and recreation times. If the students need to go back to their living spaces, adults must be there to supervise. We ask that you help your students be on time to begin classes in the centrum. Another part of your role is to help us with the large group crowd control for meals and evening activities.

We use the "3 strikes" method to discipline students who are distracting the community with unacceptable behavior. If an incident occurs one time, the STS instructor will talk to the student after class. If an incident occurs a second time, the instructor, student, as STS administrator and a teacher will have a short conference after class. If an incident occurs a third time, the student will be removed from the group and handed over to a teacher or chaperone. Chaperone coverage of a third strike is required. Rough housing or fighting is grounds for an automatic third strike.

Students are not allowed to swim while they are with their Sound to Sea instructor, as we cannot provide lifeguards. Students who are in the water for a class should be in the water only ankle to knee deep unless specified by the STS instructor. Chaperones are responsible for students if the school permits swimming during recreation time.

Sound to Sea will not provide any major medical service or medication administration while school students are attending programs. All STS staff are First Aid, CPR and EPI pen certified and will treat minor first aid issues that occur during class. School chaperones will be responsible for administering medications for students, as well as non-class time first aid issues. School chaperones can handle medical emergencies by taking students to area medical facility or calling 911. If there is an emergency *before* 10 p.m. please take emergency precautions and ask a STS staff member for assistance. If no STS staff is present, you may go to the Trinity Center Point of Arrival/Registration where an attendant is available to help *until 10pm*. If there is an emergency *after* 10 p.m. or there is no attendant on duty at the Registration area, please use a cell phone or the office phone to call 911 directly. Then, please call the Trinity Center night manager at 252.240.6640, leave a message, and they will call you back directly. If there is an emergency during class times, we must account for all teachers, students, and Sound to Sea instructors. Please meet in the centrum with the students seated and quiet. We will signal an emergency by ringing the camp bell, located next to the centrum.

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## Trinity Center Address:

**618 Salter Path Road, Pine Knoll Shores**

EMS dial 911

Carteret General Hospital: 252-808-6000

Arendell St. Morehead City

## Taxicab Service

A-1 Yellow Cab: 240-2700

Atlantic Beach Taxi: 240-3555

Cartert Cab: 247-4600

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We hope that you have a pleasant stay. If you have any questions or need anything while here please do not hesitate to stop in to the Sound to Sea office located on the pool side of the centrum.



# 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, M. Lancaster, W. Lawrence, G.Woltz School: Hardin Park

Cell phone number: 828-773-7232 Grade(s): 4<sup>th</sup> Number of students: 96

Departure time/date: April 6, 2022 @ 6:00 AM Return time/date: April 8, 2022 @ 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 gain exposure to a multitude of different habitats and a completely new way things survive in a coastal community. Students experience the different adaptations of marine life in unique, hands on way. At the Science Museum, students have 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: Jake Orange, Jessie Presnell, Wendy Lawrence, Grant Woltz, Meagan Lancaster

Names of all non-school chaperones: Brianne Thurman, others to be named later

All chaperones have a background check completed: ☒

Sponsoring teacher initials: CF ML MW

Are all site(s) accessible to students with disabilities? ☒ yes \_\_\_ no How will students with disabilities be

accommodated for site access and transportation? Charter buses, lodging and all destinations are handicap accessible.

Sponsoring Teacher Initials CJ W. M. L. (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: 2

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: CJ Freeman Date: 04 / 26 / 21

Principal approval: [Signature] Date: 4 / 26 / 2021

**Required signatures if applicable:**

Transportation Director Approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Superintendent approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

It is the policy of the Watauga County Board of Education (the "board"), in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving difficulties that may arise among employees. The intent is to reduce potential areas of grievances and to establish and maintain recognized channels of communications between staff and administration. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that arise from time to time and affect employees.

**A. INFORMAL RESOLUTION**

It is desirable for an employee and his or her immediate supervisor to resolve problems through free and informal communication. When informal procedures fail or are inappropriate or when the employee requests formal procedures, a grievance will be processed pursuant to the steps set forth in this policy.

**B. DEFINITIONS**

**1. Days**

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the aggrieved employee's employment calendar. In counting days, the first day will be the first full working day following receipt of the grievance. When a grievance is submitted on or after May 1, time limits will consist of all weekdays (Monday – Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

**2. Final Administrative Decision**

A final administrative decision is a decision of a school employee from which no further appeal to a school administrator is available.

**3. Grievance**

A grievance is a formal written claim by an employee regarding specific decision(s) made by another employee and alleging that such decision(s) have adversely affected the person making the claim. A grievance may include, but is not limited to, the following allegations:

- a. that there has been a violation, misapplication or misinterpretation of state or federal law or regulations, school board policy or administrative procedure;
- b. that an employee's employment status or the terms or conditions of his or

her employment have been adversely affected; or

- c. that there exists a physical condition that jeopardizes an employee's health or safety or that interferes with an employee's ability to discharge his or her responsibilities properly and effectively.

The term "grievance" does not apply to any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board of education is without authority to act. ~~Claims of discrimination, harassment or bullying must be processed under policy 4015/7225, Discrimination, Harassment and Bullying Complaint Procedure.~~

4. Grievant

The grievant is the employee(s) making the claim.

5. ~~Official~~

~~The official is the person hearing and responding to the grievant.~~

6.5. ~~Parties in Interest~~

~~"Parties in interest" refers to the grievant and the person against whom the grievance is filed.~~

**C. TIMELINESS OF PROCESS**

Failure by ~~the a school system~~ official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official shall make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays may not impermissibly interfere with the exercise of the grievant's legal rights.

Failure by the grievant at any step to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the grievant has notified the appropriate school system official of a delay and the reason for the delay and the official has consented in writing to the delay.

