



WATAUGA BOARD OF EDUCATION

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

WATAUGA COUNTY BOARD OF EDUCATION MEETING

March 12, 2020

5:30 P.M.

- | | | | |
|------|-----|---|---|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:32 | 2. | CLOSED SESSION | |
| | | A. Approval of Minutes | |
| | | B. Reportable Offenses – N.C.G.S.115C-288(g) | |
| | | C. Student Records - N.C.G.S.143-318.11(a)(1) | |
| | | D. Personnel – N.C.G.S.143-318.11(a)(6) | |
| | | E. Attorney Client regarding the Purchase of Real Property
- N.C.G.S. 143-318.11(a)(5) | |
| 6:00 | 3. | OPEN SESSION/WELCOME/MOMENT OF SILENCE | Board Chair |
| 6:03 | 4. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:06 | 5. | SUPERINTENDENT'S REPORT | Dr. Scott Elliott |
| 6:11 | 6. | STUDENTS' REPORT | Ms. Emerson Huffman
Ms. Haleigh Lawson |
| 6:18 | 7. | PUBLIC RECOGNITION | |
| | | A. North Carolina Hunger Heroes Award | Mr. Brian Bettis |
| | | B. National School Social Workers Month | Ms. Monica Bolick |
| | | C. AATF Outstanding Administrator and Student Award | Dr. Paul Holden
Ms. Heather Tedder |
| 6:23 | 8. | CONSENT AGENDA | |
| | | A. Approval of Minutes for 02/10/20 | Dr. Scott Elliott |
| | | B. Field Trip Approvals | |
| | | C. Surplus Declaration Request | |
| | | D. Budget Amendment #1 | |
| | | E. Sidewalk Easement Agreement | |
| | | F. Personnel Report | |
| 6:33 | 9. | STRATEGIC PLAN UPDATE PRESENTATION | Dr. Scott Elliott |
| 6:53 | 10. | TECHNOLOGY UPDATE AND OVERVIEW | Dr. Wayne Eberle
Ms. Nancy Zeiss |

----- BREAK -----

7:15 11. POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ Dr. Wayne Eberle

- A. 4334/5035/7345 Use of Unmanned Aircraft (Drones)
- B. 4040/7310 Staff-Student Relations
- C. 7100 Recruitment and Selection of Personnel
- D. 7130 Licensure
- E. 7240 Drug-Free and Alcohol-Free Workplace
- F. 7410 Teacher Contracts

7:30 12. POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ Dr. Wayne Eberle

- A. 4240/7312 Child abuse and Related Threats to Child Safety
- B. 7241 Drug and Alcohol Testing of Commercial Motor Vehicle Operators

7:40 13. PUBLIC COMMENT Board Chair

Note: Anyone who wishes to address the Board should sign the Public Comment Roster

7:45 14. BOARD OPERATIONS

7:55 15. BOARD COMMENTS

8:05 16. ADJOURNMENT

17. MISCELLANEOUS INFORMATION

- a. Personnel Advisory Minutes Jan 29, 2020



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Educational Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190 (828) 264-7196

DATE: January 20, 2020

PRESENT:

Ron Henries, Brenda Reese,
Gary Childers, Steve Combs,
Jay Fenwick, Dr. Scott Elliott,
Superintendent, Dr. Steven Martin,
Asst. Superintendent

TIME: 6:00 p.m.

PLACE: Margaret E. Gragg Educational Center

CALL TO ORDER

Mr. Ron Henries called the meeting to order and asked for a motion to enter closed session under N.C.G.S. 115C-288(g) - REPORTABLE OFFENSES, N.C.G.S. 143-318.11(a)(1) - STUDENT RECORDS, and N.C.G.S. 143-318.11(a)(6) - PERSONNEL, which was made by Gary Childers and seconded by Brenda Reese. The motion passed unanimously.

A motion was made to adjourn to open session by Steve Combs and seconded by Brenda Reese and unanimously approved by all at 5:49PM.

OPEN SESSION

Mr. Ron Henries, Board Chair, called the meeting to order in open session at 6:00 PM. He began the meeting with a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

A Personnel Addendum was added to the agenda.

SUPERINTENDENT'S REPORT

Dr. Elliott greeted Mr. Henries, the board members and student representatives. He greeted the staff members, principals, students, and especially the school counselors who were present that evening.

Dr. Elliott spoke about the newly established Mabel Pre-K program with six students, a teacher, and an assistant teacher which is now fully funded by the state and will grow to twelve students next year. He thanked Dr. Marcela, Ms. Reuben, Dr. Holden, and their staff for their hard work to make the preschool a reality.

Dr. Elliott spoke about several items present in the consent agenda, which were:

- 1) An MOU for fuel with the county emergency management, which provides gas and diesel to our local fire and emergency responders during a time of emergency. He noted that the budget which the board approved last month includes funds for new pumps at our fuel island. The upgrade will not only assist Watauga County Schools (WCS) with more accurate fuel tracking, it will also make it easier to distribute fuel in the event of an emergency. This is a formalization of a process that already exists and may allow for emergency management grants.
- 2) A resolution in support of the Pioneer Playmakers who will head to national competition later in February.
- 3) A number of field trip requests for events and competitions for Model UN, JROTC, and state jazz band clinic. These will give WCS significant opportunities to recognize students in the future.

He noted that spring would be right around the corner. And that as of that day, WCS had missed seven days of school, and had completed 104 days and 652 hours of instruction.

STUDENTS' REPORT

Ms. Emmie Huffman and Ms. Haleigh Lawson greeted everyone. They recognized thirty years of Playmakers' existence, the benefit performance on February 21st at the Appalachian Theatre, and the competition to be held later in the month. They noted that juniors would be taking the ACT on February 25th. During February, student artwork would be displayed in ArtSpace. The Pioneer Ambassadors are hosting a parent night for rising 9th graders on February 10th and 11th. The Peer Group Connection continues to be successful and is valued by those involved as well as the leaders. GEARUP Youth leadership summit applications are open, and a video from the previous summer was shown.

Elementary and Middle schools have expressed interest in learning leadership skills. The student representatives will begin a program this year as a pilot with full implementation hopefully in the next year.

PUBLIC RECOGNITION

Mr. Brett McDonough and Ms. Dacia Trethewey spoke about the upcoming Empty Bowls event sponsored by the students of Watauga High which benefits the Hunger and Heath Coalition (HHC). Student, Jenna Maillot, spoke about how bowls are collected. The tickets are a minimum twenty dollar donation for the March 28th event. The event will last from 4:30-6 and will be a simple meal of soup and bread, and the empty bowls will remind all in attendance of hunger in the world. Jen Bass from HHC thanked all involved for the support which is multiplied five-fold to feed the hungry in Watauga.

Dr. Paul Holden noted that GEARUP would once again be taking students to San Francisco to a national conference and WHS had sent the only students from North Carolina to attend last summer. He recognized School Counselors week, thanking the counselors, and spoke about the impact that the counselors made each day in the schools. He introduced three counselors in attendance: Claire Jensen-K-2 Counselor at Hardin Park, Lindsey Gough – K-8 at Cove Creek, and Wes Calbreath – 12th grade at Watauga High. Mr. Henries spoke about the necessity and value of having counselors in the school and Ms. Reese echoed his comments.

Dr. Elliott thanked the school counselors and stressed the important role they play to all in the schools.

He spoke about the Servant's Heart award as the highest honor given by the board to an individual. He stated that it was an honor to recognize a former employee who continues to give so much to the school system, noting that the nomination came from a team at Cove Creek School, honoring Ms. Laura Johnson. Dr. Elliott gave a history of Ms. Johnson's broad educational and employment history with Caldwell and Watauga counties until her retirement on July 1, 2015. She has since been a substitute teacher with WCS since March 2016 and continues to support the staff in many ways, also as a volunteer. Ms. Christy Parker shares, that Mrs. Johnson is one of the most passionate educators with whom she has worked, and that she cares deeply for all of her students, their families, and her co-workers, alike. Ms. Parker noted that Mrs. Johnson is usually one of the first ones to show up when there's a need. Her co-workers say that Mrs. Johnson has been so kind and helpful at Cove Creek School, from over 30 years of teaching to a helping hand with many activities, and is a favorite substitute in the building. She is always ready to lend a helping hand. They noted their gratitude for her guidance, support and dedication to Cove Creek and the community. They spoke of her dedication to education, and helping all students and staff reach their full potential. She is a true friend to all and a true example of someone with a Servant's Heart.

CONSENT AGENDA

Mr. Henries noted that items in the consent agenda were typically routine approvals about which little discussion, if any, was needed. He offered for any items to be pulled out for discussion.

Dr. Susan McCracken spoke about the value of the Playmaker program, their achievements, and their upcoming competition and fund-raising opportunity. She shared comments from the students who have found a home and community in Playmakers. She expressed her gratitude for the board and school support of the program and the resolution slated for approval in honor of the Playmakers' achievements. Dr. Childers reiterated the program's profound impact on students.

Steve Combs moved to approve items A through H of the consent agenda. Gary Childers seconded the motion, and the vote to approve was unanimous.

Dr. Elliott thanked Mr. Henries, and stated that it was his honor to announce that with the approval of the personnel report, the board had approved the recommendation for the hiring of a new director of facilities. He thanked Ms. Reese and Mr. Combs for representing the board on the initial interview team which also included a variety of administrators and staff members from across the district. He introduced the new facilities director, Mr. Jeff Trexler, who has many years of experience in the building and trades industry, including electrical contracting and sales, HVAC, propane, and natural gas. He noted that Mr. Trexler has experience planning and supervising large renovation and installation projects, the supervision of technicians and subcontractors, and the management of project budgets exceeding \$60 million per year. Mr. Trexler was the highest rated candidate of the initial interview team, is a native of Watauga County, and a graduate of Watauga High School. Dr. Elliott felt that Mr. Trexler would be a central member of the team providing WCS students with the best place to learn and WCS staff with the best place to work.

SCHOOL CALENDAR OPTIONS FOR DISCUSSION – 2020-2021 AND 2021-2022

Dr. Elliott shared the history about school calendars and the means that other counties have employed to begin the school earlier if the district experienced excessive weather days. Those counties are using the flexible year round calendar law to begin earlier. Dr. Elliott recommended a calendar which follows current calendar law for the 2020-2021 school year, and then use the flexible year-round schedule if no changes occur to the calendar law, beginning the 21-22 year earlier in August so that all facets of planning can occur. Dr. Childers and Mr. Henries spoke about the need for calendar flexibility which allows school systems to do the best for their students. The board attorney recommends that the board adopt a typical start-date calendar for the 20-21 school year, and adopt an earlier start for the 21-22 year. The student representatives felt strongly that they need to be able to take their exams prior to the Christmas break. The earlier calendar allows for two equal semesters and more opportunity to learn prior to testing in December. Mr. Henries noted that the earlier calendar follows the college calendar which is a huge benefit to early grads. The state promotes the dual-enrollment program and this calendar plan aligns with those calendars.

Steve Combs moved to adopt the calendars beginning on August 17, 2020 for students for the 20-21 year, and a start of August 9, 2021 for students for the 21-22 year. This is a law-abiding plan for the first year and sends a notice to the legislature that flexibility needs to be legislated. Brenda Reese seconded the motion to adopt this plan. The recommendation was unanimously approved.

The board took a short break and returned at 7:17.

POLICIES: SUBSTANTITIVE CHANGES FOR FIRST READ

4240/7312	Child abuse and Related Threats to Child Safety
7241	Drug and Alcohol Testing of Commercial Motor Vehicle Operators

The board discussed the above policies which will be brought for second read in March.

POLICIES: SUBSTANTITIVE CHANGES FOR SECOND READ

4002	Parental Involvement
5070/7350	Public Records – Retention, Release, and Disposition
5210	Distribution and Display of Non-School Material
1210	Board and Superintendent Relations
1400	Board Meetings

The Board members discussed the policies listed and heard proposed phrasing changes from Gary Childers. Following discussion, Steve Combs moved to approve the five listed policies with phrasing changes to policy 1400. This motion was seconded by Gary Childers. The vote to approve was unanimous.

PUBLIC COMMENTS

There were no public comments at the February 2020 meeting.

BOARD OPERATIONS

Thursday, March 12th was proposed for the March board meeting to accommodate all board member's presence, and all agreed. The later date may allow for additional information regarding the Valle Crucis land purchase prior to the end of the contract. Dr. Elliott noted that April 6th would be the date for the April meeting which is out of the normal convention due to spring break. Dr. Elliott noted that the County Commissioners retreat would be the coming Thursday and Friday, and that the BOE/CC meeting that Friday may be canceled.

BOARD COMMENTS

Mr. Henries thanked Ms. Reese for attending the Playmakers event on February 21st and reading the proclamation.

Ms. Reese commended the student representatives and also thanked the counselors for all they do. She noted that Laura Johnson exemplified a Servant's Heart and was a great choice for the award.

ADJOURNMENT

Jay Fenwick moved to adjourn, which was seconded by Steve Combs and approved by all members at 7:34 PM.

R. Ivan Henries, Board Chair



Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Brandon Winbush School: Watauga High

Cell phone number: 336-255-9029 Grade(s): 10-12 Number of students: 39

Departure date: 4/9/2020 Return date: 4/13/2020

Departure time: 6:00 am Return time: 7:00 pm

Educational purpose:

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

New York City (See attached itinerary)

Purpose of trip and how it relates to the curriculum: The WHS Choirs have been invited to sing the Mozart "Missa Brevis," as well as several other smaller works with full orchestra at Carnegie Hall in April. Students will sing under the direction of Dr. Stephen M. Hopkins, director of choral activities at Appalachian State.

Supervision and Safety:

Names of all school staff chaperones: Brandon Winbush, Laura Carson

Names of all non-school chaperones: Charlie Anderson, Veronica Hill

All chaperones have a background check completed: yes Sponsoring teacher initials: [Signature]

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

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

Transportation plan:

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

Name of charter bus company (if checked above) Sunshine Tours, Inc. (Dublin, VA)

(If applicable, bus request form must be attached)

Driver/s: Names of drivers (2) will be sent Round trip mileage: 1,270 # of buses needed: 1

Total cost per student \$ 1,600.00 Source of funds: Choral Fund (WHS, 227.00)

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 2/20/2020

Principal approval: [Signature] Date: 2/26/2020

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 2/28/20

Superintendent approval: Date: / /

Board of Education approval: Date: / /

Watauga High School Choir

New York City
April 9-13, 2020

Thursday, April 9

6:00am	Depart for New York City (Activity Bus Lot)
8:00pm	Arrive at Grand Hyatt New York Hotel

Friday, April 10

7:30am	Breakfast
8:30am	Report to hotel ballroom
9:00am	Rehearsal #1
12:00pm	Lunch at Hotel
2:00pm	Free time at Hotel
5:00pm	Dinner together at the <u>Hard Rock Cafe</u>
6:00pm	Shopping in Times Square
8:00pm	Broadway show: Ain't Too Proud
11:00pm	Back at hotel (lights out at 11:30)

Saturday, April 11

6:00am	Breakfast at Hotel
6:30am	Go to Live Today Show filming
9:30am	Shopping at Rockefeller Center
12:00pm	Lunch at

12:45pm	Back at Hotel
1:15pm	Report to hotel ballroom
1:30pm	Rehearsal #2
6:00pm	Dinner together at <u>Ellen's Stardust Diner</u>
8:00pm	Broadway Show: Mean Girls
11:00pm	Back at Hotel (lights out at 11:30pm)

Sunday, April 12

7:30am	Breakfast
8:30pm-12:30pm	Dress rehearsal (Carnegie Hall Stage)
1:00pm	Concert at Carnegie Hall
2:30pm	Lunch in Midtown
4:30pm	Depart for Pier
5:00pm	Board Spirit cruise ship
5:30pm	Cruise New York Harbor
7:30pm	Back at Hotel (lights out at 10:00pm)

Monday, April 13

6:00am	Depart hotel
7:00pm	Arrive in Boone at WHS

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) DINAH MILLER School: WATAUGA HIGH SCHOOL
Cell phone number: 828 964 8145 Grade(s): 10-12 Number of students: ~12
Departure time/date: 8:30 4/22/2020 Return time/date: ~3:30 4/24/2020

Educational purpose:

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

GREENSBORO, NC.
KOURY & CONVENTION CENTER & GREENSBORO COLISEUM.

Purpose of trip and how it relates to the curriculum: _____

SKILLSUSA IS DIRECTLY RELATED TO CTE CLASSES
AND PROVIDES OUR STUDENTS THE OPPORTUNITY TO
SHOWCASE THEIR VOCATIONAL SKILLS TO WIN
SCHOLARSHIPS. STUDENTS ALSO HAVE THE
OPPORTUNITY TO NETWORK WITH FUTURE
EMPLOYERS.

Supervision and Safety:

Names of all school staff chaperones: STEVE WARD, DINAH MILLER, MAC
~~STEP~~ TAYLOR, PERRY WARD, ANGIE ALEXANDER.

Names of all non-school chaperones: _____

All chaperones have a background check completed:

Sponsoring teacher initials: DM

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

1 CTE TRUCK, 1 COUNTY VAN & 1 RENTAL VAN

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

Transportation plan:

Mode of transportation: ☒ Activity bus ☒ Rental car/mini-van ☐ Charter bus ☒ Other: CTE

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: 220 # of buses needed: 1

Total cost per student \$ ~250 (w/ HOTEL) Source of funds: STUDENT FUNDED + CTE

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 2 / 19 / 2020

Principal approval: [Signature] Date: 2 / 11 / 2020

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 2 / 28 / 2020

Superintendent approval: [Signature] Date: 2 / 28 / 2020

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Shelly Klutz School: WHS + WCS Middle School HOSA
Cell phone number: 828-773-1753 Grade(s): _____ Number of students: 36
Departure date: 4-2-2020 Return date: 4-4-2020
Departure time: 7:00 AM Return time: 2:00 pm

Educational purpose:

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

Charlotte Convention Center

Purpose of trip and how it relates to the curriculum: NC HOSA State Leadership
Conference. Students will be participating in
educational activities + competitions relating to
the Health Careers.

Supervision and Safety:

Names of all school staff chaperones: Shelly Klutz, Monica Adams, Kelly Young,
Brooke Kidwell, Amanda Ambros, + Ashley Greene

Names of all non-school chaperones: April Greene, Melissa Gutschall

All chaperones have a background check completed: yes Sponsoring teacher initials: Sh
Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be
accommodated for site access and transportation? None needed.

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Debbie Ray Round trip mileage: 232 # of buses needed: 1
Total cost per student \$ ~220 Source of funds: CTE Funds & Fundraising

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 2 / 11 / 2020
Principal approval: [Signature] Date: 2 / 11 / 2020

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 2 / 11 / 20
Superintendent approval: [Signature] Date: 2 / 11 / 20
Board of Education approval: _____ Date: ____ / ____ / ____

Declaration of Surplus Items - March 2020

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	1	HP L1910 Monitor		1
100123	1	NEC Model 410 Projector		1
26414	1	Apple iPad 2		1
	1	Brown and Tan Table		1
	4		0	4

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
200081	1	Dell Optiplex 745 Desktop	1	
200078	1	Dell Optiplex 745 Desktop	1	
200083	1	Dell Optiplex 745 Desktop	1	
200079	1	Dell Optiplex 745 Desktop	1	
200738	1	HP Compaq DC7900 Desktop	1	
200757	1	HP Compaq DC7900 Desktop	1	
	6		6	0

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
400809	1	Apple iPod Nano		1
400811	1	Apple iPod Nano		1
400812	1	Apple iPod Nano		1
400813	1	Apple iPod Nano		1
400814	1	Apple iPod Nano		1
400815	1	Apple iPod Nano		1
400868	1	Apple iPod Nano		1
400814	1	Apple iPod Nano		1
400815	1	Apple iPod Nano		1
400868	1	Apple iPod Nano		1
	10		0	10

Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
501280	1	Alibi DVR	1	
	3	Large Wooden Table	3	
	15	Wooden Chair	15	
501099	1	Windsor Versamatic Vacuum Cleaner		1
	20		19	1

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
24001639	1	Dell Monitor		1
	1		0	1

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
905811	1	Instrument Panel Trainer	1	
905810	1	Lighting System Trainer	1	
905812	1	Wiper/Washer Trainer	1	
905813	1	Power Windows Trainer	1	
904590	1	Craftsman Tool Cabinet 26"	1	
		SuperFlow Tech AutoDyn 30		
80214	1	Dynamometer		1
	1	Silver Chrysler Van		1
	1	Teal Toyota Previa		1
	1	White Jeep Grand Cherokee		1
	1	Green Polaris 4X4 Dump Bed		1
904818	1	Yale Forklift		1
	1	Green Jeep		1
	1	Red Subaru Wagon		1
	1	Gold Chrysler		1
	1	Silver Volvo V70		1
	1	Orange VW Beetle		1
	1	Silver Subaru Forester		1
	1	Silver Subaru Legacy		1
	1	Red Honda Accord		1
	1	1/2 of a Black Suzuki		1
	1	Gray Honda Odyssey		1
	1	White Chevy Truck		1
	1	Black Saturn SUV		1
	1	Brown Chevy Malibu		1
	24		5	19

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
100132	1	Apple iPod Touch		1
28466	1	Epson Powerlite 98 XGA Projector		1
	1	APC Back-UPS XS 1500 Battery Backup		1
50504	1	HP Procurve 3500yl Switch		1
25400	1	Juniper EX2200C Switch		1
25663	1	Aerohive SR2124P Switch		1
28086	1	Cisco Catalyst 2960S Switch		1
25643	1	Cisco Catalyst 2960S Switch		1
25656	1	Cisco Catalyst 2960S Switch		1
300647	1	Cisco Catalyst 3560G Switch		1
50489	1	Cisco 2800 Switch		1
50558	1	Cisco 2960G Switch		1
	1	Cisco 3750G Switch		1
28591	1	Apple iPad 4		1
200935	1	Apple iPad 4		1
25624	1	Apple iPad Air		1
	16		0	16

Transportation Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
51015	1	Lincoln Welder Idealarc AC-250	1	
51014	1	Black & Decker Valve Refacer		1
51025	1	Sheldon Metal Lathe	1	
51024	1	Accu-Turn Brake Lathe	1	
50838	1	GMC 2006 2500HD 3/4 Ton Pick Up Truck	1	
50839	1	GMC 2005 Silverado 4WD Pick Up Truck	1	
		Chevrolet 2008 Silverado 2500 Pick Up Truck		
50840	1	Truck	1	
50936	1	Ford 1993 F600 W/Box Truck	1	
51132	1	Chevrolet 2006 Silverad Pick Up Truck	1	
51146	1	Ford 2009 F250 4x4 Pick Up Truck	1	
	10		9	1

Maintenance Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
50925	1	Wooden Desk		1
	1		0	1



WATAUGA COUNTY BOARD OF EDUCATION

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

MEMORANDUM

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

FROM: Ly Marze, Finance Officer

DATE: March 12, 2020

RE: 2019-20 Budget Amendment #1

Attached is Budget Amendment #1 that changes totals in Watauga County Schools 2019-20 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	\$ 14,187,674	\$ 0	\$ 14,187,674
State Public School	29,549,946	1,675,101	31,225,047
Federal Grants	2,083,852	0	2,083,852
School Nutrition	1,780,100	0	1,780,100
Extended Learning Centers	510,838	0	510,838
Capital Outlay	1,279,290	1,315,129	2,594,419
Special Revenue	622,101	0	622,101
 Total	 \$ 50,013,801	 \$ 2,990,230	 \$ 53,004,031

Watauga County Schools
BUDGET AMENDMENT #1
March 12, 2020

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2020.

BA #1-1 Explanation:

This amendment is to budget 2018-19 carryover Capital Outlay projects.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.5110.076.529.000.002	Carpet/Tile Replacements	30,000
4.6580.901.529.000.002	Facilities Study Planning	984,982
4.6580.901.532.000.003	Pavement Repair/Resurface	42,222
4.5110.901.529.067.336	House Project A 6/7	257,925
Total Appropriations		1,315,129

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.3460.076	PSBCF - Lottery Funds	30,000
4.4110	Local - CIP Funds	1,027,204
4.4910.002	Restricted Fund Balance - Voc. Ed. House	257,925
Total Revenues		1,315,129

BA #1-2 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #1-41.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.001.121	Classroom Teachers	126,362
1.6200.002.113	Central Office Administration	6,617
1.5110.003.162	Non-Instructional Support	8,656
1.5401.005.114	School Building Administration	71,664
1.5110.007.121	Instructional Support	90,602
1.5120.013.121	Career and Technical Education - MOE	16,721
1.5120.014.121	Career and Technical Education - Program	2,442
1.5110.015.311	School Technology Fund	55,641
1.5350.016.121	Summer Reading Camp	65,740
1.5110.024.121	Disadvantaged Students Supplemental Fund	994
1.5110.027.142	Teacher Assistants	13,718
1.5210.029.121	Behavioral Support	127,881
1.5210.032.121	Children with Disabilities	28,027
1.5260.034.121	Academically & Intellectually Gifted	1,737
1.5850.039.149	SRO, Nurse, and Security Grants	131,400
1.5410.048.180	Test Result Bonus	159,232
1.5270.054.121	Limited English	1,282
1.5110.055.411	Watauga Innovative Academy	180,000
1.6550.056.165	Transportation	281,072
1.5110.061.411	Classroom Materials and Supplies	(183)
1.5210.063.142	Special Program Funds - EC	238,166
1.5310.069.142	At-Risk Student Services	4,744
1.6400.073.311	School Connectivity	35,900
1.5110.085.462	Excellent Schools Act	26,880
1.5110.130.412	State Textbooks	(30,694)
1.5110.131.413	Textbooks and Digital Resources	30,500
Total Appropriations		1,675,101

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	1,705,795
1.3211.130	State Textbooks	(30,694)
Total Revenues		1,675,101

Prepared by and return to:

Allison M. Meade, Esquire, Meade Law PLLC, PO Box 292, Boone, NC 28607

SIDEWALK EASEMENT AGREEMENT

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

THIS SIDEWALK EASEMENT AGREEMENT (this "Agreement") is made this the ____ day of _____, 2020 by and between Watauga County Board of Education, a local education agency and body politic and corporate of the State of North Carolina (hereinafter referred to as "Grantor") and the Town of Boone, a North Carolina municipal corporation (hereinafter referred to as "Grantee"). Grantor and Grantee are collectively referred to as the "Parties." The designation Grantor and Grantee, as used herein, shall include said Parties, their heirs, successors and assigns, and shall include singular, plural, masculine or feminine, as required by context.

Recitals

A. Grantor is the owner of a parcel, known for purposes of Watauga County tax administration as parcel number 2911-40-8089-000, located on Jefferson Road in the Town of Boone, Watauga County, North Carolina, conveyed to Grantor and more particularly described by that certain instrument recorded at Deed Book 109 Page 553, Office of the Register of Deeds for Watauga County, North Carolina (the "Property").

B. Grantor has agreed to grant a perpetual non-exclusive easement to use, repair, replace and maintain the pedestrian sidewalk located or to be located on the Property as approximately described on Exhibit A and shown on Exhibit B, attached hereto and incorporated herein by this reference, to Grantee, as well as for the use of the easement for pedestrian traffic by the public, pursuant to this Agreement.

NOW, THEREFORE, for and in consideration of \$1.00 and the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties covenant and agree as follows:

1. Recitals Incorporated Herein. The above recitals are incorporated in and made a part of this Agreement as fully as if set forth verbatim herein.

2. Grant of Easement. Grantor hereby grants, bargains, sells and conveys to Grantee a perpetual, non-exclusive easement within an area containing 332 square feet, more or less, of the Property described at Exhibit A hereto and shown on Exhibit B hereto as the "Easement Area" for the purpose of operating, maintaining, replacing and repairing the sidewalk in the Easement area, for use by pedestrians in connection with use of other sidewalks operated or maintained by Grantee on adjoining property (the "Easement").

The Easement is hereby dedicated in perpetuity to Grantee and to the common use of the public, and shall constitute a covenant running with the land in perpetuity for the benefit of Grantee, its successors and assigns. By execution of this Agreement and acceptance of the Easement, Grantee accepts such dedication on behalf of its citizens and the public.

IN WITNESS WHEREOF, the Parties have executed this Sidewalk Easement Agreement on the dates shown below.

GRANTOR

WATAUGA COUNTY BOARD OF EDUCATION

By: _____

Name: Ron Henries

Title: Chairman

Attest:

Dr. Scott Elliott, Superintendent
Ex Officio Clerk of the Board

STATE OF NORTH CAROLINA
COUNTY OF WATAUGA

I, _____, a Notary Public of the aforesaid County and State, hereby certify that Ron Henries, Chairman of the Watauga County Board of Education, with whom I am personally acquainted, first being duly sworn by me, says that he is the Chairman of the Board of Education and Dr. Scott Elliott is the Superintendent for Watauga County Schools and Ex Officio Clerk of the Watauga Board of Education, the Grantor described in and which executed the foregoing instrument, and that he knows the official seal of the Board; that the seal affixed to the foregoing instrument is the official seal and the name of the Board was subscribed thereto by its Chairman and that said Chairman and Clerk subscribed their names thereto and said common seal was affixed, all by authorization of the Board of Education, and that instrument is the act and deed of the Watauga County Board of Education.

Witness my hand and notarial seal, this the ____ day of _____, 2020.

Official Signature of Notary Public

Notary's Printed/Typed Name

My Commission Expires: _____

GRANTEE:

The foregoing instrument is approved, this ____ day of _____, _____.

Town of Boone

By: _____
Rennie Brantz, Mayor

Attested By: _____ (SEAL)
Clerk, Town of Boone

STATE OF NORTH CAROLINA
COUNTY OF WATAUGA

I, a Notary Public of the County and State aforesaid, certify that **Nicole Harmon** personally appeared before me this day and acknowledged that she is the Clerk for the Town of Boone, a North Carolina municipality, and that by authority duly given and as an act of the Town of Boone, the foregoing instrument was signed in its name by its Mayor, **Rennie Brantz**, and attested by her as the Town Clerk.

Witness my hand and official stamp or seal, this ____ day of _____, _____.

Notary Public

Printed Name of Notary Public

My Commission Expires: _____

Exhibit A

Sidewalk Easement

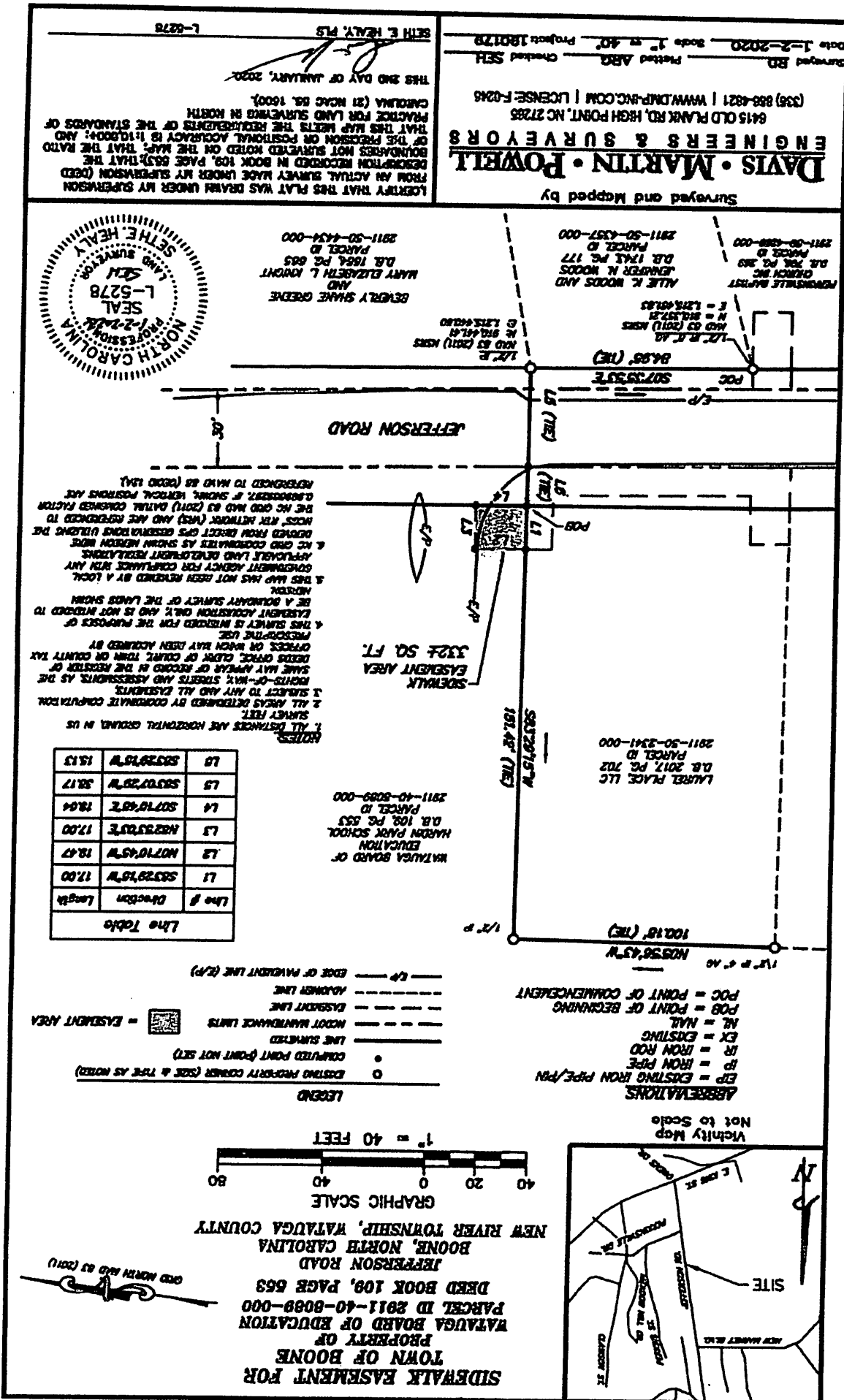
Property of: Watauga Board of Education
(Hardin Park School)

Deed Book 109, Page 553

Parcel ID: 2911-40-8089-000

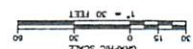
Watauga County, North Carolina

Commencing at an existing 1/2" iron rod found, said iron rod being located on the eastern margin of Jefferson Road, being a common property corner between Perkinsville Baptist Church, Inc., Parcel Id: 2911-50-4269-000 (Deed Book 706, Page 269) and Allie K. Woods and Jennifer N. Woods, Parcel Id: 2911-50-4357-000 (Deed Book 1743, Page 177) and having NC Grid NAD 83 (2011) coordinates of N: 910,357.21 and E: 1,215,451.83, Thence leaving said Perkinsville Baptist Church and along the eastern margin of Jefferson Road, N 07°35'53" W 84.95 feet to an existing 1/2" iron pipe, said iron pipe being a common corner between said Woods and Beverly Shane Greene and Mary Elizabeth L. Knight, Parcel Id: 2911-50-4434-000 (Deed Book 1664, Page 665) and having NC Grid NAD 83 (2011) coordinates of N: 910,441.41 and E: 1,215,440.60; Thence leaving said Woods and Greene and Knight, crossing said Jefferson Road, S 83°07'29" W 38.17 feet to a computed point, said computed point being located on the western margin of 30' NCDOT maintenance limits of said Jefferson Road, being the northeast corner of Laurel Place, LLC, Parcel Id: 2911-50-2341-000 (Deed Book 2017, Page 702 – Tract II); Thence leaving the western margin of said 30' NCDOT maintenance limits and along the northern line of said Laurel Place, S 83°29'15" W 15.13 feet to a computed point, said computed point being located on the western margin of Jefferson Road, being the northwest corner of said Laurel Place (Tract II), being the northeast corner of Laurel Place, LLC (Deed Book 2017, Page 702 – Tract I), being the eastern most property corner of Watauga Board of Education (Hardin Park School), Parcel Id: 2911-40-8089-000 (Deed Book 109, Page 553) and being the Point of Beginning; Thence from said Point of Beginning, leaving said Laurel Place (Tract II) and said Jefferson Road western margin and along the northern property line of said Laurel Place (Tract I), S 83°29'15" W 17.00 feet to a computed point, said computed point being the southwest corner of the easement described hereon; Thence leaving the northern property line of said Laurel Place, LLC and crossing into said Watauga Board of Education (Hardin Park School) the following two (2) courses and distances: 1) N 07°10'45" W 19.47 feet to a computed point; 2) N 82°53'03" E 17.00 feet to a computed point, said computed point being located on the western margin of said Jefferson Road; Thence along the western margin of said Jefferson Road, S 07°10'45" E 19.64 feet to the Point of Beginning, Containing 332± square feet.



Exh. b.1.B

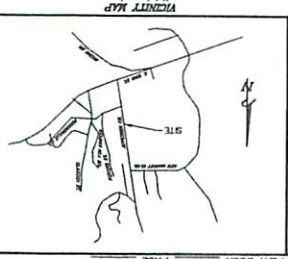
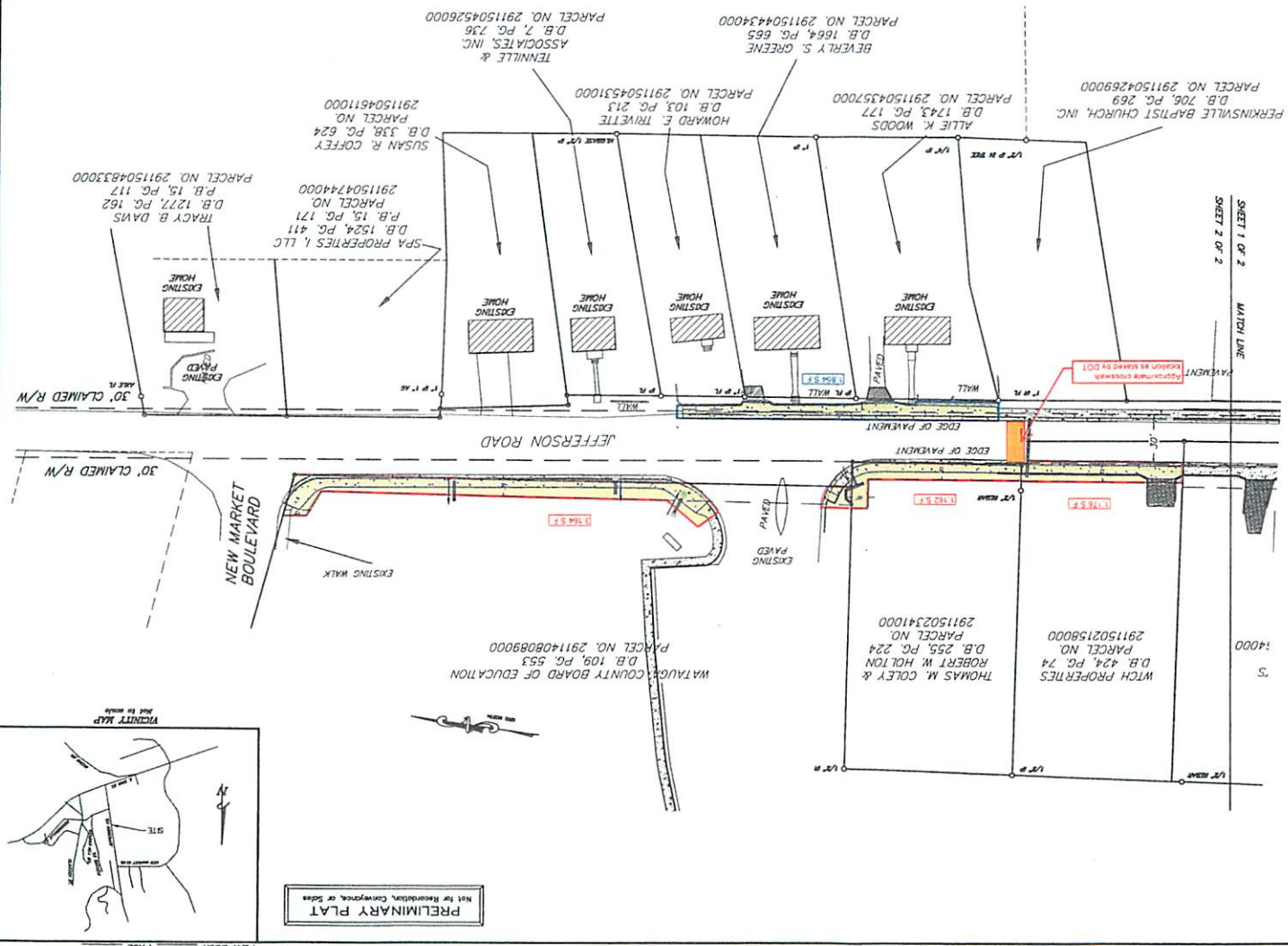
LEGEND
CLASSED RIGHT OF WAY
PROPOSED SIDEWALK
EXIST. LINE



Easement Map
Sidewalk Improvements
TMY 194/JEFFERSON RD.
Town of Boone
Boone Township, Boone County
Boone, North Carolina

DAVIS • MARTIN • POWELL
ENGINEERS & SURVEYORS
1000 N. Main Street, Suite 200
Boone, NC 28601
Phone: 781-300-3000
Fax: 781-300-3000
www.dmp-engineers.com

SHEET 2 OF 2



PRELIMINARY PLAT
Not for Recordation, Conveyance, or Sales

- GENERAL NOTES**
- 1) THIS PLAT IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY, OR OTHER INTERESTS SHOWN ON THE RECORD MAPS OF BOONE COUNTY, NORTH CAROLINA.
 - 2) NO ATTEMPT HAS BEEN MADE TO LOCATE OR IDENTIFY ANY OF THE PERSONS OR ENTITIES WHOSE INTERESTS MAY BE AFFECTED BY THIS PLAT.
 - 3) THE PLAT IS BASED ON THE RECORD MAPS OF BOONE COUNTY, NORTH CAROLINA, AND THE FIELD SURVEY CONDUCTED BY THE ENGINEER.
 - 4) THE PLAT IS BASED ON THE ASSUMPTION THAT THE BOUNDARIES AND INTERESTS SHOWN ON THE RECORD MAPS ARE CORRECT.
 - 5) THE PLAT IS BASED ON THE ASSUMPTION THAT THE PERSONS OR ENTITIES WHOSE INTERESTS MAY BE AFFECTED BY THIS PLAT HAVE BEEN ADVISED OF THE PLAT.
 - 6) THE PLAT IS BASED ON THE ASSUMPTION THAT THE PERSONS OR ENTITIES WHOSE INTERESTS MAY BE AFFECTED BY THIS PLAT HAVE BEEN ADVISED OF THE PLAT.
 - 7) NOT ALL SPECIFICATIONS SHOWN

USE OF UNMANNED AIRCRAFT (DRONES)

Policy Code: **4334/5035/7345**

The Watauga County Board of Education (the “Board”) supports and encourages the use of innovative and emerging technologies, including unmanned aircraft or drones, to further the goals and objectives of the educational program. However, the Board also must consider how the use of such technologies may impact the safety, security, and privacy of people and property. Therefore, the Board authorizes some use of unmanned aircraft on school property and at school-sponsored events in accordance with the requirements of this policy and to the extent that such use is not otherwise prohibited by federal, state, or local law or regulation.

This policy applies to all students, school system employees, contractors and vendors, school visitors, and other members of the general public on school property and at school-sponsored events.

A. DEFINITIONS

For purposes of this policy, the following definitions apply.

1. An “unmanned aircraft” or “drone” is an aircraft weighing less than 55 pounds that is operated without the possibility of direct human intervention from within or on the aircraft. The Board strictly prohibits the use of an unmanned aircraft weighing more than 55 pounds on school property or at a school-sponsored event. A “toy unmanned aircraft” is an aircraft weighing less than 0.55 pounds that is operated without the possibility of direct human intervention from within or on the aircraft.
2. The “use” of an unmanned aircraft includes the launch, operation, and/or recovery of the unmanned aircraft.
3. “School property” includes any property that is owned, leased, or otherwise controlled by the Board.
4. Use of an unmanned aircraft is for a “recreational” purpose if the use is solely for personal interests or enjoyment. Use for work or business purposes or for compensation or hire is not considered to be recreational.

B. AUTHORIZED USE OF UNMANNED AIRCRAFT

The use of an unmanned aircraft on school property or at a school-sponsored event for any purpose must be approved in writing by the superintendent or designee and must comply with the requirements of this policy and all other applicable board policies, including the public use requirements of policy 5030, Community Use of Facilities, when applicable. The use of a toy unmanned aircraft does not require FAA registration and does not require the approval of the Superintendent. Such use also must comply with all federal, state, and local laws and regulations, including the most current registration, certification, permit,

safety, and other requirements established by the Federal Aviation Administration (FAA) and the North Carolina Department of Transportation (NCDOT).

The superintendent or designee may grant approval for use on a case-by-case basis with any additional requirements or restrictions deemed appropriate, including, for example, to protect the safety, security, and privacy of people and property. However, the superintendent or designee shall not approve the use of unmanned aircraft for recreational purposes on school property or at school-sponsored events during the school day or at any other time when groups of students or employees may be present outdoors.

Prior to obtaining approval from the superintendent or designee, the operator of any unmanned aircraft may be required to provide proof of insurance, including adequate liability coverage for any claims arising out of the use of an unmanned aircraft, and proof of the registration, certification, permit, and/or waiver required by the FAA and/or NCDOT to operate the unmanned aircraft for the intended purpose(s).

An unmanned aircraft used on school property or at a school-sponsored event must be operated either by or under the direct supervision of an FAA-certified drone pilot in accordance with subsection B.1, below, or by a recreational flyer in accordance with subsection B.2, below.

1. Use by or under the Direct Supervision of an FAA-Certified Drone Pilot

An FAA-certified drone pilot, or an individual under the direct supervision of an FAA-certified drone pilot, may operate an unmanned aircraft for any commercial, educational, recreational, or other school system-related purpose as approved by the superintendent or designee. To qualify as an FAA-certified drone pilot, an individual must obtain a Remote Pilot Certificate from the FAA and have the certificate easily accessible during all use.

An FAA-certified drone pilot and any individual under the direct supervision of an FAA-certified drone pilot must comply with all federal, state, and local laws and regulations, including all applicable requirements under 14 C.F.R. Part 107 ("Part 107"). In addition, if the use of an unmanned aircraft is not solely for hobby or recreational purposes, an FAA-certified drone pilot and any individual under the direct supervision of an FAA-certified drone pilot also must comply with the training and permit requirements of G.S. 63, art. 10, as applicable.

2. Use by a Recreational Flyer

A recreational flyer may operate an unmanned aircraft strictly for recreational purposes as approved by the superintendent or designee. A recreational flyer is not required to be an FAA-certified drone pilot or under the direct supervision of an FAA-certified drone pilot. However, a recreational flyer must comply with all federal, state, and local laws and regulations, including all applicable federal

requirements under the *Exception for Limited Recreational Operations of Unmanned Aircraft* (49 U.S.C. 44809).

C. UNAUTHORIZED USE OF UNMANNED AIRCRAFT

School system employees shall reasonably attempt to monitor school property and school-sponsored events for the unauthorized use of unmanned aircraft. Employees must report any known or suspected unauthorized use of an unmanned aircraft as soon as practicable to the principal or other school official responsible for supervising the school property or school-sponsored event. If the unauthorized use poses a threat to the safety, security, or privacy of people or property, the employee should attempt to intervene directly if it is possible to do so safely and effectively and ask the operator to discontinue the use. If the employee is unable to identify the individual operating the unmanned aircraft, or if the unmanned aircraft is grounded and unattended, the employee should immediately notify the principal or other school official responsible for supervising the school property or school-sponsored event.

A student or school system employee who uses an unmanned aircraft in violation of this policy will be subject to disciplinary action, up to and including suspension or expulsion for students and termination for employees. A contractor or vendor, school visitor, or other member of the general public who uses an unmanned aircraft in violation of this policy will be asked to discontinue the unauthorized use and/or asked to leave school property or the school-sponsored event in accordance with policy 5020, Visitors to the Schools.

School officials may also report the unauthorized use of an unmanned aircraft to local law enforcement and/or the FAA, as appropriate.

D. GUIDELINES FOR ALL USE OF UNMANNED AIRCRAFT

1. FAA Safety Guidelines

A student, school system employee, contractor or vendor, school visitor, or other member of the general public who is authorized by the superintendent or designee to operate an unmanned aircraft on school property or at a school-sponsored event must comply with all applicable FAA safety guidelines, including, but not limited to, the following.

- a. The operator must follow FAA guidelines for registration. The unmanned aircraft, if registered, must be marked with the registration number.
- b. The unmanned aircraft must have a maximum groundspeed of 100 mph or less.
- c. The operator must fly the unmanned aircraft during daylight only and must keep the unmanned aircraft within his or her visual line of sight at all times.

- d. The operator must not fly the unmanned aircraft above 400 feet in uncontrolled airspace and must not fly the unmanned aircraft in controlled airspace (e.g., near airports) without FAA authorization. The operator must comply with all other FAA airspace restrictions (e.g., near military bases).
- e. The operator must not fly the unmanned aircraft near other aircraft and must always yield the right of way to all other aircraft, especially manned aircraft.
- f. The operator must not fly the unmanned aircraft over people, groups of people, public events, or stadiums full of people, or near emergency response activities.
- g. The operator must not fly the unmanned aircraft under the influence of drugs or alcohol. In addition, the operator must not fly the unmanned aircraft if he or she knows or has reason to know of any other physical or mental condition that would interfere with the safe operation of the unmanned aircraft.
- h. The operator must not otherwise fly the unmanned aircraft in a careless or reckless manner.

2. Other Guidelines

A student, school system employee, contractor or vendor, school visitor, or other member of the general public who is authorized by the superintendent or designee to operate an unmanned aircraft on school property or at a school-sponsored event also must comply with the following guidelines established by the Board.

- a. The operator of any unmanned aircraft on school property or at a school-sponsored event must provide appropriate documentation of approval from the superintendent or designee immediately upon request by any school system employee.
- b. Students are prohibited from operating an unmanned aircraft on school property or at a school-sponsored event without appropriate faculty or other adult supervision whether or not such supervision is required under federal regulations.
- c. The superintendent or designee, as well as the principal or other school official responsible for supervising school property or a school-sponsored event, may require the operator of an unmanned aircraft to temporarily or permanently suspend further use of the unmanned aircraft on school property or at a school-sponsored event at any time for any reason.
- d. The use of an unmanned aircraft to photograph or to record audio and/or video of the following is prohibited without the express written approval of

the superintendent: (a) students, employees, visitors, or other individuals, (b) school- or school system-sponsored activities and other events, or (c) school buildings or other school system facilities. Any such photographs or other audio and/or video recordings obtained through the use of an unmanned aircraft may not be used for any marketing or other commercial purpose or otherwise distributed to a third party without the express written approval of the superintendent.

- e. Any data or other information collected through the use of an unmanned aircraft may not be sold for profit.
- f. The use of an unmanned aircraft inside any enclosed school or other building on school property (including any school or other building under construction) or indoors at a school-sponsored event off school property is prohibited without the express written approval of the superintendent or designee.
- g. The use of unmanned aircraft within the physical confines of any stadium, field, arena, or other structure, including the playing area of the venue, during a North Carolina High School Athletic Association contest is prohibited.
- h. Any incident resulting in an injury to a person or damage to property caused by the use of an unmanned aircraft must be reported immediately or as soon as practicable thereafter to the principal or other school official responsible for supervising the school property or school-sponsored event where the incident occurred. This requirement applies whether or not the incident is also subject to the mandatory reporting requirements under federal regulations.
- i. Any unmanned aircraft owned by a school or the school system must be properly insured and must be scheduled (i.e., listed on the policy) and operated as required by the school system's liability coverage agreement.

The superintendent or designee may develop any additional administrative procedures or other regulations necessary to implement the requirements of this policy or to further protect the safety, security, and privacy of people and property.

Legal References: FAA Reauthorization Act of 2018, P.L. 115-254; 49 U.S.C. 44801 *et seq.*; 14 C.F.R. Part 107; Federal Aviation Administration, Advisory Circular 91-57B (May 31, 2019), available at https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_91-57B.pdf; Federal Aviation Administration, Advisory Circular 107-2 (June 21, 2016), available at https://www.faa.gov/uas/resources/policy_library/media/AC_107-2_AFS-1_Signed.pdf; G.S. 14-7.45, -280.3, -401.24, -401.25; G.S. 15A-300.1, -300.2, -300.3; G.S. 63, art. 10; G.S. 113-295; North Carolina High School Athletic Association, Policy 2.2.3(c) (2019-2020), available at <https://www.nchsaa.org/sites/default/files/attachments/2.2.3%20Facilities.pdf>

Cross References: Student Behavior Policies (4300 series), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030)

Other Resources: Federal Aviation Administration, Unmanned Aircraft Systems (UAS) website, available at <https://www.faa.gov/uas/>; North Carolina Department of Transportation, Division of Aviation, Unmanned Aircraft Systems website, available at <https://www.ncdot.gov/divisions/aviation/uas/Pages/default.aspx>

Adopted:

The Board expects all employees to maintain the highest professional, moral, and ethical standards in their interactions with students. Employees are required to provide an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries. Employees are expected to motivate each student to perform to his or her capacity while modeling the behavior expected of students in staff-student relationships.

The interactions and relationships between staff and students should be based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Employees are also expected to be sensitive to the appearance of impropriety in their own conduct and in the conduct of others when interacting with students. Employees shall consult their supervisor any time they suspect or are unsure whether conduct is inappropriate or otherwise constitutes a violation of this or other Board policy.

For the purposes of this policy, the terms “staff” and “employees” includes independent contractors and school safety officers, and volunteers, but does not include student employees or student volunteers.

A. ROMANTIC RELATIONSHIPS AND SEXUAL CONTACT PROHIBITED

All employees are prohibited from dating, courting or entering into a romantic or sexual relationship or having sexual contact with any student enrolled in the school system regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action as provided in G.S. 14-202.4 and 14-27.32. Further, school system personnel shall provide no assistance to an employee in finding another job, beyond the routine transmittal of personnel or administrative files, if the employee engaged in sexual misconduct with a minor or a student in violation of the law.

B. RESTRICTIONS ON ELECTRONIC COMMUNICATIONS

1. In accordance with policy 7335, Employee Use of Social Media, employees are prohibited from communicating with students through non-school-controlled social media except to the extent that the employee and student have an appropriate relationship which originated outside of the school setting. Any communication authorized under policy 7335 must meet the professional standards established in this policy and must otherwise be consistent with law and all other Board policy.
2. Instant messages, which may include but are not limited to; SnapChat, text messaging, Google Hangout, or other instant notification features, shall be treated as a form of communication through social media subject to the terms of policy 7335 and subsection B.1 above, regardless of whether the messaging service is actually provided through a social media service or otherwise.

3. Except as provided below, employees are also prohibited from engaging in other forms of one-to-one electronic communications (e.g., voice, email, texting, and photo or video transmission) with students without written prior approval of the employee's supervisor and the student's parent.

This rule shall not apply in any of the following circumstances:

- a. when the communication is for an educational purpose, is conducted through a school system-provided platform which archives all such communications for a period of at least three years if in writing, and the employee has given prior notice to his or her supervisor or designee that such written or oral communications will occur; or
- b. when the communication serves an educational purpose and is simultaneously copied or transmitted to the employee's supervisor or designee, and, upon request, to the parent or guardian; or
- c. in a bona fide emergency, provided the communication is disclosed to the supervisor and parent or guardian as soon as reasonably possible; or

when the communication derives from a relationship or association outside of the school setting and occurs with the consent of the parent or guardian, provided such communication does not otherwise violate this or other Board policy.

Any one-to-one electronic communication permitted by this subsection must meet the professional standards established in this policy and must otherwise be consistent with law and all other Board policy.

4. It is the duty of every employee to notify his or her supervisor of any unsolicited one-to-one communications in any form, electronic or otherwise, received from a student when the communication lacks a clear educational purpose. School counselors are excluded from this requirement only to the extent that it conflicts with their professional duties.
5. Violations of this section shall be considered unprofessional behavior subject to discipline, up to and including dismissal. Factors that may be relevant to the determination of an appropriate disciplinary response to unauthorized communications with students include, but are not limited to:
- a. the content, frequency, subject, and timing of the communications(s);
 - b. whether the communications(s) were age and/or student maturity-level appropriate;
 - c. whether the communication(s) could reasonably be viewed as a solicitation

of sexual contact or the courting of a romantic relationship, including sexual grooming;

- d. whether the communication(s) created a disruption of the educational environment;
- e. whether there was an attempt to conceal the communication(s) from the employee's supervisor and/or the student's parent or guardian;
- f. whether the communication(s) harmed the student in any manner.

C. Reporting Inappropriate Conduct

1. Reporting by Employees

Any employee who has reason to believe any of the following shall immediately report that information to the Superintendent or designee:

- a. that another employee is involved in a romantic or other inappropriate relationship or has had sexual contact with a student;
- b. that another employee has engaged in other behavior prohibited by this policy;
or
- c. that the employee has witnessed behavior by another employee that has the appearance of impropriety, whether or not the behavior has, or may have, a valid educational or health purpose.

An employee who fails to inform the Superintendent or designee as provided in this section may be subject to disciplinary action, up to and including dismissal.

2. Reporting by Students

Any student who believes that he or she has been subject to misconduct that violates this policy should immediately report the situation to the principal, school counselor, or the Title IX coordinator designated in policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure.

3. Report of Criminal Misconduct

Any principal who has reason to believe that a student has been the victim of criminal conduct shall report the incident in accordance with policy 4335, Criminal Behavior.

4. Report to State Superintendent of Public Instruction

Any administrator, including the superintendent, a deputy/associate/assistant superintendent, a personnel administrator, or a principal, who knows or has reason to believe that a licensed employee has engaged in conduct which involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction within five working days of any disciplinary action, dismissal, or resignation based on the conduct. For purposes of this subsection, physical abuse is the infliction of physical injury other than by accidental means or in self-defense, and sexual abuse is the commission of any sexual act upon a child or causing a child to commit a sexual act, regardless of consent and the age of the child. Failure to report such conduct may result in the suspension or revocation of an administrator's license by the State Board of Education.

This reporting requirement applies in addition to any duty to report suspected child abuse in accordance with state law and policy 4240/7312, Child Abuse – Reports and Investigations, as applicable.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 7926; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; G.S. 14-27.32, -202.4; 115C-47(18); 16 N.C.A.C. 6C.0312, .0601, .0602; State Board of Education Policies EVAL-014, LICN-007, NCAC-~~0396C, 0312.~~

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 4015/7225), Student and Parent Grievance Procedure (policy 4010), Child Abuse – Reports and Investigations (policy 4240/7312), Criminal Behavior (policy 4335), School Volunteers (policy 5015), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Approved: July 14, 2014

Revised: June 8, 2015; January 11, 2016; September 11, 2017; May 21, 2018

RECRUITMENT AND SELECTION OF PERSONNEL

Policy Code:

7100

A. GENERAL PRINCIPLES

It is the policy of the Watauga County Board of Education (the “board”) to provide all applicants for employment with equal employment opportunities and to provide current employees with training, compensation, promotion, and other benefits of employment without regard to race, color, religion, national origin, military affiliation, genetic information, sex, age, or disability, except when sex, age, or physical requirements are essential occupational qualifications. All candidates will be evaluated on their merits and qualifications for positions. All employment decisions will be consistent with the board’s objective of providing students with the opportunity to receive a sound basic education, as required by state law.

The board also is committed to diversity throughout the programs and practices of the school system. To further this goal, the recruitment and employment program should be designed to encourage a diverse pool of qualified applicants.

B. RECRUITMENT

Recruitment for a specific vacancy will be undertaken only after the need and qualifications for the position are established and proper authorization is obtained.

All vacancies must be adequately publicized within the school system so that employees will be informed of opportunities for promotion or transfer to new jobs; however, the superintendent or designee may forgo publicizing a vacancy if the position will be filled through a lateral assignment, reassignment, or promotion of a current employee or if exigent circumstances necessitate that the position be filled immediately. Vacancies also may be publicized externally to attract qualified applicants.

C. CRIMINAL HISTORY

Except as otherwise provided in Section D of this policy, applicants must notify the human resources director immediately if they are arrested, charged with, or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts, and must be delivered to the human resources director no later than the next scheduled business day following the arrest, charge, or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the human resources director no later than the next business day following adjudication.

A criminal history check and a check of sex offender registries must be conducted on all final candidates for employment with the school system. Criminal history checks must be conducted in accordance with state law and any procedures established by the superintendent. School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. The superintendent or designee shall report to the State Board of Education any licensed individual who is found to have a criminal history, as required by State Board policy. Special requirements are described in Section D of this policy for criminal history checks of candidates for certain positions working with pre-school children or working in afterschool or developmental day programs.

A final candidate for employment or for hiring as an independent contractor will be excluded from hiring on the basis of criminal conduct only when doing so is job-related and consistent with business necessity. If a final candidate is found to have been convicted (including entering a plea of guilty or *nolo contendere*) of a criminal offense, other than a minor traffic violation, the superintendent shall determine whether the individual is qualified for employment despite the criminal history by considering, among other things, whether the individual poses a threat to the safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. The following factors will be considered in making this determination: (1) the nature and gravity of the offense or conduct; (2) the time that has passed since the offense or conduct and/or completion of the sentence; and (3) the nature of the job sought. Before the superintendent may exclude a final candidate based on his or her past criminal convictions, the superintendent must give the candidate the opportunity to demonstrate that the exclusion does not properly apply to him or her. The requirements of this paragraph do not apply to a childcare provider who is determined to be disqualified by the Division of Child Development and Early Education on the basis of a criminal history check conducted pursuant to G.S. 110-90.2, 42 U.S.C. 9858f, and 45 C.F.R. 98.43. (See Section D of this policy).

The board has determined that every position with the school system, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender subject to the provisions of policy 5022, Registered Sex Offenders, will be hired for any position with the school system.

In addition, each contract executed by the board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries as specified in policy 5022, Registered Sex Offenders.

D. CRIMINAL HISTORY CHECKS OF CHILD CARE PROVIDERS

For purposes of this section, a “childcare provider” is:

1. any person who works or is a final candidate seeking to work in a classroom or

program licensed by the Department of Health and Human Services, Division of Child Development and Early Education (DCDEE); and

2. any person, including a volunteer, who has unsupervised contact with children enrolled in such classrooms or programs.

Before beginning initial employment or volunteer service and at least every three years thereafter, each child care provider must complete a criminal background check that meets the requirements of G.S. 110-90.2, 42 U.S.C. 9858f, and 45 C.F.R. 98.43 and present a letter issued by DCDEE indicating that the individual is qualified to have responsibility for the safety and well-being of children based on the individual's criminal history.

After September 30, 2019, no person shall (1) be employed, continue to be employed, or be permitted to volunteer as a child care provider, or to otherwise have unsupervised contact with students enrolled in a licensed classroom or program operated by the school system or (2) be counted in the staff/child ratio of such classroom or program, unless the person holds a current valid qualification letter issued by DCDEE. However, a childcare provider with provisional status may be employed pending final results of the criminal background check but shall be subject to the restrictions established by 10A N.C.A.C. 09 .2703(f).

The application fee and cost of fingerprinting associated with the DCDEE criminal history check process shall be borne by the board.

A child care provider who has incurred any pending charges, indictments, or convictions (other than minor traffic offenses) since the last qualification letter was issued by DCDEE shall notify the assistant superintendent of human resources in writing of such charges within five business days or before returning to work, whichever comes first. The assistant superintendent of human resources shall notify DCDEE within one business day of being notified.

The superintendent or designee shall include the criminal history mandatory reporting requirement in all new employee orientation information for childcare providers. The superintendent shall also be responsible for establishing effective recordkeeping methods and other processes as necessary to ensure compliance with all legal requirements pertaining to criminal history record checks of childcare providers.

E. SELECTION

1. Qualifications

Candidates for employment must be selected based upon their likely ability to fulfill duties identified in the job description as well as performance standards established by the board. In making the determination, the following information must be considered:

- a. application;
- b. education and training;
- c. licensure and certification (when applicable);
- d. relevant experience;
- e. personal interviews; and
- f. references and/or background checks.

When several applicants for the same position are equally qualified and suitable for the position, employees within the school system will be given priority.

2. Nepotism

- a. For purposes of this subsection, the following definitions apply.
 - i. “Immediate family” means spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.
 - ii. “Central office staff administrator” includes directors, supervisors, specialists, staff officers, assistant superintendents, area superintendents, superintendents, and principals.
- b. Before any immediate family of any board of education member or central office staff administrator is employed by the board or engaged in any capacity as an employee, independent contractor, or otherwise, (1) the board member or central office staff administrator must disclose the familial relationship to the board and (2) the prospective employment or engagement must be approved by the board in a duly called open session meeting.
 - i. An employee who knowingly fails to disclose a familial relationship to the board as required will be subject to disciplinary action up to and including dismissal.
 - ii. Notification by the employee to the director of human resources will be deemed disclosure to the board. The director of human resources is responsible for conveying the disclosure to the board before the board takes action on the prospective employment or engagement.
- c. When making recommendations for the selection and assignment of personnel, the superintendent shall attempt to avoid situations in which one employee occupies a position in which he or she has influence over the

employment status, including hiring, salary, and promotion, of another employee who is a member of the first employee's immediate family.

- d. No administrative or supervisory personnel may directly supervise a member of his or her immediate family.

3. Employment Procedures

All applicants selected for employment must be recommended by the superintendent and approved by the board. In situations in which the employee must be hired between board meetings, the superintendent is authorized to approve hiring such personnel, contingent upon approval by the board at its next scheduled board meeting.

State guidelines must be followed in selection and employment procedures. The superintendent shall develop any other procedures necessary to implement this policy.

The superintendent shall develop procedures for verifying new employees' legal status or authorization to work in the United States as required by law.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans with Disabilities Act of 1990, 42 U.S.C. 12101 *et seq.*; Equal Educational Opportunities Act of 1974, 20 U.S.C. 1703; Equal Pay Act of 1963, 29 U.S.C. 206; Fair Credit Reporting Act, 15 U.S.C. 1681 *et seq.*; Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff *et seq.*; Military Selective Service Act, 50 U.S.C. Appx. 453; Rehabilitation Act of 1973, 29 U.S.C. 794; Title VII of the Civil Rights Acts of 1964, 42 U.S.C. 2000e *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*; Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 *et seq.*; 8 U.S.C. 1101 *et seq.*; 42 U.S.C. 9858f; 45 C.F.R. 98.43; *Green v. Missouri Pacific Railroad* (8th Cir. 1975); *Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964*, U.S. Equal Employment Opportunity Commission (April 25, 2012) available at http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm; G.S. 14-208.18; 15A-153; 110-90.2; 115C-12.2, -36, -47, -276(j), -332; 126-7.1(i), -16; 127A-202.1 *et seq.*; 127B-10, -12, -14; 143B-421.1, -931; *Leandro v. State*, 346 N.C. 336 (1997); 10A N.C.A.C. 09 .0102, -.2701, -.2702, -.2703; 16 N.C.A.C. 6C .0313; State Board of Education Policy-Policies BENF-009 and NCAC-019; State Board of Education Regulation EVAL-017-R(1)

Cross References: Board Authority and Duties (policy 1010), Registered Sex Offenders (policy 5022)

Adopted: February 9, 2015

Replaces: Policy 3.02.40 Qualifications of Certified Personnel, policy 3.02.55 Recruitment, and policy 3.01.30 Equal Employment Opportunity

Revised: January 28, 2016; August 14, 2017 (Legal references only); November 13, 2018; September 9, 2019

The Watauga County Board of Education (the “board”) intends to comply fully with all licensure requirements of the Elementary and Secondary Education Act, state law, and State Board of Education policies.

A. LICENSURE AND OTHER QUALIFICATION REQUIREMENTS

1. Except as otherwise permitted by the State Board of Education or state law, a person employed in a professional educator position must hold at all times a valid North Carolina professional educator’s license appropriate to his or her position.
2. To the extent possible, all professional teaching assignments will be in the area of the professional employee’s license except as may be otherwise allowed by state and federal law and State Board policy.
3. The board may employ candidates entering the teaching profession from other fields who hold a residency license or an emergency license.
4. In extenuating circumstances when no other appropriately licensed professionals or persons who are eligible for a residency license are available to fill a position, the board may employ an individual who holds a permit to teach issued by the State Board of Education.

B. EXCEPTIONS TO LICENSURE REQUIREMENTS

1. Adjunct CTE Instructors

An unlicensed individual who meets the adjunct hiring criteria established by the State Board of Education for a specific career and technical education (CTE) career cluster may be employed as an adjunct CTE instructor for up to 120 hours per week or up to five full consecutive months of employment, provided the individual first completes preservice training and meets all other statutory requirements for serving as an adjunct instructor established by G.S. 115C-157.1.

2. Adjunct Instructors in Core Academic Subjects

In accordance with G.S. 115C-298.5, an unlicensed faculty member of a higher education institution who meets the adjunct hiring criteria established by the State Board of Education may be employed as a temporary adjunct instructor for specific core academic subjects, provided the individual first completes preservice training and meets all other statutory and State Board of Education requirements.

3. Interim Principals

A retired former principal or assistant principal may be employed as an interim principal for the remainder of any school year, regardless of licensure status.

4. Cherokee Language and Culture Instructors

An individual approved to teach in accordance with an MOU entered into pursuant to G.S. 115C-270.21 will be authorized to teach Cherokee language and culture classes without a license.

5. Driver Education Instructors

An individual, who is not licensed in driver education, is authorized to work as a driver education instructor if the individual holds Certified Driver Training Instructor status according to minimum standards established by State Board of Education policy DRIV-003.

C. BEGINNING TEACHER SUPPORT PROGRAM

The superintendent or designee shall develop a plan and a comprehensive program for beginning teacher support. The plan must be approved by the board and the Department of Public Instruction and kept on file for review. The plan must be aligned to the State Board of Education's beginning teacher support program standards and, when monitored must demonstrate proficiency. The school system will also participate in implementing a regionally-based annual peer review and support system.

Teachers with fewer than three years of teaching experience will be required to participate in the Beginning Teacher Support Program.

D. LICENSE CONVERSION

Teachers must meet all requirements of the State Board of Education in order to move from an initial professional license or residency license to a continuing professional license. Licensing is a state decision and cannot be appealed at the local level. The superintendent or designee shall ensure that teachers not qualifying for continuing professional licensure are informed of the process for appealing the state decision.

E. LICENSE RENEWAL

Licensure renewal is the responsibility of the individual, not of the school system. Any employee who allows a license to expire must have it reinstated prior to the beginning of the next school year. A teacher whose license has expired is subject to dismissal.

The school system may offer courses, workshops, and independent study activities to help school personnel meet license renewal requirements. Any renewal activity offered must be consistent with State Board of Education policy. In addition, the superintendent or

designee shall develop a procedure to determine the appropriateness of any credit offered in advance of renewal activities.

Decisions regarding the employment of teachers who fail to meet the required proficiency standard for renewal of a continuing professional license will be made in accordance with G.S. 115C-270.30(b)(4) and applicable State Board of Education requirements. The superintendent or designee shall determine the professional development required of a teacher whose continuing professional license has reverted to an initial professional license and/or has expired due to performance issues. The superintendent or designee may authorize or direct principals to prescribe professional development to such employees in accordance with the employee's demonstrated deficiencies.

F. PARENTAL NOTIFICATION

At the beginning of each school year, school system officials shall notify the parents or guardians of each student attending a Title I school or participating in a Title I program of their right to request the following information about qualifications of their child's teacher: whether the teacher has met NC qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional status through which North Carolina qualification or licensing criteria have been waived; whether the teacher is teaching in the field of discipline of his or her certification; and whether the child is provided services by a paraprofessional, and if so, the paraprofessional's qualifications.

The school system will give notice within 10 school days to the parents of children who have been assigned or, after four consecutive weeks, have been taught by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

G. EQUITABLE DISTRIBUTION OF TEACHERS

The superintendent shall assess whether low-income, minority, learning disabled, and/or English learners are being taught by inexperienced, ineffective, or out-of-field teachers at higher rates than students who do not fall into these categories and shall develop a plan to address any such disparities. If DPI does not require such a plan of the LEA, the superintendent is not required to develop a plan under this subsection unless he or she determines that one is needed to address inequities within the school system.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; 34 C.F.R. 200.55-57, 200.61; G.S. 115C art. 17E; 115C-270.21, -284, -295, -298.5, -325(e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -333, -333.1; State Board of Education Policies DRIV-003, DRIV-004, EVAL-004, EVAL-023, EVAL-034, LICN-001, LICN-005, LICN-021, LICN-022, NCAC-028, NCAC-035, NCAC-037, TCED-016; State Board of Education Regulations LICN-000-R(1), LICN-016-R(1), LICN-018-R(1), LICN-021-R(1); *Beginning Teacher Support Program Handbook* (NCDPI), available at

https://docs.google.com/document/d/1Ssiewe7pZAUaHwI33pWMFdYOkb1ZYKtIWRFU_QIRY4/edit?ts=57aa2e78#heading=h.gjdgxsh<https://sites.google.com/dpi.nc.gov/ncref/bt-support-program-resources>

Cross References:

Adopted: February 9, 2015

Revised: September 11, 2017; May 21, 2018; March 11, 2019; September 9, 2019

Replaces: Policy 3.02.40, Qualifications of Certified Personnel

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

Policy Code:

7240

The Watauga County Board of Education (the “board”) recognizes that drug and alcohol abuse undermines the safety, health and productivity of employees. It is the policy of the board that a drug-free and alcohol-free workplace must be maintained.

A. PROHIBITED ACTIVITIES

The board prohibits employees from possessing, using, selling, delivering, manufacturing, or being under the influence of engaging in the unlawful manufacture, sale, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, stimulants, synthetic cannabinoids, counterfeit substance, or any other controlled substance as defined in (1) Schedules I through VI of the North Carolina Controlled Substances Act or in (2) Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.01 through 1300.04 and 21 C.F.R. 1308.11 through 1308.15 at any time this policy is applicable. Employees are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of a substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC) at any time this policy is applicable, regardless of whether it constitutes a controlled substance under state or federal law. Employees must not, at any time this policy is applicable, be under the influence of alcohol or be impaired by the use of substances intended to induce exhilaration or euphoria or alter mood or behavior or be impaired by the excessive use of prescription or nonprescription drugs at any time this policy is applicable. This policy is not violated by an individual's possession of or proper use of a drug lawfully prescribed for that individual by a licensed health-care provider.

B. APPLICABILITY

This policy governs each employee before, during, and after school hours while the employee is on any property owned or leased by the board; at any time during which the employee is acting in the course and scope of his or her employment with the board; and at any time that the employee's violation of this policy has a direct and adverse effect upon his or her job performance. This policy does not apply to an employee's consumption of alcoholic beverages that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his or her employment duties.

Independent contractors, volunteers, and visitors are subject to all requirements of this policy while on school property or at a school-sponsored event.

C. REASONABLE SUSPICION TO SEARCH

An employee may be subjected to a search of his or her person or belongings or of school

property under the employee's control if there is reasonable suspicion that the employee has violated this policy. An employee also may be required to submit to a drug or alcohol test when there is reasonable suspicion of drug or alcohol use by the employee in violation of this policy. Reasonable suspicion shall be based on specific, contemporaneous observations concerning the physical, behavioral, speech, and/or performance indicators of drug or alcohol use. The observations must be made by a supervisor or other school system official with training or experience in such indicators.

All drug and alcohol testing will be done with procedures that ensure the confidentiality and privacy interests of the employee and in accordance with law. Employees who refuse to submit to a search or a test to detect alcohol or drug use after reasonable suspicion is established may be suspended immediately pending consideration of a decision to terminate employment.

In addition, any employee, volunteer, or independent contractor who operates a commercial motor vehicle or performs other safety-sensitive functions in the course of duties for the board may be subject to drug and alcohol testing in accordance with policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators.

The board will cover the cost of any required employee testing.

D. DUTY TO REPORT

In accordance with policy 7300, Staff Responsibilities, an employee must notify his or her supervisor and the assistant superintendent of human resources in writing of any charge or conviction under any criminal drug statute for a violation occurring within the scope of Section B of this policy. Notification must be given no later than the next scheduled business day after such charge or conviction and before reporting to work. Within 10 days of receiving a notice of conviction by an employee whose position is funded in any part by a federal grant, the assistant superintendent of human resources or designee shall notify the funding agency of the conviction. "Conviction" as used in this policy includes the entry in a court of law or military tribunal of: (1) a plea of guilty, *nolo contendere*, no contest or the equivalent; (2) a verdict or finding of guilty; or (3) a prayer for judgment continued ("PJC") or a deferred prosecution.

E. CONSEQUENCES

Violation of this policy will subject an individual to disciplinary action by the board that could result in non-renewal or termination of employment with the school system or the requirement that the employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the board or federal, state or local health, law enforcement, or other appropriate agency. Information concerning available counseling, rehabilitation, and re-entry programs will be provided to employees. Any illegal drug activity will be reported to law enforcement authorities.

All employees shall receive a copy of this policy. When a person is initially employed, that employee shall sign a drug-free certification statement to be returned to the superintendent's office.

Legal References: 21 U.S.C. 812; 41 U.S.C. 8101 *et seq.*; 21 C.F.R. 1300.01-.04 and 1308.11-.15; G.S. 20-138.2B; 90-89 to -94; 115C-36; *O'Connor v. Ortega*, 480 U.S. 709 (1987)

Cross References: Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Staff Responsibilities (policy 7300)

Adopted: February 9, 2015; ~~November 13, 2018~~

Replaces: Policy 3.08.30, Drug-Free Work Place

Revised: November 13, 2018;

The Watauga County Board of Education (the “Board”) recognizes the importance of establishing a clear contractual relationship with teachers employed by the school system. All teacher employment contracts entered into by the Board will meet the requirements of state law and State Board of Education policy. Nothing in this policy is intended to grant or confer any employment rights beyond those existing in law.

For the purposes of this policy, the term “teacher” is defined as a person who meets the requirements of G.S. 115C-325.1(6). An individual who is employed under a part-time teacher contract (less than 100%) or employed under a temporary teacher contract does not meet this definition of teacher; however, the Board’s performance expectations established in this policy apply to such individuals.

A. TEACHER PERFORMANCE EXPECTATIONS

Teachers are responsible for facilitating student learning in a safe and orderly environment in which students become college and career ready. Teachers must be familiar with the current statewide instructional standards for their teaching assignment and able to teach the curriculum effectively. The Board expects teachers to meet all performance standards established by the Board, the superintendent or designee, state law, and State Board of Education policy; and to pursue professional development as provided in policy 1610/7800, Professional and Staff Development. Employment contracts for teaching will be granted or renewed only for individuals of proven ability who strive for excellence.

B. SUPERINTENDENT’S RECOMMENDATION

The Board will employ teachers upon the recommendation of the superintendent. The superintendent is expected to be able to substantiate with supporting information any recommendation for a new or renewed contract for an applicant or current teacher. The superintendent’s recommendation for a new or renewed contract must include the length of the term of the contract, which must be consistent with state law and Board requirements as described in Section C, below. The Board will follow a recommendation of the superintendent regarding the length of the contract that is consistent with law and this policy unless specific circumstances justify offering the teacher a contract of a different term. In considering the superintendent’s recommendation, the Board may review any information that was in the teacher’s personnel file at the time of the superintendent’s recommendation, or was added to the teacher’s file, with proper notice to the teacher, prior to the Board’s decision.

C. DETERMINATION OF CONTRACT LENGTH

This section applies when the superintendent has decided to recommend that the Board offer a teacher a new or renewed contract. For information regarding a decision by the superintendent not to recommend that the Board offer a teacher a renewed contract, see

policy 7950, Non-Career Status Teachers: Nonrenewal.

For purposes of determining a teacher's years of employment by the board in this section, a year is at least 120 workdays performed as a teacher in a full-time permanent position. If a teacher in a full-time permanent position did not work for at least 120 workdays as a teacher in a year for any reason, including because the teacher was on approved or legally entitled leave, that year will not be deemed to constitute a year of employment for the teacher unless required by law. Furthermore, a year in which a teacher in a full-time permanent position did not work for at least 120 workdays as a teacher because the teacher was on approved or legally entitled leave will not be considered a break in the continuity of employment for the teacher. A suspension will not constitute approved or legally entitled leave for purposes of this policy.

A new or renewed contract, if offered, will be for a term of one school year unless the teacher meets the following criteria for a four-year contract at the time of contract offer.

To be recommended for a four-year contract, a teacher must meet all of the following:

1. have been employed by the Board as a teacher for at least the last three consecutive years;
2. have received a rating of at least "proficient" on all standards on the two most recent annual summative evaluations;
3. not be on a monitored or directed growth plan, mandatory improvement plan, or corrective action plan currently and not have been on any such plan at any time during the current or previous school year;
4. not have received any of the following during the current or previous school year: a demotion, a suspension without pay, or a reprimand, warning, demotion, suspension without pay, or other disciplinary action that is documented in the teacher's official personnel file~~disciplinary consequence during the current or previous school year; and~~
5. not have other relevant performance or conduct information in his or her personnel file that would support a decision to disqualify the teacher from a multi-year contract.

D. DISMISSAL AND NONRENEWAL

This policy is not intended to limit the superintendent's discretion to recommend dismissal, demotion, a shorter contract length, or nonrenewal of any teacher for any basis allowed by law and Board policy, including but not limited to reduction in force due to school system reorganization, decreased enrollment, reduced funding, or other budgetary issues as described in Board policy 7920, Reduction in Force; Teachers and School Administrators.

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Any employee who does not meet the performance or other standards of the Board, the standards of state law or the State Board of Education, or the terms of the employment contract may be subject to demotion or dismissal, as provided in policy 7930, Professional Employees: Demotion and Dismissal, or to nonrenewal, as provided in policy 7950, Non-Career Status Teachers: Nonrenewal.

Legal References: G.S. 115C-36, -47(18), -325.1, -325.3 through -325.13; S.L. 2013-360; State Board of Education Policy BENF-009

Cross References: Professional and Staff Development (policy 7800), Hearings Before the Board (policy 1600), Recruitment and Selection of Personnel (policy 7100), Evaluation of Licensed Employees (policy 7810), Reduction in Force: Teachers and School Administrators (policy 7920), Professional Employees: Demotion and Dismissal (policy 7930), Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: April 13, 2015

Revised: August 14, 2017 (Legal references only); February 12, 2018

CHILD ABUSE AND RELATED THREATS- **TO CHILD SAFETY REPORTS AND INVESTIGATIONS**

Policy Code: 4240/7312

The Watauga County Board of Education (the "board") is concerned with the health, safety, and welfare of all children and recognizes the legal and ethical obligations that school employees, contractors, and volunteers have to report known or suspected maltreatment of children. North Carolina has two separate systems that mandate reports to state authorities of suspected child abuse, neglect, dependency, or maltreatment and a third system for mandated reporting of certain crimes against juveniles to local law enforcement.

When a parent or other caretaker is suspected to have caused a child to be abused, neglected, or dependent, this information must be reported to the county child welfare agency. Suspected child abuse, neglect, dependency, or death as a result of maltreatment by parents or other caretakers must be reported to the county child welfare agency. Suspected human trafficking, involuntary servitude, and sexual servitude of a child and death of a child as a result of maltreatment are special forms of child abuse under law and must be reported to the county child welfare agency, regardless of the relationship between the victim and the perpetrator. By contrast, suspected child maltreatment by a caregiver in a child care facility, including in a licensed preschool classroom or other licensed classroom or program operated by the school system, must be reported to the Department of Health and Human Services, Division of Child Development and Early Education. Where ~~When~~ the source of the child abuse, neglect, dependency, or maltreatment ~~harm or threat of harm to the child~~ is uncertain, a report should be made to both the county child welfare agency and the Department of Health and Human Services, Division of Child Development and Early Education.

In addition, state law mandates reports to local law enforcement when a child is a victim of certain violent offenses, sexual offenses, or misdemeanor child abuse. An adult who knows or reasonably should have known of any of these offenses inflicted upon a child must report that information immediately.

The Watauga County Board of Education (the "board") supports all employees who in good faith make a report under either of North Carolina's mandated reporting laws.

A. DUTY TO REPORT CERTAIN CRIMES AGAINST CHILDREN TO LOCAL LAW ENFORCEMENT

A school employee, contractor, or volunteer is legally required to report to local law enforcement when the employee or volunteer knows or reasonably should know that a child has been a victim of any of the following crimes:

1. a sexual offense (which for purposes of this policy, the board interprets to mean any offense that relates to inappropriate sexual contact with a child);
2. an offense that inflicts serious bodily injury or serious physical injury upon the

child by nonaccidental means:

3. an attempt, solicitation, or conspiracy to commit either offense described above, or aiding and abetting either offense; or
4. misdemeanor child abuse, which occurs when a parent or any other person providing care or supervision to a child who is under the age of sixteen (1) inflicts or allows to be inflicted physical injury to the child by nonaccidental means or (2) creates or allows a substantial risk of physical injury to the child by nonaccidental means.

Compliance with this reporting requirement does not relieve the employee or volunteer from his or her duty to report pursuant to Sections B and C of this policy. The employee, contractor, or volunteer also shall immediately report the case to the principal.

A school employee, contractor, or volunteer is immune by statute from any state civil and/or criminal liability when making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and civil and criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject to civil and criminal action under the law.

A.B. DUTY TO REPORT CHILD ABUSE, NEGLECT, DEPENDENCY, OR DEATH AS A RESULT OF MALTREATMENT TO THE COUNTY CHILD WELFARE AGENCY

A school employee, contractor, or volunteer who knows or has cause to suspect that (1) a parent, guardian, custodian, or caretaker of a child has caused the child to be abused, neglected, or dependent; or death as a result of maltreatment by a parent, guardian, custodian, or caretaker of the child or (2) that a child has died as a result of maltreatment or been a victim of human trafficking, involuntary servitude, or sexual servitude by any person is legally required to report the case to the director of social services. The employee, contractor, or volunteer also shall immediately report the case to the principal. Any doubt about reporting a suspected situation must be resolved in favor of reporting, and the report must be made immediately.

A school employee, contractor, or volunteer is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child trafficking, involuntary servitude, sexual servitude, or child abuse, neglect, dependency or death as a result of maltreatment by a parent, guardian, custodian, or caretaker of the child making a report in good faith under this Section. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system and/or civil and/or criminal action under the law. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system and is subject

to civil and criminal action under the law.

B.C. DUTY TO REPORT CHILD MALTREATMENT IN A CHILD CARE FACILITY TO THE DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION

A school employee, contractor, or volunteer who has cause to suspect that a child in a child care facility has been maltreated by a caregiver or has died as a result of maltreatment occurring in a child care facility is legally required to report the case to the Department of Health and Human Services (DHHS), Division of Child Development and Early Education (DCDEE).

A "child care facility" includes any DHHS-licensed classroom or program operated by the school system, including for example, licensed pre-school or Title I classrooms, licensed afterschool programs, and licensed developmental day programs.

Any doubt about reporting a suspected situation or uncertainty whether the child's care is being provided in a child care facility must be resolved in favor of reporting, and the report should be made immediately.

An employee making a report to DCDEE also shall immediately report the case to the principal. If the suspected maltreatment occurred in a licensed preschool classroom or other licensed classroom or program operated by board, the principal shall immediately notify the superintendent of the suspected maltreatment. No reprisals of any kind may be taken against an employee who makes a good faith report of child maltreatment occurring in any licensed preschool classroom or other licensed classroom or program operated by the board.

An employee who fails to make a report as required by law and this policy may be subject to disciplinary action by the school system. In addition, if the employee works in a licensed preschool classroom or other licensed classroom or program operated by the board, failure to report maltreatment of a child in the program or classroom may itself constitute child maltreatment and result in the employee being placed on the state child maltreatment registry. A volunteer or contractor who fails to report or prevents another person from making a report may be restricted from school property or lose the privilege of volunteering for or contracting with the school system.

C.D. COOPERATION WITH STATE AND LOCAL AGENCIES

1. The principal may establish a contact person in the school to act as a liaison with state and local agencies charged with investigating reports of child abuse and neglect or child maltreatment made pursuant to this policy.
2. Employees shall cooperate fully with agency personnel conducting an investigation of suspected child abuse, neglect, dependency, death as a result of maltreatment, or maltreatment occurring in a child care facility.

3. In a case under the jurisdiction of local law enforcement in which the child's parent, guardian, or custodian is suspected of wrongdoing, employees shall permit the child to be interviewed by local law enforcement on school campuses during school hours. Otherwise, permission from the parent, guardian, or custodian must be obtained before the child may be interviewed by local law enforcement on school campuses during school hours.
4. In the case of suspected abuse, neglect, dependency, or death due to maltreatment
In a case under the jurisdiction of social services, employees shall permit the child to be interviewed by social services on school campuses during school hours.
45. In a case under the jurisdiction of DCDEE concerning suspected child maltreatment by a caregiver in a child care facility, permission from the parent must be obtained before the child may be interviewed on school campus during school hours.
56. Employees shall provide confidential information to agency personnel, so long as the disclosure does not violate state or federal law.
67. Any confidential information disclosed by the investigating agency to employees must remain confidential and may be redisclosed only for purposes directly connected with carrying out the responsibilities of the school system or the employee.

D.E. SHARING INFORMATION WITH OTHER AGENCIES

Upon request and to the extent permitted by law, school system officials shall share with other agencies designated in G.S. 7B-3100(a) information that is relevant to (1) any assessment by the department of social services of a report of child abuse, neglect, dependency or death as a result of maltreatment; (2) the provision or arrangement of protective services in a child abuse, neglect or dependency case by the department of social services; or (3) any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent, undisciplined, or delinquent. School system officials and the designated agencies must continue to share such information until the protective services case is closed by the department of social services or, if a petition is filed, until the juvenile is no longer subject to the jurisdiction of juvenile court.

F. CHILD SEXUAL ABUSE AND SEX TRAFFICKING TRAINING PROGRAM

In even numbered years, the school system will provide a child sexual abuse and sex trafficking education and awareness training program for teachers, instructional support personnel, principals, and assistant principals. The program will include at least two hours of training related to best practices from the field of prevention, the grooming process of sexual predators, the warning signs of sexual abuse and sex trafficking, how to intervene when sexual abuse or sex trafficking is suspected or disclosed, legal responsibilities for reporting sexual abuse or sex trafficking, and available resources for

assistance. Designated school personnel shall participate in such training as required by law and board policy.

The superintendent shall develop any necessary procedures for making a report pursuant to this policy~~reporting suspected child abuse, neglect, dependency, death as a result of maltreatment, or maltreatment in a childcare facility, for sharing information with designated agencies, and for cooperating with agency investigations. The board encourages school officials to provide staff development opportunities related to identifying and reporting child abuse, neglect, dependency, death as a result of maltreatment, and maltreatment in a childcare facility.~~

In addition to the requirements of this policy, any administrator who knows or has reason to believe that a licensed employee has engaged in conduct which involves physical or sexual abuse of a child shall report that information to the State Superintendent of Public Instruction in accordance with subsection C.4 of policy 4040/7310, Staff-Student Relations.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-101, -301, -302, -309, -3100; 8-53.4; 14-~~208.6, -318.2, -318.4, -318.6~~; 110-90.2, -105.3, -105.4, -105.5; 115C-~~375.20, -400, -402~~; 126-5; 16 N.C.A.C. 6C.0312; State Board of Education Policy Policies LICN-007 and NCAC-039, ~~State Board of Education Regulation LICN-020-R(1)~~

Cross References: Professional and Staff Development (policy 7800), Staff-Student Relations (policy 4040/7310), Student Records (policy 4700)

Adopted: July 14, 2014

Revised: July 9, 2018; September 9, 2019;

DRUG AND ALCOHOL TESTING OF COMMERCIAL MOTOR VEHICLE OPERATORS

Policy Code:

7241

The purposes of this policy are to help ensure the safe operation of school vehicles and to comply with federal law and regulations by establishing a comprehensive program for the drug and alcohol testing of school bus drivers and all other commercial motor vehicle operators employed by the Watauga County Board of Education (the "board")

A. APPLICABILITY

This policy applies to any driver, which, for purposes of this policy, is defined as any employee, volunteer or independent contractor ~~who operates a commercial motor vehicle in the course of his or her duties for the board of education, including whose duties for the board of education require a commercial driver's license under federal law.~~ This includes anyone who regularly or intermittently drives a school bus, an activity bus, a vehicle designed to transport 16 or more people (including the driver), or any other vehicle that meets the definition of commercial motor vehicle under 49 C.F.R. 382.107 ~~federal law or regulation.~~ Employees who operate vehicles for inspection, service, or maintenance purposes are included in this definition.

B. PROHIBITED ACTS

No driver may:

1. operate any school bus or school activity bus while consuming alcohol or while alcohol remains in the driver's body, in violation of G.S. 20-138.2B;
2. use alcohol while performing safety-sensitive functions;
3. perform safety-sensitive functions within four hours after using alcohol;
4. use alcohol following an accident while operating a commercial motor vehicle;
45. report for or remain on duty requiring the performance of safety-sensitive functions when the driver uses and Schedule I drug or substance; or
56. report for or remain on duty requiring the performance of safety-sensitive function when the driver uses and non-Schedule I drug or substance that is identified in the other federal schedules of controlled drugs, unless such use is pursuant to the instruction of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that use of the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Safety-sensitive functions include, but are not limited to, inspecting, servicing, or conditioning any commercial motor vehicle; operating any commercial moto vehicle;

participating in or supervising the loading or unloading of a commercial motor vehicle; and repairing, obtaining assistance for, or remaining in attendance upon a disabled vehicle.

In addition drivers and anyone who supervises drivers, must not commit any act prohibited by federal law, including the federal regulation entitled "Controlled Substances and Alcohol Use and Testing" (49 C.F.R. pt. 382, hereinafter referred to as Part 382), or by policy 7240, Drug-Free and Alcohol-Free Workplace.

C. TESTING

The human resources office will carry out pre-employment, post-accident, random, reasonable suspicion, return-to-duty and follow-up testing for drugs and alcohol as required by Part 382.

Federal regulations prohibit a driver who is tested under the provisions of this section and found to have an alcohol concentration of at least .02 from performing safety-sensitive functions for at least 24 hours following administration of the test. Drivers who are tested under the provisions of this section and found to have any alcohol in their system are subject to additional discipline under this policy, including dismissal.

D. EMPLOYEE AND APPLICANT INQUIRIES~~PRE-EMPLOYMENT INQUIRY~~

All employees subject to this policy, all employees who would become subject to this policy by virtue of a change or expansion of duties, and all applicants who would be subject to this policy if employed by the board must consent in writing to the release of any information gathered pursuant to Part 382 by any of the applicant's previous employers and must give written or electronic consent to any query by school officials of the federal Commercial Driver's License Drug and Alcohol Clearinghouse ("Clearinghouse").

1. Pre-Employment Inquiry

Before employing any applicant subject to this policy or Part 382, school officials the administration shall obtain, pursuant to the applicant's written consent, all records maintained by the applicant's previous employer regarding violations of Part 382 in the three years prior to the inquiry date. of prohibited acts committed by the applicant in the two years prior to the inquiry date. School officials shall also conduct a query of the Clearinghouse, pursuant to the applicant's electronic consent submitted through the Clearinghouse, to obtain any information regarding the applicant's violations of Part 382.

If school officials obtain information from the applicant's previous employer or from the Clearinghouse that the applicant committed a violation of Part 382 and has not subsequently completed the return-to-duty process required under federal law, the applicant may be disqualified from employment.

2. Annual Query

School officials shall conduct a limited query of the Clearinghouse at least once per year for each employee subject to this policy, pursuant to the employee's written or electronic consent, to determine whether information exists about the employee regarding violations of Part 382. If information exists about the employee, school officials shall obtain the information in the Clearinghouse within 24 hours of conducting the limited query, subject to the employee's electronic consent submitted through the Clearinghouse.

E. TRAINING AND EDUCATION

Each driver and supervisory employee, including principals and assistant principals, must be provided with educational materials that inform the employees of drug testing procedures, prohibited acts, consequences and other aspects of Part 382, this policy and any accompanying administrative procedures. The information also will identify a school system employee who is responsible for providing information on substance abuse. Each employee must sign a statement certifying his or her receipt of these materials.

Each supervisor who is responsible for overseeing the performance of drivers, including principals and assistant principals, must undergo at least one hour of training concerning alcohol misuse and one additional hour of training concerning drug abuse.

F. REFERRALS

Each driver who commits acts prohibited by Part 382 or G.S. 20-138.2B, other than information will include the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs. ~~Before any driver who has committed a prohibited act under Part 382 or G.S. 20-138.2B will be allowed to drive again, he or she must be evaluated by a substance abuse professional and must satisfactorily complete any appropriate treatment that the substance abuse professional designates.~~

G. PENALTIESCONSEQUENCES

Employees who have committed a prohibited act; refused any test required by this policy; or otherwise violated this policy, G.S. 20-138.2B or Part 382 will be subject to disciplinary action, up to and including dismissal.

Any employee who has committed a violation of Part 382 will not be allowed to perform any safety-sensitive functions until the employee has completed the return-to-duty process, including an evaluation by a substance abuse professional, completion of any appropriate treatment designated by the substance abuse professional, and achievement of a negative return-to-duty test. Moreover, if the employee's violation of Part 382 has been reported to the Clearinghouse, the employee may not resume safety-sensitive functions until a query of the Clearinghouse demonstrates that the employee completed the return-to-duty process.

H. PROCEDURES

All procedures for collection and testing provided in the Federal Highway Administration's "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" (49 C.F.R. pt. 40) and all requirements in Part 382, including testing, reporting, record retention, training and confidentiality, will be followed. Copies of these federal regulations will be readily available. The superintendent shall develop any other procedures necessary to carry out these regulations.

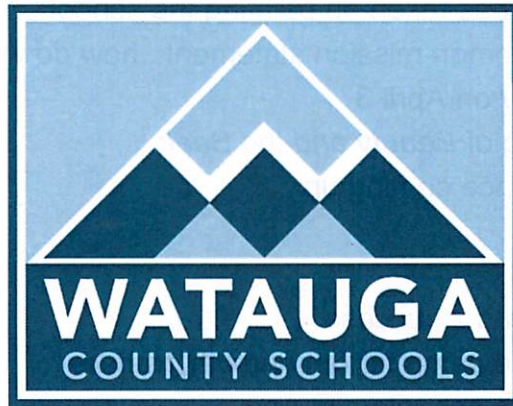
Legal References: 49 U.S.C. 31306; 49 C.F.R. pts. 40, 382; G.S. 20-138.2B

Cross References: Drug-Free and Alcohol-Free Workplace (policy 7240)

Adopted: February 9, 2015

Revised: January 9, 2017;

Replaces: Policy 3.08.35, Drug and Alcohol Testing For Bus Drivers.



Watauga County Schools
Personnel Advisory Committee Meeting Minutes
January 29, 2020

Welcome, Introductions

Josh Roberts (Watauga High), Maura McGlamery (Bethel), Mary Ruth Hagaman (Valle Crucis), Tara Watson (Green Valley), Tonya McKinney (Mabel), Maria Nash (Hardin Park), Lisa Shaw (Hardin Park), Deanna Holaday (Parkway), Natalie Hunt (Student Teacher, Mabel), Amber Rutkowski (Student Teacher, Bethel), Ron Henries, Scott Elliott, Stephen Martin, Christy Parker, Jennifer Hendrix, Garrett Price, Wayne Eberle

School Updates

- Bethel
 - Winter Staff Gathering to celebrate the holidays
 - Canvas training is being utilized by teachers in the classroom
 - Middle schoolers created ornaments for tree at White House
 - 6th grade student w/ artwork selected for NASA
 - Tech Buddies is continuing (3rd and 6th graders)
 - Winter Assembly is coming up
 - Spring Art & Science Night
 - 7th & 8th grade to Washington in April
- Green Valley
 - Staff Christmas Dinner in December
 - Shrek Musical was a success
 - 5th grade to Sound to Sea in March
 - 8th grade to Washington in April
- Hardin Park
 - Loss of Bob Miller, Custodian - Watauga Democrat did a great article; school community really came together

- Cultural Committee has taken on painting the school
- Agreement on a common mission statement...how do we best support the new mission?
- International Art Day on April 3
- School-wide reading of *Beauty and the Beak*
- Daddy-Daughter dance coming up

- Mabel
 - Winter Showcase was a success
 - Gearing up for space camp for 5th and 6th graders
 - Disney trip for middle schoolers in April

- Parkway
 - Lion King production was successful
 - Staff book study
 - Daddy-Daughter Dance on 2/21
 - Ski trip coming up for middle schoolers

- Valle Crucis
 - Title I Math night tomorrow night
 - 5th grade is going to Carowinds in April
 - Valentine's Dance is coming up

- Watauga High School
 - Staff Christmas Dinner in December
 - Mr. WHS Pageant in December
 - Exams were completed before Christmas break this year!
 - Registration process will be online this year
 - 8th grade parent night on 2/10 & 2/11
 - PBIS is going well; prizes are being donated and given to kids
 - Lots of student and teacher recognition before break - Educator Effectiveness Growth was outstanding for the school
 - Say Something Anonymous Reporting App is live; several tips have come in from students and parents; tips have been followed up on and services provided where needed

District Updates

- Classified salary revisions for custodians, child nutrition, after school were completed and effective January 1, 2020. This has been a four-year plan that provides an increase in salary for our classified staff. Dr. Martin shared the new pay scales for custodians, child nutrition, and after school with the group. The goal is to continue to attract and retain high quality employees with these changes. All of our beginning wages are now at least \$12 per hour. We will target teacher assistants for salary revisions during the 2020-2021 school year.

- Supplemental benefits enrollment individual sessions will be March 30-April 9, 2020. All benefit eligible employees are encouraged to meet with an enroller. More information will be sent out in late February or early March. All faculty and staff at each school should plan to attend one of the group meetings at their respective school.
- Valle Crucis School building project update: The district is currently pursuing septic permit for new Valle Crucis School. As soon as the permit is issued, we plan to purchase the property (approximately mid March). The County Commissioners will need to amend the ordinance before we can proceed.

Agenda Items from Schools

- Suggestion made to administer a survey regarding teachers who might have part-time jobs, traveling distance to and from school, and college debt. This information could be used in making decisions regarding local supplement increases.
 - Administrators, teachers, and classified staff receive a local supplement.
 - Plans are to revisit local supplements after the classified salary study is completed.
 - New teachers struggle to make ends meet.
 - Our county commissioners do a good job funding WCS, but the district ultimately makes decisions about how the priorities for the budget.
 - Dr. Elliott suggested that we wait until we get ready to make a specific request to the county commissioners before we send out a survey. This will allow us to have the most current information possible.
- Concerns about itinerant teachers and having a set schedule
 - For several schools, elementary students have specials in the morning. Delays impact specials and students may go several days without these classes.
 - The itinerant schedule continues to be a point of discussion.
 - The district has added positions recently in music, art, PE, and middle school math in order to help reduce the overall number of itinerant positions or the number of schools itinerant teachers shared. This is a challenging situation as our district is committed to preK-8 community schools which vary in enrollment size.

BOE Policy Review

Watauga County Schools contracts with the North Carolina School Boards Association. All of the district policies are online and updated. NCSBA reviews policies as new legislation is enacted and makes revisions to the policies as necessary. Most of our policies are standard across the state of North Carolina and have been reviewed by attorneys to make sure they are in compliance with the legislation. The Personnel Advisory Committee reviews policies related to the Personnel section of the manual when revisions are sent from the NCSBA. The committee reviewed the following policies (feedback listed):

- 4040/7310 - Staff-Student Relations
- 7100 - Recruitment & Selection of Personnel
 - Suggestion: Do we need to add language about the new Federal Motor Carrier updates?

- 7130 - Licensure
- 7240 - Drug-Free & Alcohol-Free
- 7410 - Teacher Contracts

Strategic Plan Activity and Feedback

- Background information: WCS developed a new strategic plan began in 2014. Information was gathered through a variety of forums including the teacher leadership retreat, principal meetings, community stakeholders, and other sessions. The plan was presented and adopted by the Board of Education.
- The current version is on the district website: [WCS Strategic Plan](#)
- A steering committee has been evaluating the plan and working on revisions. The draft revised plan was shared with the PAC for review and feedback. The revised plan has 3 goals with 9 strategies/indicators.
- Garrett Price (Public Information Officer) is creating videos that will strategically share the good news of our goals with our community
- Specific external data sources have not necessarily been tied to the goals and strategies/indicators. We would like to develop these data sources.
- Committee members helped with a feedback activity to evaluate the goals, strategies, and possible indicators. Activity was facilitated by Dr. Elliott, Dr. Eberle, and Garrett Price.
- Many thanks to the PAC members for their help with this activity and providing feedback.

Meeting Dates for 2019-2020:

September 30, 2019 (Monday) – Central Office

November 18, 2019 (Monday) - Central Office

January 29, 2020 (Wednesday) - Central Office

April 29, 2020 (Wednesday) - Central Office - if needed

*Note – all meetings will begin at 3:45pm