**D. GENERAL REQUIREMENTS**

1. At all times during the grievance process, All parties in interest and their representatives in any grievance filed pursuant to this policy shall must conduct themselves in a professional manner, including respecting the confidentiality of personnel matters at all times during the investigation and hearing of the grievance.

2. The board or an employee of the school system will take no reprisals of any kind against any party in interest or other employee on account of his or her participation in a grievance filed and decided pursuant to this policy.
3. Each decision will be in writing, setting forth the decision and reasons therefore, and will be transmitted promptly to all parties in interest.
4. All meetings and hearings conducted pursuant to this policy will be private.
5. The board and ~~school system administration~~ will consider requests to hear grievances from a group of grievants, ~~but but the board and officials have the discretion to hear and respond to grievants individually.~~
6. The board and administration will cooperate with the ~~employee grievant~~ and representative in the investigation of any grievance and will furnish the ~~employee grievant~~ or representative information pertinent to the grievance without cost to the grievant ~~employee~~ or the employee against whom the grievance is filed.
7. The ~~employee grievant~~ may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.
8. Should, in the judgment of the superintendent or designee, the investigation or processing of any grievance require the absence of the grievant and/or representative from regular work assignments, such absences will be excused without loss of pay or benefits.

#### E. PROCESS FOR GRIEVANCE

1. Filing a Grievance
  - a. A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after 30 days that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, employees should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.
  - b. All grievances must be in writing, and the written statement of grievance

must remain the same throughout all steps of the grievance procedure. The written grievance must include the following information: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s), action(s) or physical condition at issue; (3) any local board policy, state or federal law, state or federal regulation or State Board of Education policy or procedure that the grievant believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired. If there is not a specific decision, action or physical condition at issue or no concern that federal or state law, federal or state regulation, State Board of Education policy or procedure, or board policy or procedure has been misapplied, misinterpreted or violated, then the procedure established in policy 5060, Responding to Complaints, is appropriate, and the principal or immediate supervisor shall address the concern following that policy.

- c. The employee(s) shall present the grievance in writing to his or her immediate supervisor or the supervisor's designee, unless the grievance alleges that a state or federal law has been misapplied, misinterpreted or violated, in which case the grievance may be presented instead to the human resources director (or to the superintendent if the ~~grievant's employee's~~ supervisor is the human resources director). The person receiving the grievance hereinafter will be referred to as "official." Any grievance against the superintendent should be filed directly with the board and in accordance with subsection E.4, below.

## 2. Response by Official

- a. The official shall arrange for a grievance file number to be assigned by the personnel office.
- b. In the event the official determines at the outset that review by the official is inappropriate, the official shall forward the formal grievance to the superintendent who will investigate and respond as provided below in subsection E.3.
- c. The official shall meet with the grievant ~~A meeting will take place at a mutually agreed-upon time within five days after receipt of the grievance.~~
- d. The official shall conduct any investigation of the facts necessary before rendering a decision.
- e. The official shall provide the ~~aggrieved employee(s)~~ grievant with a written response to the grievance within 10 days after the meeting.

## 3. Response by Superintendent

- a. If the grievant is dissatisfied with the official's response, the grievant may

appeal in writing the decision to the superintendent for review by the superintendent or designee within five days of receipt of the official's response.

- b. The superintendent or designee shall arrange for a meeting with the employee(s) grievant to take place within five days of the receipt of the appeal.
- c. The superintendent or designee shall conduct any investigation necessary before arriving at a decision. The superintendent or designee shall provide the ~~aggrieved employee(s)~~ grievant with a written decision within 10 days after the meeting with the grievant.

#### 4. Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or board policy or procedure or has alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant shall have a right to appeal a final administrative decision to the board of education (see subsection E.4.a, Mandatory Appeals, below). If the grievant has not alleged such specific violations, he or she may request a board hearing, which the board may grant at its discretion (see subsection E.4.b, Discretionary Appeals, below).

##### a. Mandatory Appeals

- 1) If the grievant is not satisfied with the superintendent's response and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board policy or procedure or has alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant may appeal in writing the decision to the board within 10 days of receiving the superintendent's response.
- 2) A hearing will be conducted pursuant to the policy for Hearings Before the Board.
- 3) The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

##### b. Discretionary Appeals

- 1) If the grievant is not satisfied with the superintendent's response but

has not alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board policy or procedure or has not alleged that a specific decision of a school official adversely affects the grievant's employment status or the terms or conditions of his or her employment, the grievant may submit to the superintendent a written request for a hearing before the board of education within 10 days of receiving the superintendent's response.

- 2) If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chairperson will appoint a three-person panel to review the request and determine whether to (1) deny the appeal; (2) review the superintendent's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.
- 3) If the board denies the appeal, the decision of the superintendent will be final and the grievant will be notified within five days of the board's decision.
- 4) If the board decides to grant a hearing, the hearing will be conducted pursuant to the policy for Hearing before the Board.
- 5) The board will provide a final written decision within 30 days of the decision to grant an appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

#### F. RECORDS

Appropriate records ~~shall~~ will be maintained in accordance with state and federal law.

Legal References: G.S. 115C-45(c); 126-16

Cross References: ~~Prohibition Against Discrimination, Harassment and Bullying (policy 4021/7230), Discrimination, Harassment and Bullying Complaint Procedure (policy 4015/7225), Responding to Complaints (policy 5060), Hearings Before the Board (policy 1600).~~

Adopted: February 9, 2015

Replaces: Policy 3.06.10, Grievance Procedure- Certified Personnel and Policy 3.06.20, Grievance Procedure- Classified Personnel

Revised: