



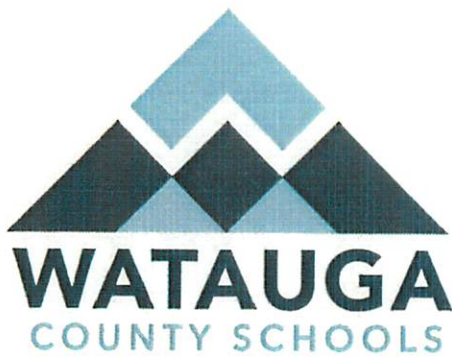
**WATAUGA  
BOARD OF EDUCATION**  
Margaret E. Gragg Educational Center  
175 Pioneer Trail Boone, NC 28607  
(828) 264-7190

**WATAUGA COUNTY BOARD OF EDUCATION MEETING**  
**January 13, 2020**  
**5:30 P.M.**

- |      |    |   |   |
|------|----|---|---|
| 5:30 | 1. | <b>CALL TO ORDER</b>                          | Board Chair                               |
| 5:32 | 2. | <b>CLOSED SESSION</b>                         |   |
|      |    | A. Approval of Minutes                        |   |
|      |    | B. Reportable Offenses – N.C.G.S.115C-288(g)  |   |
|      |    | C. Student Records - N.C.G.S.143-318.11(a)(1) |   |
|      |    | D. Personnel – N.C.G.S.143-318.11(a)(6)       |   |
| 6:00 | 3. | <b>OPEN SESSION/WELCOME/MOMENT OF SILENCE</b> | Board Chair                               |
| 6:03 | 4. | <b>DISCUSSION AND ADJUSTMENT OF AGENDA</b>    | Board Chair                               |
| 6:06 | 5. | <b>SUPERINTENDENT’S REPORT</b>                | Dr. Scott Elliott                         |
| 6:11 | 6. | <b>STUDENTS’ REPORT</b>                       | Ms. Emerson Huffman<br>Ms. Haleigh Lawson |
| 6:18 | 7. | <b>PUBLIC RECOGNITION</b>                     |   |
|      |    | A. KIWANIS Handwriting Contest Winners        | Ms. Tamara Stamey                         |
| 6:23 | 8. | <b>BUDGET UPDATE</b>                          | Ms. Ly Marze                              |
|      |    | A. Budget Resolution for Consideration        |   |
| 6:53 | 9. | <b>CONSENT AGENDA</b>                         |   |
|      |    | A. Approval of Minutes for 12/9/19            | Dr. Scott Elliott                         |
|      |    | B. Field Trip Approvals                       |   |
|      |    | C. Surplus Declaration Request                |   |
|      |    | D. Lottery Application Approvals              |   |
|      |    | E. Personnel Report                           |   |

----- BREAK -----

- 7:00 10. POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ** Dr. Wayne Eberle
- A. 4002 Parental Involvement
  - B. 5070/7350 Public Records – Retention, Release, and Disposition
  - C. 5210 Distribution and Display of Non-School Material
  - D. 1210 Board and Superintendent Relations
  - E. 1400 Board Meetings
- 7:20 11. POLICIES: TECHNICAL CHANGES FOR APPROVAL** Dr. Wayne Eberle
- A. 3102 Online Instruction
  - B. 3225/4312/7320 Technology Responsible Use
  - C. 4240/7312 Child Abuse – Reports and Investigations
  - D. 4270/6145 Concussion and Head Injury
  - E. 5220 Collections and Solicitations
  - F. 6120 Student Health Services
  - G. 6140 Student Wellness Policy
  - H. 6220 Operation of School Nutrition Services
  - I. 6230 School Meal and Competitive Foods Standards
  - J. 6315 Drivers and Vehicles
- 7:45 12. PUBLIC COMMENT** Board Chair
- Note: Anyone who wishes to address the Board should sign the Public Comment Roster**
- 7:50 13. BOARD OPERATIONS**
- 8:10 14. BOARD COMMENTS**
- 8:20 15. ADJOURNMENT**
- 16. MISCELLANEOUS INFORMATION**



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## Notes from December 12, 2019 Finance Committee meeting

### Current Expense

Adjusted projected salary increase from 3% down to 2% average and will refigure with projected state allotments

Adjusted estimated employer benefit rates down to actual

Increased Pre-K program request from \$55,000 to \$75,000 for the Mabel program to begin in January 2020 (one teacher position)

Decreased substitute expense for assessments from \$37,000 to \$27,000

Decreased diagnostic screeners request from \$102,000 to \$48,000

Decreased new classroom needs due to increased enrollment from \$25,000 to \$4,000

Decreased EC request by \$76,000 (middle school day treatment program)

Increased middle school coaching supplements by \$12,000

Removed increase request for middle school transportation; keep constant to prior year

Increased school nurse position by one (to cover the deficit from state funding)

Decreased visitor management system request from \$12,500 to \$10,000

### Capital Outlay

Added repeater system (\$19,000) and fuel island (\$30,000)

Removed tire changer request (\$16,500)

Increased activity bus by \$1,000

Decreased band, arts, and cafeteria tables budgets by \$5,000 each respectively

\*Removed Valle Crucis School –new construction cost of \$35,000,000

Watauga County Portion	April 2019	December 2019
Current Expense	\$ 14,362,945	\$ 13,864,674
Capital Outlay*	\$ 1,260,790	\$ 1,279,290
*not including Valle Crucis new school		



# 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: January 13, 2020

RE: 2019-20 Budget Resolution

Attached is the Budget Resolution for Watauga County Schools for fiscal year 2019-20.

A summary budget for all funds is as follows:

Local Current Expense Fund	\$ 14,187,674
State Public School Fund	29,549,946
Federal Grants Fund	2,083,852
School Nutrition Fund	1,780,100
Extended Learning Centers Fund	510,838
Capital Outlay Fund	1,279,290
Special Revenue Fund	622,101
Total	\$ 50,013,801

# **WATAUGA COUNTY PUBLIC SCHOOL SYSTEM**

## **BUDGET RESOLUTION**

BE IT RESOLVED by the Board of Education of the Watauga County School Administrative Unit:

Section 1 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

5100 Regular Instructional Services	\$ 4,528,316
5200 Special Populations Services	508,569
5400 School Leadership Services	1,047,662
5500 Co-Curricular Services	338,382
5800 School-Based Support Services	648,262
6100 Curricular Support Services	346,778
6400 Technology Support Services	608,289
6500 Operational Support Services	2,772,156
6600 Financial and Human Resource Services	2,287,645
6700 Accountability Services	6,000
6900 Policy, Leadership, and Public Relations Services	613,836
8100 Payments to Charter Schools	481,779

**TOTAL LOCAL CURRENT EXPENSE FUND APPROPRIATION** **\$ 14,187,674**

Section 2 – The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

**TOTAL LOCAL CURRENT EXPENSE FUND REVENUE** **\$ 14,187,674**

Section 3 – The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

5100 Regular Instructional Services	\$ 22,253,328
5200 Special Populations Services	3,433,104
5300 Alternative Programs and Services	269,557
5400 School Leadership Services	1,356,890
5800 School-Based Support Services	562,539
6200 Special Populations Support and Development Services	559,750
6500 Operational Support Services	1,112,631
6700 Accountability Services	2,147

**TOTAL STATE PUBLIC SCHOOL FUND APPROPRIATION** **\$ 29,549,946**

Section 4 – The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

**TOTAL STATE PUBLIC SCHOOL FUND REVENUE** **\$ 29,549,946**

Section 5 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

5100 Regular Instructional Services	\$ 183,563
5200 Special Populations Services	1,091,469
5300 Alternative Programs and Services	808,820

TOTAL FEDERAL GRANTS FUND APPROPRIATION	\$ 2,083,852
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Section 6 – The following revenues are estimated to be available to the Federal Grants Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

TOTAL FEDERAL GRANTS FUND REVENUE	\$ 2,083,852
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Section 7 – The following amounts are hereby appropriated for the operation of the school administrative unit in the School Nutrition Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

7200 Nutrition Services	\$ 1,780,100
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TOTAL SCHOOL NUTRITION FUND APPROPRIATION	\$ 1,780,100
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Section 8 – The following revenues are estimated to be available to the School Nutrition Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Local Funds, Receipts, and Transfers	\$ 683,100
Federal Funds	1,097,000

TOTAL SCHOOL NUTRITION FUND REVENUE	\$ 1,780,100
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Section 9 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Extended Learning Centers Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

7100 Extended Learning Centers	\$ 510,838
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TOTAL EXTENDED LEARNING CENTERS FUND APPROPRIATION	\$ 510,838
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Section 10 – The following revenues are estimated to be available to the Extended Learning Centers Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Local Funds and Receipts	\$ 476,719
Fund Balance Appropriated	34,119

TOTAL EXTENDED LEARNING CENTERS FUND REVENUE	\$ 510,838
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Section 11 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Category I Projects (Acquisition of land and acquisition, construction, or renovation of buildings and other structures)	\$ 664,000
Category II Projects (Acquisition or replacement of furnishings and equipment)	434,290
Category III Projects (Acquisition of school buses, activity buses and other motor vehicles)	181,000

TOTAL CAPITAL OUTLAY FUND APPROPRIATION	\$ 1,279,290
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Section 12 – The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Local Funds	\$ 979,290
State Lottery Funds	300,000

TOTAL CAPITAL OUTLAY FUND REVENUE	\$ 1,279,290
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Section 13 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Special Revenue Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

5100 Regular Instructional Services	\$ 141,944
5300 Alternative Programs and Services	365,157
5800 School-Based Support Services	115,000

TOTAL SPECIAL REVENUE FUND APPROPRIATION	\$ 622,101
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Section 14 – The following revenues are estimated to be available to the Special Revenue Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Restricted Funds	\$ 622,101
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TOTAL SPECIAL REVENUE FUND REVENUE	\$ 622,101
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Section 15 – All appropriations shall be paid first from revenues restricted as to use and then from general unrestricted revenues.

Section 16 – The superintendent is hereby authorized to transfer appropriations within a fund under the following conditions:

- A. The superintendent may transfer amounts between purposes and between functions within a purpose without limitations and without a report to the Board of Education being required.
- B. The superintendent may transfer amounts not to exceed \$5,000 between functions of the same fund with a report on such transfers being required to the Board of Education.
- C. The superintendent may not transfer any amounts between funds or from any contingency appropriation within a fund without Board of Education approval.

Section 17 – Copies of the Budget Resolution shall be immediately furnished to the superintendent and school finance officer for direction in carrying out their duties.

Adopted this 13<sup>th</sup> day of January 2020.

Chair  
Watauga County Board of Education



CURRENT EXPENSE FUND 2019-20					1/13/2020
DESCRIPTION		2018-19 ADOPTED BUDGET	2019-20 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
<b>5100</b>	<b>REGULAR INSTRUCTIONAL SERVICES</b>				
1	Salary - Local Positions	2,826,928	2,699,685	(127,242)	-4.50%
2	Salary - JROTC	160,400	163,608	3,208	2.00%
3	JROTC Program Funds	15,000	15,000	-	0.00%
4	PreK Program	55,000	75,000	20,000	36.36%
5	Substitute Teacher Salaries	50,000	50,000	-	0.00%
6	Substitutes for 3D Assessments/Area Level Meetings	37,000	27,000	(10,000)	-27.03%
7	Mentor Stipends	41,000	41,000	-	0.00%
8	District-wide Supplies/Materials	25,000	25,000	-	0.00%
9	Diagnostic Screeners/Online Intervention Resources	-	48,000	48,000	100.00%
10	New Classroom Needs Due to Increased Enrollment	-	4,000	4,000	100.00%
11	Piano Tuning and Repairs	2,500	3,500	1,000	40.00%
12	Instrument Repairs	4,400	4,000	(400)	-9.09%
13	Itinerant Teacher Travel	8,000	8,000	-	0.00%
14	Homebound Services	5,000	5,000	-	0.00%
15	Workers Compensation Insurance	75,000	75,000	-	0.00%
16	Unemployment Insurance	5,000	5,000	-	0.00%
17	Life Insurance	5,000	5,000	-	0.00%
18	Employee Assistance Program	3,500	3,500	-	0.00%
19	Disability	5,000	5,000	-	0.00%
20	Social Security	239,853	229,599	(10,254)	-4.27%
21	Retirement Cost	567,182	576,086	8,904	1.57%
22	Hospital Insurance	470,008	460,338	(9,670)	-2.06%
		4,600,770	4,528,316	(72,454)	-1.57%
<b>5200</b>	<b>SPECIAL POPULATIONS SERVICES</b>				
23	Salary - Exceptional Children	258,752	339,927	81,175	31.37%
24	Social Security	19,795	26,004	6,210	31.37%
25	Retirement Cost	48,801	66,966	18,165	37.22%
26	Hospital Insurance	73,248	75,672	2,424	3.31%
		400,595	508,569	107,974	26.95%
<b>5400</b>	<b>SCHOOL LEADERSHIP SERVICES</b>				
27	Salary - Principals	35,543	36,254	711	2.00%
28	Travel - Principals	10,800	10,800	-	0.00%
29	Salary - Assistant Principals	57,596	58,748	1,152	2.00%
30	Salary - Office Personnel	440,738	510,216	69,478	15.76%
31	Longevity	3,077	3,077	-	0.00%
32	Media Center Supplies and Materials				
	Bethel	1,092	1,080	(12)	-1.10%
	Blowing Rock	1,924	1,952	28	1.46%
	Cove Creek	1,524	1,616	92	6.04%
	Green Valley	1,968	1,948	(20)	-1.02%
	Hardin Park	4,076	4,076	-	0.00%
	Mabel	1,192	1,188	(4)	-0.34%
	Parkway	2,672	2,776	104	3.89%
	Valle Crucis	2,016	1,988	(28)	-1.39%
	Watauga High	5,908	6,032	124	2.10%

CURRENT EXPENSE FUND 2019-20					1/13/2020
DESCRIPTION		2018-19 ADOPTED BUDGET	2019-20 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
33	School Needs, Staff Development, and Supplies				
	Bethel	5,348	5,270	(78)	-1.46%
	Blowing Rock	10,756	10,938	182	1.69%
	Cove Creek	8,156	8,754	598	7.33%
	Green Valley	11,042	10,912	(130)	-1.18%
	Hardin Park	24,744	24,744	-	0.00%
	Mabel	5,998	5,972	(26)	-0.43%
	Parkway	15,618	16,294	676	4.33%
	Valle Crucis	11,354	11,172	(182)	-1.60%
	Watauga High	36,652	37,458	806	2.20%
34	Social Security	41,903	47,361	5,458	13.02%
35	Retirement Cost	101,270	119,834	18,565	18.33%
36	Hospital Insurance	103,768	107,202	3,434	3.31%
		946,735	1,047,662	100,927	10.66%
5500	CO-CURRICULAR SERVICES				
37	Middle School Athletics				
	Coaching Supplements	35,000	47,000	12,000	34.29%
	Transportation	24,000	24,000	-	0.00%
	Catastrophic Insurance	6,175	6,175	-	0.00%
	Supplies	14,000	14,000	-	0.00%
	Contract Services	16,000	16,000	-	0.00%
38	WHS Athletics				
	Coaching Supplements	100,000	115,000	15,000	15.00%
	Transportation	20,000	20,000	-	0.00%
	Catastrophic Insurance/NCSHAA Dues	13,300	13,300	-	0.00%
	Athletic Complex - WHS Athletics	20,000	20,000	-	0.00%
	Athletic Drug Testing	3,000	3,000	-	0.00%
39	Cultural Arts Program	15,600	15,600	-	0.00%
40	Social Security	10,328	12,393	2,066	20.00%
41	Retirement Cost	25,461	31,914	6,453	25.34%
		302,864	338,382	35,519	11.73%
5800	SCHOOL-BASED SUPPORT SERVICES				
42	Salary - School Nurses	39,000	79,780	40,780	104.56%
43	Salary - School Counselors	81,720	83,354	1,634	2.00%
44	Salary - Student Office /Data Manager	169,908	173,306	3,398	2.00%
45	Longevity	2,592	2,592	-	0.00%
46	WHS/ASU Assessment Center	30,000	30,000	-	0.00%
47	Student Assistance and Risk Assessment Program	4,000	4,000	-	0.00%
48	Mountain Alliance Partnership	9,000	9,000	-	0.00%
49	Supplies and Materials for School Nurses	2,000	1,700	(300)	-15.00%
50	Supplies and Materials for Social Workers	500	500	-	0.00%
51	Safe Schools Program	2,000	1,000	(1,000)	-50.00%
52	OSHA/Employee Safety	700	500	(200)	-28.57%
53	ASU Clinical Screenings	700	700	-	0.00%
54	AdvanceEd Accreditation	8,000	1,000	(7,000)	-87.50%
55	Staff Development for Departments and Programs				
	Administrative	6,000	6,000	-	0.00%
	Countywide	10,000	10,000	-	0.00%
	National Board Academy	3,000	3,000	-	0.00%
	K-3 Staff Development	12,000	11,500	(500)	-4.17%
	4-8 Staff Development	12,000	11,500	(500)	-4.17%
	9-12 Staff Development	2,000	2,000	-	0.00%

CURRENT EXPENSE FUND 2019-20					1/13/2020
DESCRIPTION		2018-19 ADOPTED BUDGET	2019-20 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
	MTSS Staff Development	6,000	7,000	1,000	16.67%
	DLC/Media Staff Development	3,000	3,000	-	0.00%
	AIG	2,000	2,000	-	0.00%
	Science and Chemical Safety	1,500	1,500	-	0.00%
	School Nurses	3,000	3,000	-	0.00%
56	Staff Development/Travel for Departments and Directors				
	Superintendent	5,000	5,000	-	0.00%
	Assistant Superintendent/Personnel	3,450	3,450	-	0.00%
	K-3 Curriculum	2,000	2,000	-	0.00%
	4-8 Curriculum	1,500	1,500	-	0.00%
	Curriculum Support	2,000	1,500	(500)	-25.00%
	Instructional Support	1,000	1,000	-	0.00%
	Testing	1,500	1,500	-	0.00%
	Student Services	3,600	5,100	1,500	41.67%
	Exceptional Children	2,000	2,000	-	0.00%
	Finance	2,800	2,800	-	0.00%
	Technology	9,000	9,000	-	0.00%
	Maintenance	7,000	7,000	-	0.00%
	Transportation	4,800	4,800	-	0.00%
	School Nutrition	3,000	3,000	-	0.00%
	Public Relations	1,200	1,200	-	0.00%
57	Social Security	22,431	25,936	3,505	15.62%
58	Retirement Cost	55,301	66,789	11,488	20.77%
59	Hospital Insurance	54,936	56,754	1,818	3.31%
		593,139	648,262	55,123	9.29%
<b>6110 CURRICULAR SUPPORT SERVICES</b>					
60	Salary - District Personnel	246,913	257,448	10,535	4.27%
61	Social Security	18,889	19,695	806	4.27%
62	Retirement Cost	46,568	50,717	4,149	8.91%
63	Hospital Insurance	18,312	18,918	606	3.31%
		330,682	346,778	16,096	4.87%
<b>6400 TECHNOLOGY SUPPORT SERVICES</b>					
64	Salary - Technology	238,534	246,597	8,063	3.38%
65	Longevity	2,134	2,134	-	0.00%
66	Technical Operating Contracts	150,000	150,000	-	0.00%
67	Communication Systems	45,000	45,000	-	0.00%
68	Technology Repairs, Supplies and Wiring Needs	25,000	25,000	-	0.00%
69	Visitor Management Systems	-	10,000	10,000	100.00%
70	Maintenance Agreements	25,000	30,000	5,000	20.00%
71	Social Security	18,411	19,028	617	3.35%
72	Retirement Cost	45,390	49,000	3,610	7.95%
73	Hospital Insurance	30,520	31,530	1,010	3.31%
		579,989	608,289	28,300	4.88%
<b>6500 OPERATIONAL SUPPORT SERVICES</b>					
74	Salary - Maintenance	613,715	625,989	12,274	2.00%
75	Salary - Transportation	57,431	58,580	1,149	2.00%
76	Longevity	10,848	10,848	-	0.00%
77	Electricity	650,000	625,000	(25,000)	-3.85%
78	Heating Fuel	275,000	265,000	(10,000)	-3.64%
79	Water/Sewer	50,000	45,000	(5,000)	-10.00%
80	Solid Waste Services	20,000	20,000	-	0.00%

CURRENT EXPENSE FUND 2019-20		2018-19 ADOPTED BUDGET	2019-20 PROPOSED BUDGET	CHANGE	1/13/2020 PERCENT INCREASE
DESCRIPTION					
81	Telephone/Data - Central Office and Administrators	22,000	25,000	3,000	13.64%
82	Telephone/Data - Schools	140,000	140,000	-	0.00%
83	Postage	6,000	6,000	-	0.00%
84	Maintenance Supplies	186,000	200,000	14,000	7.53%
85	Maintenance Fees	153,000	164,000	11,000	7.19%
86	Custodial Supplies	105,000	105,000	-	0.00%
87	AHERA Inspection of Asbestos	4,000	4,000	-	0.00%
88	Elevator Maintenance	7,440	7,440	-	0.00%
89	Water System Maintenance	32,500	32,500	-	0.00%
90	Painting	40,000	40,000	-	0.00%
91	Transportation - Service and License Agreements	24,600	24,600	-	0.00%
92	Hazardous Waste Disposal	2,500	2,500	-	0.00%
93	Garage/Transportation Supplies	2,300	2,300	-	0.00%
94	Vehicle Repair Parts	19,300	19,900	600	3.11%
95	Gas	35,000	36,000	1,000	2.86%
96	Oil	1,000	1,100	100	10.00%
97	Tires	3,500	3,500	-	0.00%
98	License/Title Fees	3,000	3,000	-	0.00%
99	Drug Testing	8,000	5,500	(2,500)	-31.25%
100	Bus Lift Maintenance	2,000	2,000	-	0.00%
101	Social Security	52,173	53,199	1,027	1.97%
102	Retirement Cost	128,624	136,997	8,373	6.51%
103	Hospital Insurance	103,768	107,202	3,434	3.31%
		2,758,699	2,772,156	13,457	0.49%
<b>6600</b>	<b>FINANCIAL AND HUMAN RESOURCE SERVICES</b>				
104	Salary - Finance	153,600	156,672	3,072	2.00%
105	Salary - Personnel	72,257	79,104	6,847	9.48%
106	Classified Salary Revision	90,000	90,000	-	0.00%
107	Supplements				
	Certified Staff	937,876	937,876	-	0.00%
	Classified Staff	241,576	241,576	-	0.00%
	School Administrators	80,130	80,130	-	0.00%
	Directors	37,910	37,910	-	0.00%
	School Nutrition	35,487	35,487	-	0.00%
108	Finance Office Supplies	10,000	10,000	-	0.00%
109	Recruitment	13,000	13,000	-	0.00%
110	Teacher License Renewal Fees	3,000	3,000	-	0.00%
111	Workers Comp Drug Screenings	1,000	1,000	-	0.00%
112	Pre-employment Screenings	1,000	1,000	-	0.00%
113	Awards Program	9,500	10,000	500	5.26%
114	Beginning Teachers Program	4,000	4,000	-	0.00%
115	NC New Teacher Support Program	11,000	11,000	-	0.00%
116	Liability Insurance (General and Cyber)	13,100	13,500	400	3.05%
117	Vehicle Insurance	22,033	23,000	967	4.39%
118	Property Insurance	70,900	71,000	100	0.14%
119	Fidelity Bonds	1,500	1,500	-	0.00%
120	Social Security	119,251	120,010	759	0.64%
121	Retirement Cost	293,996	309,045	15,048	5.12%
122	Hospital Insurance	36,624	37,836	1,212	3.31%
		2,258,740	2,287,645	28,905	1.28%

CURRENT EXPENSE FUND 2019-20					1/13/2020
DESCRIPTION		2018-19 ADOPTED BUDGET	2019-20 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
<b>6700</b>	<b>ACCOUNTABILITY SERVICES</b>				
123	Supplies and Materials for Testing Department	16,000	6,000	(10,000)	-62.50%
		16,000	6,000	(10,000)	-62.50%
<b>6900</b>	<b>POLICY, LEADERSHIP, AND PUBLIC RELATIONS SERVICES</b>				
124	Salary - District Personnel	296,069	301,991	5,921	2.00%
125	Board of Education Staff Development	20,000	20,000	-	0.00%
126	Board of Education Compensation	23,000	23,000	-	0.00%
127	Board of Education Travel	7,500	7,500	-	0.00%
128	Legal Services	50,000	50,000	-	0.00%
129	Audit Services	42,000	44,000	2,000	4.76%
130	Membership Fees	60,000	60,000	-	0.00%
131	Public Relations Supplies	3,500	3,500	-	0.00%
132	Social Security	24,983	25,436	453	1.81%
133	Retirement Cost	55,839	59,492	3,653	6.54%
134	Hospital Insurance	18,312	18,918	606	3.31%
		601,202	613,836	12,634	2.10%
<b>8100</b>	<b>PAYMENT TO OTHER GOVERNMENTAL UNITS</b>				
135	Transfer to Charter Schools	491,040	481,779	(9,261)	-1.89%
<b>TOTAL CURRENT EXPENSE BUDGET</b>		<b>13,880,455</b>	<b>14,187,674</b>	<b>307,219</b>	<b>2.21%</b>

<b>CURRENT EXPENSE FUND 2019-20</b>					<b>1/13/2020</b>
<b>SOURCE OF FUNDS</b>		<b>2018-19 ADOPTED BUDGET</b>	<b>2019-20 PROPOSED BUDGET</b>	<b>CHANGE</b>	<b>PERCENT INCREASE</b>
	Fines and Forfeitures	323,000	323,000	-	0.00%
	County Appropriation - General	12,969,825	13,193,939	224,114	1.73%
	County Appropriation - COLA Reserve	96,590	188,956	92,366	95.63%
	County Appropriation - Charter Schools*	491,040	481,779	(9,261)	-1.89%
	<b>CURRENT EXPENSE REVENUE TOTAL</b>	<b>13,880,455</b>	<b>14,187,674</b>	<b>307,219</b>	<b>2.21%</b>
	Local Revenue	13,389,415	13,705,895		
	Allotted ADM per DPI	4,690	4,694		
	Local Revenue per ADM	2,855	2,920		
	Projected Charter School ADM	172	165		
	Total Budget for Charter Schools*	491,060	481,779		
		<b>2018-19 ADOPTED BUDGET</b>	<b>2019-20 PROPOSED BUDGET</b>	<b>CHANGE</b>	<b>PERCENT INCREASE</b>
	<b>Current Expense County Appropriation</b>	<b>13,557,455</b>	<b>13,864,674</b>	<b>307,219</b>	<b>2.27%</b>



CAPITAL PROJECTS 2019-20			1/13/2020
Recurring Capital Needs		Amount	Total
1	1:1 Devices	200,000	
2	Classroom Presentation Technology	80,000	
3	Activity Bus Replacements	96,000	
4	Staff and Local Vehicle Replacements	85,000	
5	Custodial Floor Equipment	15,000	
6	Facilities - Furniture/Equipment	99,290	
7	Band/Arts Program Equipment	30,000	
8	Roof Maintenance	45,000	
9	Pavement Repair/Resurface	160,000	
10	Carpet & Tile Replacements	30,000	
11	Door Replacements	15,000	
12	HVAC / Sewer Pump Replacements	10,000	
13	Gym Floor Replacements/Recoat	75,000	
14	Cafeteria Tables Replacements	10,000	
15	Replace Kitchen/Cafeteria Equipment	55,000	
			1,005,290
Current School Year Needs			
1	VoIP - Green Valley	65,000	
2	Security Cameras	100,000	
3	Resurface Tennis Courts - WHS	60,000	
4	Repeater System	19,000	
5	Fuel Island	30,000	
			274,000
<b>Total Needs for 2019-20</b>		<b>1,279,290</b>	<b>1,279,290</b>

CAPITAL OUTLAY FUND 2019-20		1/13/2020
		<b>2019-20 PROPOSED BUDGET</b>
<b>DESCRIPTION</b>		
<b>CATEGORY I</b>		
1	Carpet & Tile Replacements	Lottery 30,000
2	Replace Kitchen/Cafeteria Equipment	Lottery 55,000
3	Resurface Tennis Courts	Lottery 60,000
4	VoIP System	Lottery 65,000
5	Gym Floor Replacements/Recoat	Lottery 75,000
6	Door Replacements	Lottery 15,000
7	Pavement Repair/Resurface	CIP Reserves 160,000
8	Roof Maintenance	CIP Reserves 45,000
9	Security Cameras	CIP Reserves 100,000
10	HVAC / Sewer Pump Replacements	CIP Reserves 10,000
11	Repeater System	CIP Reserves 19,000
12	Fuel Island	CIP Reserves 30,000
<b>TOTAL CATEGORY I</b>		<b>664,000</b>
<b>CATEGORY II</b>		
1	Classroom Presentation Technology	CIP Reserves 80,000
2	Facilities - Furniture/Equipment	CIP Reserves 55,290
3	Facilities - Central Office Renovation	CIP Reserves 30,000
4	1:1 Devices	Current Capital 200,000
5	Custodial Floor Equipment	Current Capital 15,000
6	Maintenance Equipment	Current Capital 8,000
7	Transportation Equipment	Current Capital 6,000
8	Band Equipment	Current Capital 15,000
9	Arts Programs	Current Capital 15,000
10	Cafeteria Tables	Current Capital 10,000
<b>TOTAL CATEGORY II</b>		<b>434,290</b>
<b>CATEGORY III</b>		
1	Activity Bus Replacement	Current Capital 96,000
2	Staff Vehicle Replacement	Current Capital 85,000
<b>TOTAL CATEGORY III</b>		<b>181,000</b>
<b>CAPITAL OUTLAY BUDGET TOTAL</b>		<b>1,279,290</b>

CAPITAL OUTLAY FUND 2019-20					1/13/2020	
SOURCE OF FUNDS			2018-19 ADOPTED BUDGET	2019-20 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
NC Public School Building Lottery Fund			289,200	300,000	10,800	3.73%
County Appropriation			2,110,000	979,290	(1,130,710)	-53.59%
CAPITAL OUTLAY TOTAL			2,399,200	1,279,290	(1,119,910)	-46.68%

CURRENT EXPENSE AND CAPITAL OUTLAY FUND REVENUE 2019-20				1/13/2020	
SOURCE OF FUNDS		2018-19 ADOPTED BUDGET	2019-20 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
Fines and Forfeitures		323,000	323,000	-	0.00%
NC Public School Building Lottery Fund		289,200	300,000	10,800	3.73%
County Appropriation		15,667,455	14,843,964	(823,491)	-5.26%
<b>TOTAL</b>		<b>16,279,655</b>	<b>15,466,964</b>	<b>(812,691)</b>	<b>-4.99%</b>

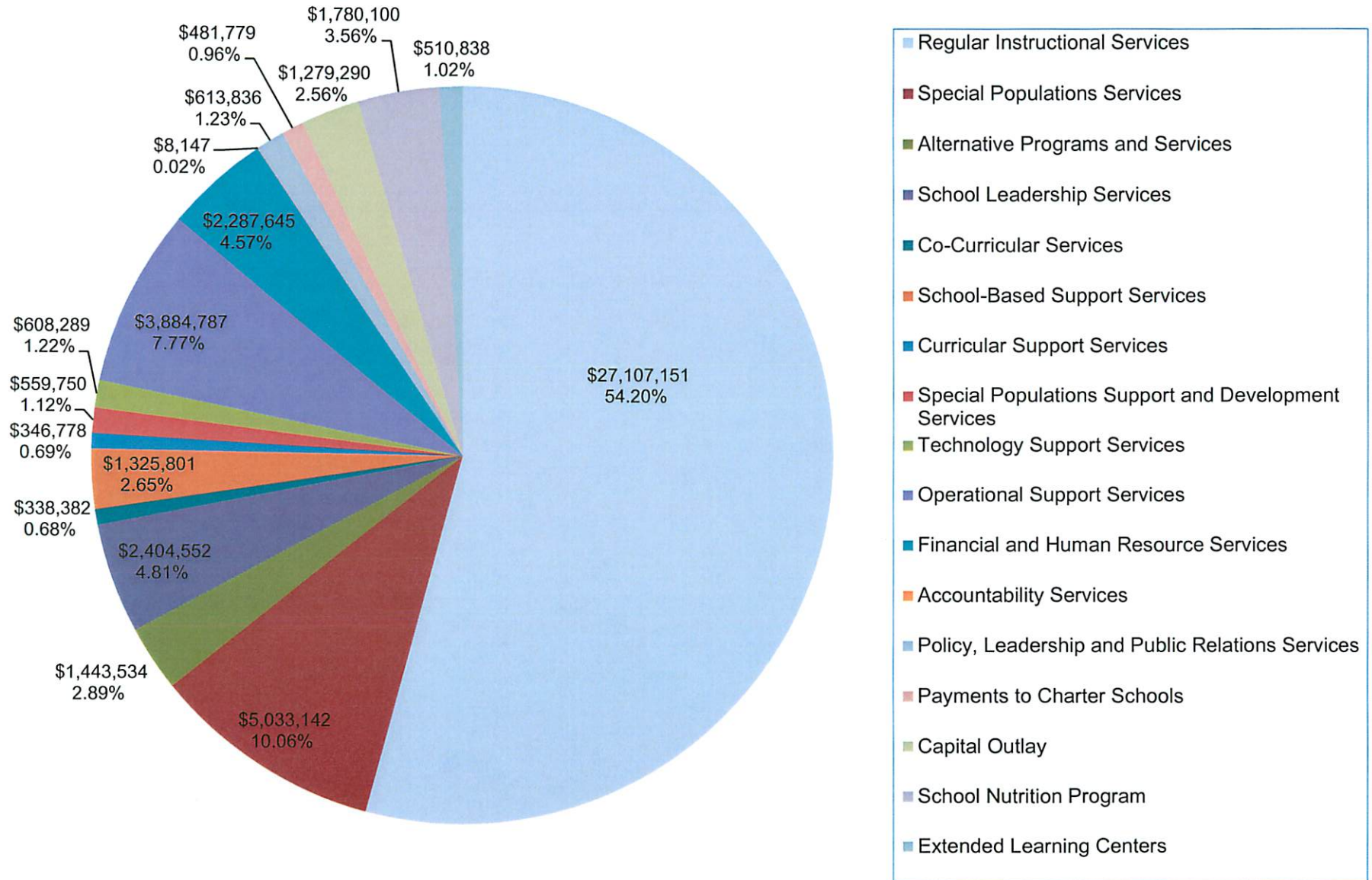
<b>SPECIAL REVENUE FUND 2019-20</b>		<b>1/13/2020</b>
<b>DESCRIPTION</b>		
<b>1</b>	<b>NC PRE-K PROGRAM</b>	
	Salaries/Benefits/Program	365,157
	<b>NC PRE-K BUDGET TOTAL</b>	<b>365,157</b>
<b>2</b>	<b>DHHS SCHOOL NURSE CONTRACT</b>	
	Salaries/Benefits	50,000
	<b>DHHS SCHOOL NURSE BUDGET TOTAL</b>	<b>50,000</b>
<b>3</b>	<b>ABC ALCOHOL EDUCATION PROGRAM</b>	
	Salaries/Benefits	65,000
	<b>ABC ALCOHOL EDUCATION BUDGET TOTAL</b>	<b>65,000</b>
<b>4</b>	<b>CAREER AND COLLEGE PROMISE AGREEMENT</b>	
	Salaries/Benefits	141,944
	<b>CAREER AND COLLEGE PROMISE AGREEMENT BUDGET TOTAL</b>	<b>141,944</b>
<b>SPECIAL REVENUE FUND TOTAL EXPENSES</b>		<b>622,101</b>
<b>SOURCE OF FUNDS</b>		
	NC Pre-K / Children's Council Agreement	365,157
	DHHS School Nurse Contract	50,000
	ABC Revenue Restricted-Alcohol Education	65,000
	Caldwell Community College Agreement	141,944
<b>SPECIAL REVENUE FUND TOTAL REVENUES</b>		<b>622,101</b>

SCHOOL NUTRITION FUND 2019-20		1/13/2020
<b>PROGRAM EXPENSES</b>		
5.7200.035.151	CLERICAL SALARY	38,000
5.7200.035.165	SUBSTITUTES	5,000
5.7200.035.174	SALARY-CAFETERIA WORKER	351,000
5.7200.035.176	SALARY-MANAGER	228,000
5.7200.035.180	BONUS	-
5.7200.035.184	LONGEVITY PAY	6,500
5.7200.035.185	BONUS ANNUAL LEAVE	500
5.7200.035.188	ANNUAL LEAVE	1,500
5.7200.035.189	SHORT-TERM DISABILITY	2,000
5.7200.035.199	OVERTIME PAY	3,000
5.7200.035.211	EMPLOYERS SOC SEC COST	46,000
5.7200.035.221	EMPLOYERS RETIREMENT COST	115,000
5.7200.035.231	EMPLOYERS HOSP INS COST	148,000
5.7200.035.233	UNEMPLOYMENT INSURANCE	-
5.7200.035.311	CONTRACTED SERVICES	8,000
5.7200.035.312	WORKSHOP EXPENSES	1,000
5.7200.035.313	ADVERTISING FEES	500
5.7200.035.314	PRINTING/BINDING	1,000
5.7200.035.326	CONTRACTED REPAIRS/MATERIALS	1,200
5.7200.035.332	TRAVEL	4,500
5.7200.035.342	POSTAGE	300
5.7200.035.361	MEMBERSHIP DUES	500
5.7200.035.411	OFFICE SUPPLIES	1,500
5.7200.035.418	SOFTWARE	1,600
5.7200.035.422	REPAIR PARTS/MATERIALS	3,500
5.7200.035.451	FOOD PURCHASED	614,000
5.7200.035.452	USDA COMMODITY FOODS USED	112,000
5.7200.035.453	FOOD PROC. SUPPLIES	65,000
5.7200.035.541	EQUIPMENT	-
5.7200.035.571	DEPRECIATION	21,000
<b>Grand Total Expenses</b>		<b>1,780,100</b>
<b>PROGRAM REVENUES</b>		
5.3811.035.000	USDA GRANTS	955,000
5.3814.035.000	USDA GRANTS SUMMER FEEDING	30,000
5.3815.035.000	USDA GRANTS/COMM.FOODS	112,000
5.4311.035.000	PAID STUDENT BREAKFASTS	38,000
5.4314.035.000	SALES LUNCH FULL PAY	370,000
5.4315.035.000	LUNCH REDUCED PREPAID	17,000
5.4316.035.000	LUNCH ADULT CASH	38,000
5.4318.035.000	SUPPLEMENTAL SALES	205,000
5.4321.035.000	CATERED BREAKFASTS	1,500
5.4322.035.000	CATERED LUNCHESES	500
5.4323.035.000	CATERED SUPPERS & BANQUETS	1,200
5.4324.035.000	CATERED SUPPLEMENTS	6,000
5.4341.035.000	STATE REIMBURSEMENT BREAKFAST	5,500
5.4490.035.000	MISC LOCAL OPERATING REV	100
5.4820.035.000	DISPOSITION SCHOOL FIXED ASSETS	300
<b>Grand Total Revenues</b>		<b>1,780,100</b>

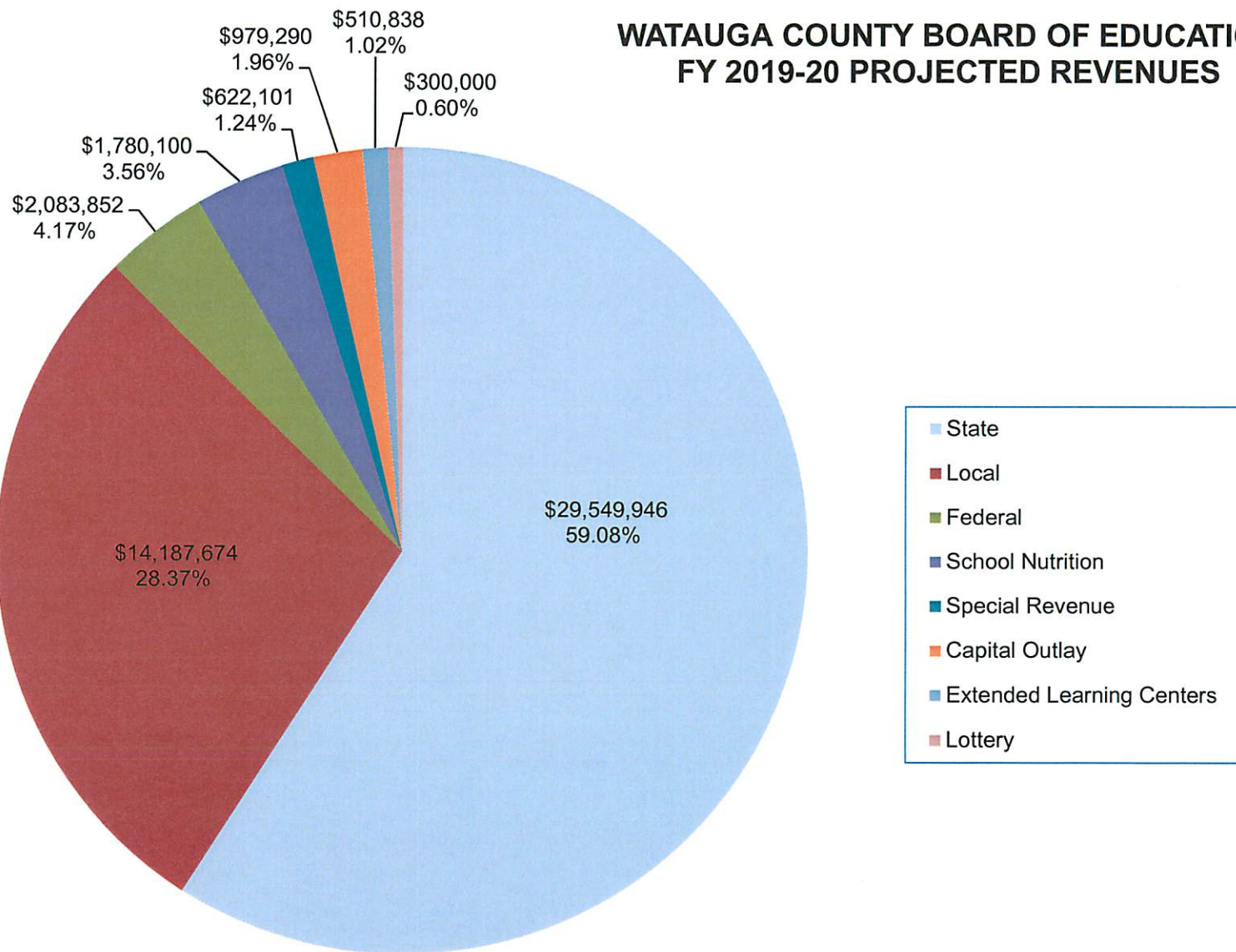


EXTENDED LEARNING CENTERS FUND 2019-2020										
		Blowing	Cove	Green	Hardin			Valle	Holiday/	
Expenses	Bethel	Rock	Creek	Valley	Park	Mabel	Parkway	Crucis	Snowday	Total
Salaries	11,716	36,749	23,144	23,181	66,470	15,750	78,947	23,180	10,663	289,801
Longevity		302				678	382	341		1,703
Social Security	896	2,875	1,771	1,773	5,085	1,257	6,069	1,799	816	22,341
Retirement					3,450	3,225	3,900			10,575
Health Insurance					6,349	6,349	6,349			19,047
subtotal, personnel	12,612	39,926	24,915	24,955	81,354	27,259	95,647	25,321	11,478	343,466
Snacks	1,287	4,200	2,650	1,908	6,360	1,700	6,955	2,800	1,100	28,960
Center Supplies	334	784	583	534	1,634	384	1,634	584	501	6,970
Field Trips/presenters	200	200	200	200	200	200	200	200	200	1,800
Telephone	-	-	-	165	175	-	165	-	-	505
subtotal, program	1,821	5,184	3,433	2,807	8,369	2,284	8,954	3,584	1,801	38,235
Site Total Costs	14,433	45,110	28,348	27,762	89,722	29,542	104,601	28,905	13,279	381,702
Administrative and Other Program Costs										129,136
Grand Total Expenses										510,838
Revenues										
18-19 surplus from general fund										34,119
Grand Total Revenues	10,064	61,280	36,400	44,783	132,787	12,477	111,348	51,394	16,188	510,838
Administrative Costs				Other Program Costs						
704.113 ELC Director		44,007								
704.151 Office Personnel		30,600		704.312 Workshop expenses			1,400			
704.184 Longevity		1,500		704.332 Travel			1,800			
704.211 Social Security		5,810		704.342 Postage			200			
704.221 Retirement		15,250		704.399 Other purchased services			1,395			
704.231 Health Insurance		12,698		704.411 Supplies			3,448			
		109,865		704.418 Software			1,939			
Key Factors/Assumptions:				704.461 Computer Equipment			4,400			
State mandated personnel increases				704.462 Furniture & Equipment			4,689			
Increases in retirement, health care							19,271			
New salary scale to keep competitive with market minimums										

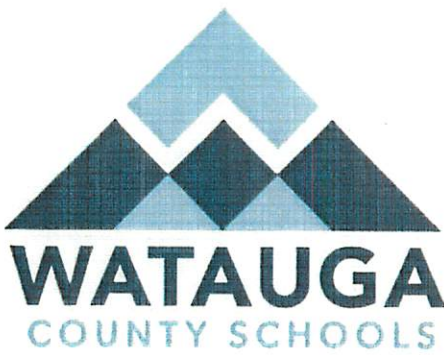
## WATAUGA COUNTY BOARD OF EDUCATION FY 2019-20 PROJECTED EXPENDITURES



# **WATAUGA COUNTY BOARD OF EDUCATION FY 2019-20 PROJECTED REVENUES**







## WATAUGA COUNTY BOARD OF EDUCATION

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

**DATE:** December 9, 2019

**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 Gary Childers and unanimously approved by all at 5:50PM.

### **OPEN SESSION**

Mr. Ron Henries, Board Chair, called the meeting to order in open session at 6:01 PM. He began the meeting with a moment of silence.

### **DISCUSSION AND ADJUSTMENT OF AGENDA**

Steve Combs moved to approve the agenda which was seconded by Jay Fenwick and unanimously approved.

### **SUPERINTENDENT'S REPORT**

Dr. Elliott welcomed Mr. Henries, the Board members, Ms. Huffman and Ms. Lawson, staff members, principals, students, and Watauga Education Foundation (WEF) community partners.

Dr. Elliott thanked everyone who attended this year's WEF Flap Jack Flip, the 21<sup>st</sup> annual fundraiser. He noted that this year the WEF was able to award \$30,000 in classroom grants to teachers.

Dr. Elliott noted that plans for the Mabel developmental Pre-K classroom were progressing. Interviews will occur for the teacher position, and the first set of students have been identified. They anticipate the program will begin in January. Once this school opens, there will be Pre-K programs in each WCS elementary school. He noted that this is a great accomplishment through board leadership and thanked Ms. Reuben, Dr. Holden, Dr. Marcela, Dr. Martin and many others for their hard work to make this a reality.

Dr. Elliott displayed the WHS Powder Horn newspaper, recently in digital form, now back in print which has been in publication since 1965. He thanked Garret Price for being an informal mentor.

Dr. Elliott encouraged everyone to support the Watauga High Band by purchasing Dewey's products from their booth at the mall, where 25% of purchases goes to support the band.

Dr. Elliott spoke about the state of the current budget for the year. The North Carolina legislature recessed for the year a few weeks ago without passing a budget resolution for the year. Several mini-budget bills were passed late in the session, but a final, complete and coherent budget was not passed. On Thursday, the WCS Finance Committee will meet to update the current year budget, and are looking ahead to the development of the budget for the coming year. The state politicians had sent emails which they asked to be forwarded to the teachers. Dr. Elliott felt that the distribution of email would violate board policy on political activity in schools.

Dr. Elliott wished all of the board, families, colleagues, students, and community members a very Merry Christmas and a safe and happy New Year. He noted that the break would begin with an early release day for students on Friday, December 20th with a return to school on Monday, Jan. 6th. He noted that 75 days and 473 hours of instruction had been completed.

### **STUDENTS' REPORT**

Ms. Emmie Huffman and Ms. Haleigh Lawson greeted everyone. They noted that at high school, exams would begin in the next week. French Club has a guest speaker speaking about Cote d'Ivoire. Pioneer Ambassadors gave tours to the rising ninth graders this past month. Powder Horn – students requested a print version. Journalism students loved the print format. The student representatives had made visits to Hardin Park and Bethel, and met with a diverse group of students. The students at these schools shared several activities that they had enjoyed or to which they looked forward. Overall, they liked exploratory classes, clubs, and activities which were hands-on and creative. They loved their caring teachers and principals and stimulating classroom lessons by interested teachers, field trips and social events. The students did have some requests for improvements. They ranged from water fountains to fill water bottles and fresh fruits and vegetables served in the cafeteria to anti-bullying and coping or calming skills and more opportunities for community activities in which they could participate. At Bethel, special news was participation in Mountain Heritage Day, and the decoration of ornaments to be placed on the Christmas tree in Washington, DC tree representing North Carolina.

### **PUBLIC RECOGNITION**

Olivia Haigler presented the FFA team who attended the national convention which is the largest convention aside from political conventions. The club is rated as a Gold chapter, in the top 3% in US and their "3-star chapter" application was completed by students. Ms. Haigler thanked the school and board for their support. Students presented were: Shelby Watson, Clay Hagaman, Emma Klein, and Bethany Hicks. Each student holds multiple local and regional offices in FFA.

The Watauga County Schools Christmas Card Contest Winner, Natalie Lasley an eighth grade Mabel student was presented by teacher Ashley Tate. Miss Lasley's multi-media watercolor image was featured on the WCS Christmas card for 2019.

Watauga Education Foundation Grant Recipients were presented by Dr. Don Presnell.

He noted that \$30,000 in grants had been issued this year. He encouraged donors to their support which made the distribution to the schools possible. Grant recipients were: Megan Scott Hardin Park (HP)- weather, Melody Rhoden Bethel (BE) – Math, Candace Trexler WCS – Battle of the Books, Ashley Tate Green Valley (GV) and Mabel (MA) – trout art, Genal West WHS – heritage art, Donna Raichle Grady McKinny Parkway (PW) – Jump ropes, Kevin Shaw(WHS) - Biology, Kirby Bell and Carly Mize (GV) - ecosystems, Will Selle (WHS - Luthiers, Angela Alexander and Torry Ward (WHS) – cosmetology supplies, Chris Watson (GV) - theatre, Corrie Freeman, Jessie Presnell, Wendy Lawrence, and Meagan Lancaster (HP) – teamwork and collaboration, Erik Mortenson (WHS) – Automotive enhancement, Emily Tkacik (BE) and (VC) - Ukuleles, Maura McGlamery (BE) hands-on science materials, Hayley Bayne (WCS) – emotional regulation and calming skills, Jacob Wallace- (WHS) –encouraging students with incentives, Megan Turner and Erin Selle (HP) – STEM and teamwork, Erin Thompson (VC) – Barn Quilt, Jeanie Hicks (MA) – problem solving games, Beth Dishman (Cove Creek – CC) – Sensory room, Patrick Sukow, Rob Smith, Laurie Gill (Blowing Rock-BR) - authoring, Yolanda Adams (PW) - Semillas – Latino support, Amy Hiatt, Candace Trexler and Craig Marze (HP)-Communication, Andrew Chapman (BR) - Ukulele, April Yandle Mark Shepherd, Steve Ward, and Dustin Kerley (WHS)- Collaborative construction, Crystal Norris (HP) – observation with microscopes, Amanda Storey (WCS)-Sensory support and choice boards, Donna Greene. Tara Watson (GV) – peer mentor activity, Sydney Sievie (PW)- mixed-media art supporting science

The Initial and Renewal National Board Certification Teachers (NBCT) were honored and presented by Ms. Tamara Stamey. Initial NBCTs were: Leslie Hall (CC), Melissa Miller (GV), Crystal Norris (HP), Meghan Scott (HP), and April Yandle (WHS). Renewing NBCTs were: Carmen Scoggins (WHS), Marshall Thomas (WHS), Jamie Wilson (WHS), Nick Westveer (WHS), Josh Roberts (WHS), Amanda Wallace (WHS), Gina Holste (VC), Katie Matthews (VC), Brian Bettis (BE), Kelley Wilson (HP)

Following the recognition of the NBCT Academy consisting of Susan Suddreth, Jeanie Hicks, Robin Smith, Keana Triplett, and Robin Lowe, Ms. Stamey presented a plaque to Dr. Elliott identifying Watauga County Schools as a National Board Accomplished District, one of 81 school districts in the United States to receive this designation., and in which 20% or more of teachers are National Board Certified. She emphasized that quality teaching staff support the mission and vision to be the best place to learn and work. She asked all NBCT teachers to stand to also be recognized.

Dr. Childers stated the importance of NBCT to all of Watauga County teachers.

Dr. Elliott recognized Ms. Katie Matthews from Valle Crucis, as the Presidential Awards for Excellence in Mathematics and Science Teaching (PAEMST) recipient. The award is the highest honor bestowed by the United States government specifically for K-12 science, technology, engineering, mathematics, and/or computer science teaching and is in recognition of Katie's dedication to the teaching of science and the development of professional development for her fellow teachers. She created the Science Pals program, attended NCCAT teacher leadership academy, and was WCS Teacher of the year in 2012. She received a letter from the president recognizing her accomplishments. Katie stated that everyone now looks at Watauga County Schools as the bar which is set for all others.



Ms. Marta Toran presented an EPA Education Grant to Amy Warren and Leslie Hall which funded their participation in the Geological Education program "Water on the Move." The program was in partnership with Appalachian State University and enhances STEM education at Cove Creek School.

Dr. Elliott spoke about the qualities of one who is chosen for the Servant's Heart award. He invited several of the staff of Mabel school to the podium to speak about December's Servant's Heart recipient, Ms. Patricia Sperry. He said that Ms. Sperry gives selflessly in the service of children at the Mabel AfterSchool Program. He read a statement from Ms. Pam Shirley, the Director of Extended Learning Center programs. She said that Ms. Sperry seeks to find the best in others. Ms. Shirley stated that Ms. Sperry's very essence is not about self, but is about how she serves others, in particular the children she cares for on a daily basis. She dedicates *every* moment of her time to do the best for her "kids", whether it be something they personally may need or teaching a special life lesson when she is with them. She has received numerous grants and many thousands of dollars for both scholarships and activity funding to directly benefit the children in her program. Each of the teacher's and one student spoke about the admiration for Ms. Sperry. Ms. Sperry has been employed with the Watauga County Schools After School program at Mabel since October 2003.

Mr. Ron Henries recognized Dr. Scott Elliott as Regional Superintendent of the Year and finalist for State Superintendent of the year. He displayed the plaque signifying this honor. Mr. Henries read the letter of recommendation which he had written to the selection committee. His heartfelt letter detailed the many of Dr. Elliott's fine qualities and dedicated service to Watauga County Schools and to Education.

### **BREAK**

The Board recessed for a brief reception to honor Dr. Elliott.

Upon return, Steve Combs commented about the strengths found in Dr. Elliott. Dr. Childers made comments about Dr. Elliott's strong leadership.

### **CONSENT AGENDA**

Brenda Reese moved to approve items A through E of the consent. Gary Childers seconded the motion, and the vote to approve was unanimous.

### **PRESENTATION OF 2018-2019 AUDIT RESULTS**

Ms. Ly Marze introduced Brady Combs from Combs, Tennant & Carpenter who presented the 2018-2019 audit results. The relationship between WCS and the firm has lasted many years. They were pleased to offer their unqualified opinion. He complimented all of the staff highlighting the Finance department's fine work. He said that the board sets the tone for excellence. He appreciated the opportunity to present the report to the board.

### **REVIEW OF THE SCHOOL IMPROVEMENT PLAN PROCESS**

Dr. Wayne Eberle presented a review of the school improvement plan process which is different from recent years. In the past few years the schools had been using paper templates which were comparable and were clear and concise. This year, the state's solution, called NCSTAR find the

School Improvement Plans displayed on the district and school websites. WCS has waited for the state's program to be fully developed before implementing. School Improvement Teams were trained by DPI staff and will continue to be updated and retrained. The changes to each school's plan are captured semi-annually. To access the plans, from the district site, choose Departments, the School Improvement, and then Accountability, and a link to each school will be displayed. The policy related to school improvement is found there. Indistar shows the headings of Mission, Vision, and Goals. Twelve key indicators are utilized by the schools. The meeting minutes and agendas are housed on these pages. Multi-Tiered System of Support (MTSS) has become a part of the school improvement process. Coaching support is provided by Dr. Eberle and Dr. Furr to further progress on the improvement plans at the school level. Each goal is specific, has a defined data set, and strategies. Needs assessments use the MTSS tool. Dr. Eberle gave specific examples to demonstrate the process which were evidenced on the website. The teacher team for the School Improvement process is an example of distributive leadership.

### **PUBLIC COMMENTS**

There were no public comments at the December 2019 meeting.

### **BOARD OPERATIONS**

Dr. Elliott reminded the board of the two potential versions of the calendar which he hoped to bring before the board for discussion in January or February.

### **BOARD COMMENTS**

Mrs. Reese shared her excitement about beginning the Mabel pre-K in January. She stated her enthusiasm for the birth to pre-K program in the county. She confirmed the qualities of Patricia Sperry as the Servant's Heart recipient from her first-hand experience working with her at Mabel school.

Dr. Childers moved to enter closed session under N.C.G.S. 143-318.11(a)(5)(i) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. The motion was seconded by Dr. Fenwick. The vote to enter closed session was unanimous.

### **CLOSED SESSION**

Closed session opened under N.C.G.S. 143-318.11(a)(5)(i)

A motion was made to adjourn to open session by Steve Combs and seconded by Jay Fenwick, and unanimously approve by all.

### **ADJOURNMENT**

Steve Combs moved to adjourn, which was seconded by Jay Fenwick and approved by all members at 8:58PM.

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R. Ivan Henries, Board Chair



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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) Joe Gragg \_\_\_\_\_ School: Watauga High School

Cell phone number: (828)832-6661      Grade(s): 9-12      Number of students: 26

Departure time/date: 03/26/2020 @ 8:45 am Return time/date: 03/28/2020 @ 5pm

**Educational purpose:**

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

Joseph S. Koury Convention Center, 3121 W Gate City Blvd, Greensboro, NC 27407

Purpose of trip and how it relates to the curriculum: The Technology Student Association enhances personal development, leadership, and career opportunities in science, technology, engineering, and math, whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs. The NCTSA State Conference is the official state competition TSA Students are preparing projects to compete with related to Technology Education, Drafting, Physics, and Computer Science.

### Supervision and Safety:

**Names of all school staff chaperones: Joe Gragg, Dinah Miller, Mac Taylor**

Names of all non-school chaperones:

All chaperones have a background check completed:

Sponsoring teacher initials: JG

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

accommodated for site access and transportation? The Koury Convention Center is ADA compliant, and if needed a wheelchair-accessible bus will be requested.

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

**Transportation plan:**

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

Name of charter bus company (if checked above) \_\_\_\_\_

(If applicable, bus request form must be attached)

Driver/s: Joe Gragg Round trip mileage: 216 # of buses needed: 1

Total cost per student \$ 150 Source of funds: FUNDRAISERS, CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: [Signature] Date: 01 / 06 / 2020

Principal approval: [Signature] Date: 1 / 6 / 20

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 1 / 7 / 2020

Superintendent approval: [Signature] Date: 1 / 7 / 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) ZACHARY WALKER School: WATAUGA HIGH SCHOOL

Cell phone number: 828-280-6920 Grade(s): 10-12 Number of students: 23

Departure time/date: Wed Feb 26, 2020, 9 AM Return time/date: SUN MARCH 1, 2020, 6 pm

### Educational purpose:

Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed) \* See Attached Itinerary  
LOUISVILLE, KENTUCKY for the Southeastern Theatre Conference (SETC).  
Kentucky International Convention Center; Kentucky Center's Bomhard Theatre

Purpose of trip and how it relates to the curriculum: WHS Playmakers won the STATE NCTC Play festival, earning the right to represent the State of North Carolina at SETC (essentially, our nationals!) They will perform their award-winning production of ERNST AND THE PALE MOON, be adjudicated by national theatre professionals, attend theatre workshops with nationally known theatre practitioners, audition for college theatre programs across the country. Attending SETC fulfills these elements of Advanced Honors Theatre: AC.1, AC.2, AA1 (all components); A.AE.1.1; A.AE.1.2; A.CU.2.2

### Supervision and Safety:

Names of all school staff chaperones: Zachary Walker, Sarah Miller,  
Calista Giks

Names of all non-school chaperones: Valerie & Ed Midgett; Paukette Marty; Haley and  
Chris Walton; Beth Garrett; Mar Stegall

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

Sponsoring Teacher Initials 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. N/A Zach Walker

**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  
X Charter bus Other (Please explain) \_\_\_\_\_

Name of charter bus company (if checked above) STI Charters, LLC, Maiden NC  
(If applicable, bus request form must be attached)

Driver/s: N/A Round trip mileage: \_\_\_\_\_ # of buses needed: \_\_\_\_\_

Total cost per student \$ \$780 including most meals Source of funds: \* See note below \*

We are very cognizant of this high cost. Read below to learn how we are working in multiple ways to cover this for our students!  
The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: \_\_\_\_\_

**Approval/Signatures:**

Sponsoring teacher signature: Zach Walker Date: 1 / 6 / 2020  
Principal approval: C. ABC Date: 1 / 6 / 2020

**Required signatures if applicable:**

Transportation Director approval: \_\_\_\_\_ Date: 1 / 7 / 2020  
Superintendent approval: \_\_\_\_\_ Date: 1 / 7 / 2020  
Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\* SIGNIFICANT FUNDRAISERS ARE UNDERWAY TO ~~COVER~~ COVER ALL COSTS FOR EACH STUDENT. WE HAVE SET UP A GOFUNDME ACCOUNT WITH THE GUIDANCE OF MRS. LY MARZE, WE ARE WORKING WITH THE APPALACHIAN THEATRE TO HOST A GALA FUNDRAISER ON FRIDAY, Feb 21, ~~at 7pm~~ at 7pm, AND WE ARE HOSTING MEMBERS OF THE WORLD-

Revised: November 13, 2017 FAMOUS KINGSTON TRP in THEIR NEW SINGING GROUP "THE FOLK LEGACY TRIO" ON SUNDAY FEBRUARY 2 AT 2 pm (FOLK AND FOOTBALL!) WHICH IS ANOTHER BENEFIT CONCERT FOR US. AS OF 1/3/20 WE HAVE ALREADY RAISED \$7,000! MORE THAN A QUARTER OF THE WAY TO OUR \$20,000 GOAL!

**ITINERARY: PIONEER PLAYMAKERS REPRESENTING NORTH CAROLINA AT SETC**

**Louisville, Kentucky - Wednesday February 26 - Sunday March 1, 2020**

Embassy Suites by Hilton Louisville Downtown: 501 South Fourth Street, Louisville, KY 40202,  
TEL: +1-502-813-3800 FAX: +1-502-813-3801

TRAVEL VIA 56 PASSENGER CHARTER BUS with STI Charter, LLC, Maiden NC (*on WCS Approved Charter Bus Lists; All WCS charter bus documentation has been sent to and agreed to by STI Charters*)

SETC is at the KENTUCKY INTERNATIONAL CONVENTION CENTER

SETC Secondary School Theatre Festival is at THE KENTUCKY CENTER'S BOMHARD THEATRE

**Wednesday, Feb 26, 2020 - DEPARTURE**

8 am: Meet in upper teachers parking lot at WHS (first on right on the way down the hill)

Luggage check, charter bus travel safety statement, medication collection (if it hasn't already been given to Mr. Walker as per WCS policy)load charter

9 am: Depart for Louisville KY

- *Picnic lunch on the road*

6 pm: Arrive in Louisville, check in to hotel

- *Dinner TBD in Downtown Louisville*

**Thursday, Feb 27, 2020: SETC SECONDARY SCHOOL THEATRE FESTIVAL, BOMHARD THEATRE - PERFORMANCE DAY**

7 am: Wake Up call; breakfast at hotel

8 am: Load Charter, depart for Bomhard Theatre

8:30 am - 10:30 pm: Secondary School Theatre Festival, Flights 1 and 2

- *Lunch & Dinner TBD between flights; snacks throughout the day; may have time to return to the hotel for dinner between flights 1 & 2*

11:00 pm: Return to Hotel; Ensemble meeting to reflect on day one of the festival

11:30 pm: LIGHTS OUT

**Friday, Feb 28, 2020 SETC SECONDARY SCHOOL THEATRE FESTIVAL, BOMHARD THEATRE**

7 am: Wake Up call; breakfast at hotel

8 am: Load Charter, depart for Bomhard Theatre

8:30 am - 10:30 pm: Secondary School Theatre Festival, Flights 3 and 4

- *Lunch & Dinner TBD between flights; snacks throughout the day; may have time to return to the hotel for dinner between flights 3 & 4*

11:00 pm: Return to Hotel; Ensemble meeting to reflect on day two of festival

11:30 pm: LIGHTS OUT

**Saturday, February 2020 SETC at the KENTUCKY INTERNATIONAL CONVENTION CENTER**

8 am: Wake Up Call; breakfast at hotel

9 am: Depart for SETC at KICC

9:30am - 5:30 pm (estimate) Participation

5:30 pm - return to hotel, prepare for GALA Awards dinner

6:30 pm - 10:30 pm GALA Awards Dinner & Dancing

10:30 pm - return to Hotel; ensemble meeting to prepare for the return trip

11:30 pm - LIGHTS OUT

**Sunday, March 1, 2020 RETURN**

8 am: Meet in Hotel lobby; breakfast at hotel

Luggage check, charter bus travel safety statement, load charter

9 am: Depart for Boone, NC

- *Picnic lunch on the road*

6 pm: Arrive in Boone, NC - Unload charter, return medications, REST!

**\*\*AS PER FESTIVAL RULES,  
THE ENSEMBLE WILL NOT HAVE THEIR CELL  
PHONES IN THE THEATRE DURING THE  
FESTIVAL; THEY WILL HAVE ACCESS TO  
PHONES DURING BREAKS. CELL PHONES  
WILL BE RETURNED TO PLAYMAKERS EACH  
EVENING AFTER THE FESTIVAL ENDS AND  
DURING MEALS; CELL PHONES WILL BE  
ALLOWED ON BUS & AT SAT. CONFERENCE  
ALL FESTIVAL RULES APPLY TO ALL  
AUDIENCE MEMBERS AND ATTENDEES!**

**MR. WALKER'S CELL PHONE**

**828-280-6920**

**MS. MILLER'S CELL PHONE**

**828-273-1792**



### **WHAT TO PACK:**

- Clothing & underclothing for 5 full days, INCLUDING: Ernest shirts, Playmaker sweatshirts, warm coats/hats/gloves in case of cold weather, FORMA/Dress Up WEAR for the Gala Dinner,
- Layers in case theatre is cold
- Personal costume items
- **Personal hygiene items**
- Journal & writing utensil for show critiques

### **WHAT NOT TO BRING:**

#### ***Anything that violates WHS/WCS Rules!***

- Controlled substances/alcohol
- Tobacco products of any kind (including matches, vapes, flame of any kind)
- Weapons
- Really valuable watches, jewelry, or electronic items

### **A NOTE ABOUT HOMEWORK:**

Our Charter Coach has WiFi and power outlets at every seat. It is reasonable to expect that you would have time to do homework on the way TO and FROM Louisville. ***Given our intense schedule while at SETC, it is UNREASONABLE to expect that you will have time or energy to do homework on Thursday or Friday or Saturday night while we are attending the Festival. Additionally, we cannot guarantee the safety of ANY VALUABLE ITEM (including but not limited to school laptops). Be proactive in talking with your teachers - tell them EARLY when you will be gone and for how long (many of you will return just days before leaving school again for MPA). Work ahead. Go to FLEX sessions. That is as much a part of supporting your ensemble as ANYTHING else!***

REMEMBER: VIOLATION OF WCS RULES & REGULATIONS PUTS YOUR ENSEMBLE'S PARTICIPATION IN THE FESTIVAL IN JEOPARDY. YOU HAVE WORKED HARD TO REPRESENT YOUR STATE - THE KEY WORD BEING "WORKED". THIS IS A WORKING TRIP - YOU HAVE A JOB TO DO AND WE WANT YOU TO DO IT WELL AND WITH GOOD ENERGY AND POSITIVITY.

***REMEMBER OUR DEPARTMENT'S MANTRA: WORK WITH AND FOR.  
EVERY TIME. ALL THE TIME.***



# STI LLC

P.O. Box 39 ♦ Maiden ♦ North Carolina 28650  
Phone 828-428-2101 ♦ Fax 828-428-9128

## CONFIRMATION/INVOICE

Customer Name: Watauga High School  
Address: 300 Go Pioneers Dr

City: Boone, NC

Contact Name: Sarah Miller  
Group: Students

Remarks: \_\_\_\_\_

Departure City: Boone, NC  
Departure Date: February 26, 2020 (Wed)  
Departure Time: 9:00 am (tentative)

Destination City: Louisville, KY  
Return Date: March 1, 2020  
Return Time: TBD

Issue Date: December 11, 2019

Salesperson: Nick White

Phone #1: 828-273-1792

Phone #2: \_\_\_\_\_

Email: millers@wataugaschools.net

Fax #: 828-264-9030

# of Vehicles: 1

Max. # of Passengers: 56

Vehicle Capacity: 56

### Customer Also Pays:

	Yes	No
<input checked="" type="checkbox"/> Driver's Overnight Lodging (Private Hotel/Motel room required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Highway Toll	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Parking Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Itinerary: PLEASE PROVIDE AT LEAST ONE WEEK PRIOR TO TRIP

**STI Does Not Accept Responsibilities for Quality of DVD's Supplied By The Customer**

Payment will be made: ☐ Day of Trip ☐ Before Trip Date

Charter Total: \$4,500.00

Deposit of: -----

Due: \_\_\_\_\_

Final Payment of: \$4,500.00

Due: February 26, 2020

Select Payment Method: ☒ Check ☒ Cash ☐ Credit Card (cc processing fee of 3.45%) ☐ Other

**PAYMENT MUST BE MADE BEFORE ANYONE BOARDS BUS FOR TRIP**

*we will send payment at least 1 week before SM*  
Fuel surcharge may apply.

**Confirmation must be signed and returned to our office within seven days after issue date to reserve buses.**

Charges specified based on information as shown above. Baggage and all other property will be handled only at passenger's own risk. Negligent damage to the vehicle caused by the contracted party may be charged by the carrier to the contracted party. If a greater number of passengers than specified on the order are carried, charges may be increased to applicable tariff rate. Also, an extra charge for mileage will be added if this charter is re-routed resulting in additional mileage. Our drivers must operate in compliance with the Federal Motor Carrier Safety Regulations. Drivers are restricted to a maximum of ten (10) hours driving and shall not be on duty more than fifteen (15) hours following eight (8) consecutive hours off duty. Regular 15-minute rest stops are taken every 2 - 2 1/2 hours for the safety and comfort of both driver and passengers.

**ABSOLUTELY No smoking or alcoholic beverages permitted aboard motorcoaches.**

### Cancellation Policy

If cancellation is necessary, we request that you contact our office as soon as possible. Normally there is not a fee for cancellation. If you notify us while the bus is en route to or after it has arrived at your location, there will be a fee to cover expenses such as driver's pay and fuel.

**PLEASE READ BACK OF PAGE CAREFULLY BEFORE SIGNING**

**Payment**

As listed on the front, all payment is due on the day of or before your trip. Deposits are only necessary if stated on the front page of this document. Failure to make payment by the stated date will result in the bus not being sent, or the bus not leaving the pick-up location. Payment can be made via check, cash or credit card. Please keep in mind that credit card payments will result in an additional fee of 3.25%. If in need of an alternate payment method, please contact our office, and we will work with you as best we can.

**Pricing**

Pricing is calculated per itinerary given to STI. Any deviation from the given itinerary that results in additional mileage or labor hours, may result in an additional charge to the original quoted price to cover cost.

**Additional Charges**

Clients are responsible for all fees that may apply during the trip, either stated or unstated on confirmation.

**Cancellation**

If cancellation is necessary, we request that you contact us at least 7 days prior to departure. Failure to notify will not result in a cancellation fee. However, if we are notified while bus is en route or has arrived at departure destination, necessary fees will be applied.

**Insurance and W-9**

Please contact office to request any relevant documents needed such as W-9 or insurance certificate

**Itinerary**

A complete itinerary is due at least 7 days prior to trip departure. Itinerary should include exact dates, times and locations of any stops being made.

**Driver Restrictions**

By law, drivers may not drive more than 10 hours during any 15 hours on duty without having an 8 hour off duty period. During off duty periods, the motorcoach **MAY NOT** be occupied by any passengers for **any reason**. It is the responsibility of the client to make sure the itinerary follows these previously stated requirements. Any failure to do so will result in a hold on the trip until our driver can legally transport any and all passengers. **STI DOES NOT** permit overnight driving. Unless previously stated or listed on the signed contract, STI reserves the right to cancel any charter that requires overnight driving of any kind.

**Driver Lodging**

The client is responsible for the drivers overnight lodging, unless otherwise stated. When booking a driver's room, it needs to have adequate bus parking. It is okay if the driver's room is located at a different hotel to accommodate that need. We just ask that the hotel be a nice, upkept place. If you need help in finding a hotel to fit these needs, please contact the office.

**Gratuity**

Gratuity is not included in the charter price. Our drivers work very hard to make your experience as satisfying as possible and gratuity is a kind expression in thanking them.

**Food & Drinks**

Only drinks with screw on lids are permitted inside the coach. Please dispose of all food and drink in the trashcans that are provided on the bus. Failure to do so, or any excess mess left on the bus, may be subject to additional charges.

**Motorcoach Equipment/Accessories**

Accessories such as, but not limited to, WiFi, power outlets, video equipment and restrooms are not guaranteed by STI and if requested may result in additional charges to the charter quote. Any damage done to any of this equipment will be the responsibility of the client.

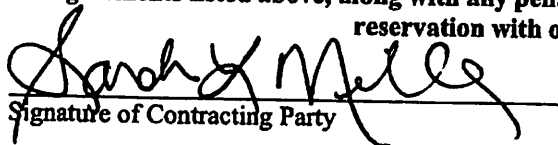
**Damage & Cleaning Fees**

The charter group is responsible to pay for any damages to the bus caused by irregular use and will be billed accordingly. Excessive cleaning required by negligence of the group, will also result in a fee.

**Lost Items**

It is the responsibility of the group to make sure they do not leave any luggage or items on the bus following the trip. STI is not responsible for any items left on the coach. If you feel you have left something, please contact our office and we will check our lost and found

These above guidelines are to ensure the safety of all passengers. STI, LLC takes pride in not only providing luxury, comfort and satisfaction, but also safety. By signing below, you are agreeing to abide by all rules, regulations and contractual agreements listed above, along with any penalties and charges that may apply. By signing, you are also confirming your reservation with our company for the dates listed on the first page.

  
Signature of Contracting Party

12/16/19  
Date

***We look forward to doing business with you soon!***

*For more info on STI, LLC visit our website @*

[www.stibuscharters.com](http://www.stibuscharters.com)



Sarah Miller &lt;millers@wataugaschools.org&gt;

**Re: Transportation approval for our SETC Trip**

1 message

Jeff Lyons <LyonsJ@wataugaschools.org>  
To: Sarah Miller <millers@wataugaschools.org>

Mon, Jan 6, 2020 at 6:51 AM

Good morning Ms. Miller.

The contract appears to be in order. I think you are good to go.

On Sun, Jan 5, 2020 at 7:37 PM Sarah Miller <millers@wataugaschools.org> wrote:

Hi Mr. Lyons:

We have contracted with STI Charters, LLC, out of Maiden, to be our Charter Bus transportation to Louisville, KY for the Pioneer Playmakers, who are representing NC at the Southeastern Theatre Conference.

As you know, STI Charters is on the WCS list of approved charter bus companies. They have transported our students before, most recently Mrs. Haigler's FFA organization.

Attached is our contract. We'd respectfully request your approval of this contract and we'd like to bring you our field trip request application form for your signature.

Thanks,

 SKM\_80819121714080.pdf

--

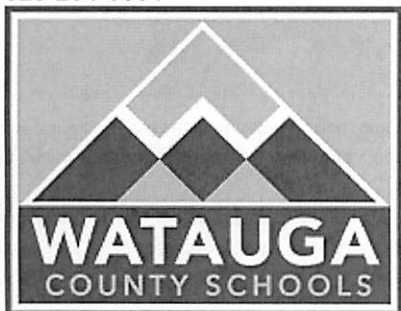
Sarah Miller  
millers@wataugaschools.org  
2017 Co-Winner, NCTC K-12 Theatre Arts Educator Award

*Note: All email correspondence to and from this address is subject to public review under the North Carolina public records law. As a result, messages may be monitored by and disclosed to third parties.*

In compliance with federal law, Watauga County Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

--

Jeff Lyons  
Transportation Director  
Watauga County Schools  
828-264-6391



1/6/2020

Watauga County Schools Mail - Re: Transportation approval for our SETC Trip

*Note: All email correspondence to and from this address is subject to public review under the North Carolina public records law. As a result, messages may be monitored by and disclosed to third parties.*

In compliance with federal law, Watauga County Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

# Declaration of Surplus Items - January 2020

Date Approved:

## Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
8000960	1	GBC Paper Shredder	1	
	2	Round Wooden Table	2	
100425	1	American Optical Company Microscope	1	
100402	1	American Optical Company Microscope	1	
100418	1	American Optical Company Microscope	1	
100403	1	American Optical Company Microscope	1	
100428	1	American Optical Company Microscope	1	
100415	1	American Optical Company Microscope	1	
100413	1	American Optical Company Microscope	1	
100410	1	American Optical Company Microscope	1	
100426	1	American Optical Company Microscope	1	
100420	1	American Optical Company Microscope	1	
	13		13	0

## Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28536	1	Dell Chromebook 2955U Laptop		1
	1		0	1

## Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	8	Texas Instruments MathMate Solar Calculators	8	
	10	Texas Instruments TI-108 Solar Calculators	10	
600209	1	Sony VHS/DVD Player	1	
24000091	1	Sharp Educator Cassette Player	1	
	6	Carrying Cases (Totes and laptop bags)	6	
	26		26	0

## Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
300513	1	NEC NP400 Projector		1
	1		0	1

## Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
		Cimetrix Drafting 3D Printer Acid		
906147	1	Washer SCA-1200	1	
905896	1	King Sousaphone		1
905897	1	King Sousaphone		1
904385	1	HP Laserjet 4050n Printer		1
	1	HP Laserjet 400 Color M451dn Printer		1
905356	1	Computer Table		1
	<u>6</u>		<u>1</u>	<u>5</u>

## Central Office

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28295	1	Aeorhive HiveAP121 Access Point		1
28359	1	Aeorhive HiveAP121 Access Point		1
50338	1	Receptionist Desk 30"x60" w/2 Drawers		1
50339	1	Credenza 110"x18" w/4 Drawers		1
		Cabinet with Hutch 2 Drawer, 4 Door,		
51278	1	Keyboard Shelf	1	
		Cabinet with Hutch 2 Doors, Fixed		
51314	1	Shelves	1	
	<u>6</u>		<u>2</u>	<u>4</u>

## Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	1	APC UPS 750 Battery Backup		1
50570	1	APC Smart UPS 1000 Battery Backup		1
		i-Blason Armorbox Blue Kido Case (Fits		
	103	iPad 2, 3, 4)	103	
	1	HDE Red Case (Fits iPad 2, 3, 4)	1	
		Thin Blue Apple iPad Case (Fits iPad 2,		
	46	3, 4)	46	
	3	Green Gumdrop Case (Fits iPad 2, 3, 4)	3	
		Pink Vakoo Case (Fits iPad Minis 1, 2,		
	3	3)	3	
904257	1	HP Photosmart R927 Camera		1
900321	1	Dell Precision T3500 Desktop Computer		1
500773	1	NEC NP-V260X Projector	1	
28692	1	Epson Powerlite 98h Projector		1
	<u>162</u>		<u>157</u>	<u>5</u>

<b>Maintenance Department</b>
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<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28170	1	Aerohive HiveAP121 Wireless Access Point		1
28345	1	Aerohive HiveAP121 Wireless Access Point		1
28281	1	Aerohive HiveAP121 Wireless Access Point		1
	<u>3</u>		<u>0</u>	<u>3</u>

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

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

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

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Carpet & Tile Replacements

Location: district K-12 Schools

Type of Facility: K-12 Schools

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

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

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

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

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

Short description of Construction Project: Replace worn carpet and/or tile in classrooms to ensure safety for students and staff

**Estimated Costs:**

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		30,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	30,000.00

Estimated Project Beginning Date: July 2019

Est. Project Completion Date: June 2020

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 30,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

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

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

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

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



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

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

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

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Replace Kitchen/Cafeteria Equipment

Location: district K-12 Schools

Type of Facility: K-12 Schools

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

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

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

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

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

Short description of Construction Project: Replace dish machines, double stack ovens, and walk-in coolers in school cafeterias

**Estimated Costs:**

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		55,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	55,000.00

Estimated Project Beginning Date: July 2019

Est. Project Completion Date: June 2020

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 55,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

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

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

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

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

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

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

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

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Resurface Tennis Courts

Location: Watauga High School, 300 Go Pioneers Dr, Boone, NC 28607

Type of Facility: 9-12 School

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

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

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

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

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

Short description of Construction Project: Resurface entire tennis court area to ensure a safe playing surface for all students, athletes, and visitors

**Estimated Costs:**

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		60,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	60,000.00

Estimated Project Beginning Date: July 2019

Est. Project Completion Date: June 2020

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 60,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

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

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

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

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

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

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

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

County: Watauga County  
LEA: Watauga County Schools  
Address: 175 Pioneer Trail, Boone, NC 28607

Contact Person: Ly Marze  
Title: Finance Officer  
Phone: 828-264-7190

Project Title: VoIP System

Location: Green Valley School, 189 Big Hill Rd, Boone, NC 28607

Type of Facility: K-8 School

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

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

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

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

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

Short description of Construction Project: To replace outdated phone and bells system in the building to ensure safe and open communication

**Estimated Costs:**

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		65,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	65,000.00

Estimated Project Beginning Date: July 2019

Est. Project Completion Date: June 2020

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 65,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

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

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

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

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

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

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

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

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Gym Floor Replacements

Location: Blowing Rock School and/or Mabel School

Type of Facility: K-8 School

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

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

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

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

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

Short description of Construction Project: To replace gym flooring in school to ensure safety for all students and staff

**Estimated Costs:**

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		75,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	75,000.00

Estimated Project Beginning Date: July 2019

Est. Project Completion Date: June 2020

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

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

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

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

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

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

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

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

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

County: Watauga County  
LEA: Watauga County Schools  
Address: 175 Pioneer Trail, Boone, NC 28607

Contact Person: Ly Marze  
Title: Finance Officer  
Phone: 828-264-7190

Project Title: Door Replacements

Location: district K-8 Schools

Type of Facility: K-8 Schools

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

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

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

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

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

Short description of Construction Project: To replace broken classroom doors to ensure safety for students and staff

**Estimated Costs:**

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		15,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	15,000.00

Estimated Project Beginning Date: July 2019

Est. Project Completion Date: June 2020

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 15,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

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

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

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

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

The Watauga County Board of Education (the “board”) recognizes the critical role of parents in the education of their children and in the schools. The board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement at school and at home and encourage successful progress toward graduation. Each parent is encouraged to learn about the educational program, the educational goals and objectives of the school system, and his or her own child’s progress. The board also encourages parents to participate in activities designed by school personnel to involve them, such as parent conferences, in order to encourage effective communication.

The board directs each principal or designee to develop a parental involvement plan as a part of the school improvement plan. This plan must include, at a minimum, efforts that meet the requirements established in this policy. In addition, the plan must include ways to enhance parental involvement in the following areas:

1. meaningful two-way communication between home and school;
2. promotion of responsible parenting;
3. involvement of parents and guardians in student learning;
4. promotion of volunteering;
5. involvement of parents and guardians in school decisions that affect children and families;
6. parental training;
7. community collaboration; and
8. promotion of student health awareness.

This policy applies to the parents, legal guardians, and legal custodians of students who are under 18 years old and are not married.

**A. PARENT COMMUNICATION AND CONFERENCES**

The board encourages school personnel to have regular contact with parents for commendation as well as for notification of concerns. Principals or designees shall plan for periodic communication with parents. Teachers are responsible for scheduling conferences with parents.

The principal or designee shall strive, through oral or written communication or other means, to include the parents of students identified as at-risk in the implementation and review of academic and/or behavioral interventions for their children, in accordance with policy 3405, Students at Risk of Academic Failure.

The principal or designee shall provide the parent of each student in kindergarten, first, or second grade with written notification of the student's reading progress. The notice will be provided three times a year, following each benchmark assessment and will include: (1) assessment results, (2) whether the child may not reach reading proficiency by the end of third grade; and (3) instructional support activities for use at home.

The board encourages the superintendent to work with local business leaders, including the local chambers of commerce, to encourage employers to adopt as part of their stated personnel policies time for employees who are parents or guardians to attend conferences with their child's teachers.

## **B. PARENTAL NOTIFICATION**

Each principal or designee of a Title I school shall effectively notify parents of all parental rights and other required information regarding Title I schools and programs, in accordance with federal law. Parents of students in Title I schools shall receive a copy of the system-wide Title I parent and family engagement policy (policy 3560) and the school-wide parent involvement plan.

In addition, annually every building principal or designee shall effectively notify parents of the following:

1. parental rights related to student records (see policy 4700, Student Records);
2. parental rights related to student surveys (see policy 4720, Surveys of Students);
3. the approximate dates of any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered and scheduled in advance by the school administration, and (c) not necessary to protect the immediate health and safety of students;
4. the schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use (see policy 9205, Pest Management);
5. student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series);
6. the permissible use of seclusion and restraint in the schools (see regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);
7. policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure;
8. policy 4010, Student and Parent Grievance Procedure;

9. the dates of the system-wide and state-mandated tests that students will be required to take during that school year, how the results from the tests will be used, and whether each test is required by the State Board of Education or by the local board;
10. grading practices that will be followed at the school and, for parents of high school students, the method of computing the grade point averages that will be used for determining class rank (see policies 3400, Evaluation of Student Progress and 3450, Class Rankings);
11. available opportunities and the enrollment process for students to take advanced courses and information explaining the value of taking advanced courses;
12. if applicable, that their child will be provided advanced learning opportunities in mathematics or will be placed in an advanced mathematics course;
- ~~12.~~13. a clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;
- ~~13.~~14. a report containing information about the school system and each school, including, but not limited to:
  - a. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;
  - b. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;
  - c. the percentage and number of students who are
    - i. assessed,
    - ii. assessed using alternate assessments,
    - iii. involved in preschool and accelerated coursework programs, and
    - iv. English learners achieving proficiency;
  - d. the per pupil expenditures of federal, state, and local funds; and
  - e. teacher qualifications
- ~~14.~~15. the grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade was a D or F;
- ~~15.~~16. supportive services available to students, including guidance, counseling and health



services (see policy 3610, Counseling Program);

- ~~16.~~17. information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children;
- ~~17.~~18. for parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;
- ~~18.~~19. how to reach school officials in emergency situations during non-school hours;
- ~~19.~~20. information about and an application form for free and reduced price meals and/or free milk (see policy 6225, Free and Reduced Price Food Services);
- ~~20.~~21. information about the school breakfast program;
- ~~21.~~22. information about the availability and location of free summer food service program meals for students when school is not in session;
- ~~22.~~23. for parents of children with disabilities, procedural safeguards (see also policy 4022/7231, Nondiscrimination on the Basis of Disabilities);
- ~~23.~~24. information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;
- ~~24.~~25. education rights of homeless students (see policy 4125, Homeless Students);
- ~~25.~~26. the content and implementation of the local school wellness policy (see policy 6140, Student Wellness);
- ~~26.~~27. their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3 (see policy 5015, School Volunteers);
- ~~27.~~28. that the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age (see policies 4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and 4022/7231, Nondiscrimination on the Basis of Disabilities);
- ~~28.~~29. that the school system provides equal access to its facilities, programs and activities to the Boy Scouts and other designated youth groups (see policy 4021/7230,

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Prohibition Against Discrimination, Harassment, and Bullying); and

29.30. the availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, Student Fees).

**C. OPPORTUNITIES TO WITHHOLD CONSENT/OPT OUT**

As a part of the annual notification described above, parents will be effectively notified that they may opt out of any of the following:

1. release of student directory information about their child for school purposes or to outside organizations (see policy 4700, Student Records);
2. release of their child's name, address, and telephone listing to military recruiters or institutions of higher education (see policy 4700, Student Records);
3. their child's participation in curricula related to (a) prevention of sexually transmitted diseases, including HIV/AIDS; (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education, as provided in policy 3540, Comprehensive Health Education Program. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public. To meet any review periods required by law, materials also may be made available for review in the central office;
4. their child's participation in academic or career guidance or personal or social counseling services of a generic nature offered to groups of students (e.g., peer relations strategies offered to all sixth graders). However, parental notification and permission are not required for: (a) short-duration academic, career, personal, or social guidance and counseling and crisis intervention that is needed to maintain order, discipline, or a productive learning environment; (b) student-initiated individual or group counseling targeted at a student's specific concerns or needs; and (c) counseling if child abuse or neglect is suspected (see policies 3610, Counseling Program, and 4240/7312, Child Abuse – Reports and Investigations);
5. their child's participation in non-Department of Education-funded surveys concerning protected topics (see policy 4720, Surveys of Students);
6. their child's participation in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance; (b) administered and scheduled in advance by the school administration; and (c) not necessary to protect the immediate health and safety of students;
7. the collection, disclosure, or use of their child's personal information for marketing purposes (see policy 4720, Surveys of Students); and

8. release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).

Any parent or legal guardian who wishes to opt out/withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent or legal guardian as to the manner in which student directory information is used, the curriculum is provided, or guidance programs are made available.

#### **D. PARENTAL PERMISSION REQUIRED**

Written parental permission is required prior to the following activities:

1. the administration of medications to students by employees of the school system (see policy 6125, Administering Medicines to Students);
2. the release of student records that are not considered directory information, unless the release is allowed or required by law (see policy 4700, Student Records);
3. off-campus trips;
4. students' participation in high-impact or high-risk sports or extracurricular activities, such as football or mountain climbing (see policy 4220, Student Insurance Program);
5. all decisions or actions as required by the IDEA with regard to providing special education or related services to students with disabilities (see policy 3520, Special Education Programs/Rights of Students with Disabilities);
6. certain health services, as required by law;
7. participation in a mental health assessment or mental health services under circumstances prescribed by federal law;
8. students' participation in programs or services that provide information about where to obtain contraceptives or abortion referral services;
9. students' participation in surveys funded by the Department of Education that are conducted concerning protected topics (see policy 4720, Surveys of Students);
10. disclosure of students' free and reduced price lunch eligibility information or eligibility status; and
11. students' independent access to the Internet, as described in policy 3225/4312/7320, Technology Responsible Use.

Legal References: Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98; Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*; Asbestos Hazard Emergency Response Act, 15 U.S.C. 2641, *et seq.*; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; 42 U.S.C. 1758, 7 C.F.R. pt. 245; 42 U.S.C. 1758b; National School Lunch Program, 42 U.S.C. 1751 *et seq.*, 7 C.F.R. 210.12; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. 108.9; 20 U.S.C. 7908; G.S. 90-21.1; 95-28.3; 115C-47(47), -47(51), -47(54), -47(58), -81.25, -81.30, -81.36, -105.41, -109.1, -174.26(d), -307(c), -375.4, -390.2, -391.1, -407.16; State Board of Education Policies KNEC-002, PRNT-000, TEST-001

Cross References: Title I Parent and Family Engagement (policy 3560), Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 4015/7225), Nondiscrimination on the Basis of Disabilities (policy 4022/7231), Student and Parent Grievance Procedure (policy 4010), Technology Responsible Use (policy 3225/4312/7320), Evaluation of Student Progress (policy 3400), Students at Risk of Academic Failure (policy 3405), Class Rankings (policy 3450), Special Education Programs/Rights of Students with Disabilities (policy 3520), Comprehensive Health Education Program (policy 3540), Counseling Program (policy 3610), Homeless Students (policy 4125), Student Insurance Program (policy 4220), Child Abuse – Reports and Investigations (policy 4240/7312), Student Behavior Policies (4300 series), Rules for Use of Seclusion and Restraint in Schools (regulation 4302-R), Student Fees (policy 4600), Student Records (policy 4700), Surveys of Students (policy 4720), School Volunteers (policy 5015), Registered Sex Offenders (policy 5022), Administering Medicines to Students (policy 6125), Student Wellness (policy 6140), Free and Reduced Price Meal Services (policy 6225), Pest Management (policy 9205)

Adopted: July 14, 2014

Replaces: Policy 2.04.60, Parental Involvement (in part)

Revised: January 11, 2016; February 13, 2017; February 12, 2018, November 13, 2018

## **PUBLIC RECORDS – RETENTION, RELEASE, AND DISPOSITION**

*Policy Code:* **5070/7350**

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

### **A. PUBLIC RECORD DEFINED**

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

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

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

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

1. Name.
2. Age.
3. The date of original employment or appointment.
4. The terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the board has the written contract or a record of the oral contract in its possession.

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

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

**B. DESIGNATION OF RECORDS OFFICER**

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

**1. Duties of the Records Officer**

The duties of the records officer include the following:

- a. determining whether records are public or confidential by law, with assistance from the local board attorney as necessary;
- b. determining the most cost-effective means of storing and retrieving public records that include confidential information;
- c. providing training, consultation, and guidelines to school officials who respond to or are otherwise involved in public records requests;

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

2. Other Duties

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

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

**C. REQUESTS FOR PUBLIC RECORDS**

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

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

**D. FEES FOR COPIES OF PUBLIC RECORDS**

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

**E. ELECTRONIC MAIL LISTS**

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

#### **F. DESTRUCTION OF PUBLIC RECORDS**

To the extent required by law, school personnel shall maintain public records in accordance with the applicable records retention and disposition schedule(s) issued by the North Carolina Department of Natural and Cultural Resources. School personnel shall comply with the ~~Records Retention and Disposition Schedule for Local Education Agencies~~ adopted by the N.C. Department of Cultural Resources, Division of Archives and History, unless otherwise required by statute, regulation, or other legal authority. The superintendent may establish regulations for the destruction of records in accordance with the approved schedules.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 14-113.8(6); 115C-47(40), -105.27(a2), -105.53, -105.54, -109.3, -174.13, -319 to -321, -402; 132-1 to -9; *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources (1999), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules#localschedules>; *General Records Schedule for Local Government Agencies*, N.C. Department of Natural and Cultural Resources (2019), available at <https://archives.ncdcr.gov/documents/general-records-schedule-local-government-agencies>

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

Adopted: June 8, 2015

Revised: January 28, 2016; September 10, 2018





## DISTRIBUTION AND DISPLAY OF NON-SCHOOL MATERIAL

Policy Code:

5210

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, distribution and display of non-school material will be limited in accordance with this policy and policy 5240, Advertising in the Schools. School officials shall screen and approve the distribution or display of non-school material (as defined in sSection FE of this policy) on school property.

This policy applies to the distribution and display of non-school material by students and school-related groups (as defined in Section FE of this policy) and by governmental agencies, educational institutions, and non-profit entities as permitted in sSection CB below. Except as provided in Section A below, this policy will not be construed as applying to or prohibiting the display of compliant political signs permitted by G.S. 136-32.

### A. DISPLAY OF COMPLIANT POLITICAL SIGNS IN THE RIGHT-OF-WAY DURING DESIGNATED PERIODS

Any person may display compliant political signs in the right-of-way of the state highway system or in municipal street rights-of-way in accordance with the standards established in G.S. 136-32, even if such right-of-way constitutes school grounds. Compliant political signs may be displayed in such right-of-way from 30 days before the first day of "one-stop" early voting to 10 days after the primary or election day. School officials may remove and dispose of any political sign remaining in the right-of-way more than 40 days after the primary or election day. School officials shall observe any different rules established by applicable local ordinance for placement and removal of political signs on municipal street rights-of-way.

School officials shall not remove any political sign lawfully placed except as provided in this section but may request the Department of Transportation to remove a sign that is not in compliance with G.S. 136-32.

### A.B. DISTRIBUTION AND DISPLAY BY STUDENTS

Students wishing to distribute or display on campus any publication, leaflet or other written material that is not school-sponsored must submit the publication or material to the principal for review prior to distribution. The principal shall prohibit distribution or display when the publication or material contains speech that is prohibited as specified in sSection DC below but otherwise shall not discriminate on the basis of viewpoint in granting or denying a student permission to distribute or display non-school publications or materials. Materials approved by the principal for distribution by students may only be distributed during non-instructional time in common areas (outside of classrooms). If permission to distribute or display a publication or material is denied, the student may request review of the principal's decision as specified in sSection DE below.

**B.C. DISTRIBUTION AND DISPLAY BY NON-STUDENTS**

1. Distribution and display of “school-sponsored or curriculum-related publications and materials” as defined in sSection ~~FE~~ are permitted during the school day, on school grounds and at school activities.
2. Distribution and display of publications and materials from school-related groups that have received prior approval of the superintendent or designee pursuant to the standards in sSection ~~ED~~ below and the standards for review of the decision in sSection ~~ED~~ below are permitted at reasonable times and places as designated by the superintendent or designee. The term “school-related group” is defined in sSection ~~FE~~. The school system shall not discriminate on the basis of viewpoint in granting or denying permitted school-related groups permission to distribute or display non-school material.
3. The following agencies and organizations are permitted to distribute or display educational information or information about programs and activities of interest to students:
  - a. local, state and federal government agencies and departments;
  - b. organizations that offer educational, recreational, cultural or character development activities or programs for school-aged children, including but not limited to scouts, YMCA or YWCA, organized youth sport leagues, etc.;
  - c. school/business partnerships or incentive programs that directly enhance or support the school’s educational program; and
  - d. community colleges, universities, and other non-profit institutions of higher education.

All publications and materials that one of the permitted agencies or organizations would like to distribute or display must be submitted to the superintendent or designee for approval prior to distribution or display. Approval for distribution or display will be granted pursuant to the standards in sSection ~~DE~~ below and the standards for review of decisions in sSection ~~ED~~ below. If approved, the publications and materials will be distributed or displayed at reasonable times and places as designated by the superintendent or designee.

- 3.4. The school system shall not discriminate on the basis of viewpoint in granting or denying permitted agencies and organizations permission to distribute or display non-school materials.

- 4.5. The superintendent is authorized to adopt regulations regarding approval forms, how many times a year groups may distribute or display publications or materials, delivery and bundling requirements, etc.
- 5.6. Nothing in this policy will be construed to create a public forum that would allow non-students unrestricted access to school property for the purpose of distributing or displaying publications or materials.

#### **C.D. DISTRIBUTION AND DISPLAY STANDARDS FOR NON-SCHOOL MATERIALS**

School officials shall apply the following standards to approve the distribution or display of all non-school material by individuals or groups authorized by this policy on school property:

1. While materials will not be screened for viewpoint, the reviewer shall prohibit the distribution or display of any publication or material that (a) is vulgar, indecent or obscene; (b) contains libelous statements, personal attacks or abusive language such as language defaming a person's character, race, religion, ethnic origin, gender, family status, or disability; (c) causes or clearly threatens to cause a material and substantial disruption of a school activity; (d) encourages the commission of unlawful acts or the violation of lawful school regulations; (e) is inappropriate considering the age of the students in the school; (f) contains information that is inaccurate, misleading or false; or (g) advertises any product or service not permitted to minors by law.

The superintendent's designee shall notify the superintendent before approving or prohibiting distribution or display of any publications or materials that raise a question as to whether a specific action by school officials might violate the Establishment of Religion Clause, the Free Exercise of Religion Clause, or the free speech rights guaranteed by the First Amendment of the U.S. Constitution. The superintendent may consult with the board attorney as necessary to determine the legally appropriate course of action.

2. The distribution of non-school material must not have any significant effect on instructional time.
3. Only the following non-school material may be distributed directly to students:
  - a. Approved information about instructional opportunities (arts classes, youth athletics, summer camps, scouting, tutoring, etc.)
  - b. Approved information from local government agencies about public health and safety issues clearly relevant to WCS students; "Local government agencies" shall mean county and municipal organizations based in Watauga County.

4. Approved non-school materials other than those identified in item (3) above may be displayed in schools and/or made available for pick up in central location(s) approved by the principal.
5. The limitations of sections C-3 and C-4 shall not be construed to prohibit distribution of non-school materials by students as permitted by Section A. of this policy.
6. Display or distribution of materials concerning the same or substantially similar programs or events from the same organization shall be limited to twice per school year.
7. School system e-mail and websites shall not be used to announce, distribute, or display non-school materials and information except for a) professional development opportunities approved by the WCS Chief Academic Officer or designee, and b) information about services offered to WCS personnel from approved benefit providers.
8. Non-school materials distributed or displayed to students must be clearly identified as non-school materials.

In order to minimize disruption to the learning environment, political campaign materials may not be distributed to students or employees (including through employee mailboxes and e-mail) or made available on school grounds during school time or at school events. However, on election days, posters and printed materials are permitted for viewing and distribution to the public at school buildings used as polling places in accordance with state law and board of elections requirements.

This provision does not prohibit a teacher from using political literature or campaign material for instructional purposes. However, any teacher using these materials for instruction shall not use his or her position to promote a particular candidate, party or position on a specific issue. The teacher also shall attempt to use a variety of materials that represent balanced and diverse viewpoints on the political spectrum.

#### **D.E. PROCEDURES FOR REQUESTING DISTRIBUTION OR DISPLAY OF NON-SCHOOL MATERIALS**

1. Any individual or organization wishing to distribute or display non-school-sponsored publications or materials must first submit for approval a copy of the publication or material to the superintendent or designee at least three school days in advance of the distribution or display time.
2. Within five school days, the superintendent or designee shall review the request and render a decision. In the event permission to distribute or display the material is denied or restricted, the individual submitting the request will be informed of the reasons for the denial or restriction.

3. Any request denied or restricted by the superintendent or designee may be appealed in writing to the board of education. The board will review the request at its next regularly scheduled meeting. As appropriate, the superintendent or the board will consult with the board attorney concerning a request to distribute or display non-school literature.
4. Permission or denial of permission to distribute or display material does not imply approval or disapproval of its contents by school system administrators, the school board or the individual reviewing the material submitted.

#### **E.F. DEFINITIONS**

The following terms used in this policy are defined as follows:

1. **Obscene**: Any speech or work that the average person, applying contemporary community standards (as opposed to “national standards”), would find, taken as a whole, appeals to prurient interest; or that depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law; and that, taken as a whole, lacks serious literary, artistic, political or scientific value.
2. **Libelous Statement**: Libelous statements are false and unprivileged statements about a specific person that injure that person’s reputation in the community.
3. **Non-School Material**: Non-school material includes any publication or other written information that is not a school-sponsored or curriculum-related publication or material.
4. **Material and Substantial Disruption**: A material and substantial disruption is any conduct that for any reason, including inappropriateness of time, place or type of behavior, significantly interferes with school functions, classroom instruction, or the rights of other students or school employees. Examples of material and substantial disruption include, but are not limited to, demonstrations, destruction of property, injury to students or other persons, shouting or boisterous conduct, and anything that significantly distracts students from instruction or prevents school personnel from performing their educational responsibilities.
5. **School-Sponsored or Curriculum-Related Publications and Materials**: School-related materials or publications are: (a) materials published by the school system for distribution (i.e. school calendars, menus, school newsletters, etc.); (b) materials that are approved by school officials and related to activities or events that are officially sponsored by the school (i.e. announcements for sports teams, clubs, field trips, school plays and concerts); or (c) materials that are directly related to instruction.
6. **School-Related Group**: School-related groups are organizations formed to support the school in an area of recognized need, such as the PTA, the PTO, the Watauga

Education Foundation, teachers' and principals' organizations, and booster clubs.

The superintendent shall adopt regulations as necessary to ensure that this policy is implemented throughout the school system.

Legal References: U.S. Const. amend. I; *Peck v. Upshur*, 155 F.3d 274 (1998); G.S. 115C-36, -47; 136-32; 163A-1046; 163A-1134

Cross References: Collections and Solicitations (policy 5220), Advertising in the Schools (policy 5240)

Adopted: February 8, 2016

Replaces: Policy 2.04.70, Distribution of Non-School Sponsored Materials (as applicable)

Revised:

The Watauga County Board of Education (the “board”) recognizes the importance of an effective working relationship between the board and superintendent. The board further recognizes the distinct and separate areas of responsibility of the board and superintendent of the school system. The superintendent is responsible for the administration of the system of schools consistent with the board's policies.

To maintain a cohesive relationship between the board and the school system, the superintendent shall serve as secretary of the board and assist all board committees. The superintendent shall keep the board informed of the operation of the system. The superintendent shall make recommendations to the board as required by law and board policy and as otherwise determined appropriate by the superintendent. The superintendent also shall assist the board in making sound decisions and meeting the requirements of law by providing information and advice regarding all matters that require board action or that must by law be reported by the superintendent to the board.

When acting in his or her official capacity, the superintendent shall provide the board with notice in advance if he or she is called upon to speak before the General Assembly, the State Board of Education, the Board of County Commissioners, or other governmental entities on legislation, policy, or political issues of concern to the board. In addition, the superintendent shall keep the board informed when he or she has been asked to comment upon proposed or pending state legislation or policy.

Legal References: G.S. 115C-36, -47, -276

Cross References: Board Authority and Duties (policy 1010), Duties of Officers (policy 1350), Official School Spokesperson (policy 1360)

Adopted: October 12, 2015

Revised: December 12, 2016

Replaces: Board policy 1.01.40, Duties of the Superintendent and policy 1.01.50, Board-Superintendent Relations



The Watauga County Board of Education (the “board”), as a corporate body, may transact business only at official meetings of the board. An individual board member has no authority to act absent the delegation of authority by the board at an official meeting.

As defined by law, an official meeting of the board includes any meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of the open meetings law.

**A. TYPES OF MEETINGS**

While the board is determined to operate efficiently, it also is mindful of the importance of thoughtful planning and discussion prior to taking formal action. Regular meetings will be held at a predetermined time and place to conduct the business of the board. In addition, the board may hold specially-called meetings and emergency meetings, as it deems necessary to act in a timely manner and provide its members and executive staff with the opportunity to have an exchange of ideas and receive input from other staff, parents, students and the community.

**B. REGULAR MEETINGS**

The board shall hold a regular meeting on the second Monday of each month, except when the meeting day falls on a legal holiday; then the meeting date shall be set by action of the board. The meetings shall be held at the office of the Watauga County Board of Education or at another readily accessible Watauga County location approved by a majority of the board. The superintendent shall keep on file the schedule of regular meetings with the predetermined time and place. The schedule will be revised only in accordance with legal requirements for notice.

**C. EMERGENCY MEETINGS**

An emergency meeting may be called in order to address generally unexpected circumstances that require immediate consideration by the board. An emergency meeting may be called by the chairperson, or by the vice-chairperson if the chairperson is unable or unwilling to act, or by the superintendent shall call an emergency meeting when it is determined that the meeting is necessary and cannot be delayed until 48 hours' notice is provided for a special meeting as described below in Section D.

**D. SPECIALLY-CALLED MEETINGS**

**1. Specially-Called Meetings Generally**

Specially-called meetings may be scheduled in between regular meetings of the board. Work sessions, retreats, and public hearings are specific types of specially-called meetings. The board chairperson (or the vice-chairperson, if the chairperson is not available) or the superintendent may call special meetings when necessary to conduct business that cannot reasonably be handled at regular meetings. The board chairperson or superintendent shall call a special meeting if a majority of the members of the board so requests.

2. Retreats and Workshops

Retreats and workshops are specially-called meetings that may be scheduled in order to give the board more time to deliberate or evaluate issues.

3. Public Hearings

Public hearings are official proceedings during which members of the public are given an opportunity to be heard. Public hearings may be required by law or deemed advisable by the board. Public hearings that are not required by law may be scheduled when the chairperson or superintendent determines that the public hearing is advisable or when a majority of the members of the board so requests. Notice of all public hearings will be provided as required by law and will include the subject, date, place and time of the hearing as well as any rules regarding participation, such as the length of time for each speaker. The purpose of a public hearing is to gather information and hear opinions from the community. Generally, board members will respond only to seek clarification. At the appointed time, the chairperson or designee shall call the hearing to order and preside over it in accordance with any rules regarding participation adopted by the board.. When the allotted time expires or when no one wishes to speak, the chairperson or designee shall declare the hearing ended.

4. Notice

Notice of the time and place of the meeting and the subjects to be considered shall be given to each board member and the news media at least forty-eight (48) hours in advance in accordance with board policy and the open meetings law. See N.C. G.S. 143-318.12.

**E. OPEN MEETINGS LAW COMPLIANCE**

The board will comply with the open meetings law, including notice of meetings.

Legal References: G.S. 115C-41; 143-318.9, -318.10, -318.12, -318.14

Cross References: Compliance with the Open Meetings Law (policy 1420)

Adopted: November 9, 2015

Replaced: Board policy 1.04, Procedures for Board Meetings (in part)

Revised: January 28, 2016

The Watauga County Board of Education (the “board”) recognizes that online instruction is a valuable tool for affording students extended educational options. The board will provide opportunities for students to participate in online instruction to the extent that it is academically and financially prudent.

School guidance counselors shall advise students on North Carolina Virtual Public School courses and other online courses available for credit. Enrollment in an online for credit course will count toward satisfying board requirements related to minimum instructional days, seat time policies, student attendance, and athletic and/or extracurricular obligations.

A student, with the principal’s prior approval, may enroll in an online course with assistance from the school e-learning advisor. The principal shall designate a certified staff member at the school to serve as e-learning advisor, who will be responsible for coordinating the enrollment of students in online courses, monitoring students’ progress in those courses, and supervising any required testing. In addition, the principal shall ensure that the e-learning advisor implements a plan for supporting credit recovery students throughout the semester.

The superintendent shall develop regulations consistent with State Board of Education requirements and this policy for students enrolling in online instruction.

Legal References: ~~S.L. 2017-173~~ G.S. 115C-238.79; State Board of Education Policy CCRE-001

Cross References: Dual Enrollment (policy 3101)

Adopted: August 3, 2015

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

The board intends that students and employees benefit from technology resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

**A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a Responsible Use Contract indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

**B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support the educational objectives of the Watauga County Schools. Use of school system technological resources for any non-educational purposes is prohibited, including but not limited to use for commercial

gain or profit, for charitable purposes other than school fund-raising, or for amusement or entertainment. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it does not interfere with school system business and is not otherwise prohibited by board policy or procedure.

2. Software purchased by the school system may be copied for personal use only when expressly permitted by the terms of a specific software licensing agreement.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, threatening, harassing, abusive, or considered to be harmful to minors. Also see policy 4021/7230 Prohibition against Discrimination, Harassment, and Bullying.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs, or any foreign program, executable program, or software onto any school system computer, electronic device, or network without the express written permission of the technology director or designee. All school purchases of games and other software addressed by this provision, regardless of the funding source, must be approved in advance by the technology director or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
12. Users are prohibited from using another individual’s ID or password for any technological resource without permission from the individual and from the teacher or other school official.
13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner’s express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students’ use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.
18. Use of social media during instructional hours, and at any time using school technology, is prohibited except when approved and monitored by a teacher or other school official. All school personnel will comply with policy 7335 Employee Use of Social Media.

**C. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal technology or personal internet connection.

**D. PARENTAL CONSENT**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet despite reasonable efforts at filtering such material. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to meet educational goals. Parental permission will be obtained when necessary to create and manage such third-party accounts.

**E. PRIVACY**

Students, employees, visitors, and other users have no expectation or right of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system



integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

**F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY**

Personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus only in accordance with written guidelines approved by the superintendent or designee. Students shall not use such devices to take and/or send pictures of other students, faculty or staff by email or other electronic means unless instructed to do so by a Watauga County Schools employee. Personal technology devices may be used in classrooms only for instructional purposes under the direction of Watauga County Schools faculty. If these devices are used for cheating, the responsible student(s) will be dealt with in accordance to Board policies on student behavior (4300 series). Students' personal devices are also governed by policy 4318, Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

**G. PERSONAL WEBSITES**

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.

**1. Students**

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series and policy 4021/7230).

**2. Employees**

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

**3. Volunteers**

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 7131; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), ~~Copyright Compliance (policy 3230/7330)~~, Web Page Development (policy 3227/7322), Use of Personal Technology to Conduct School Business (policy 3228/7323), ~~Copyright Compliance (policy 3230/7330)~~, Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release, and Disposition (policy 5070/7350), Use of Equipment, Materials, and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: June 8, 2015

Revised: November 14, 2016

Replaces: Policy 4.02.50, Responsible Use for Access to Networked Information Resources

## **CHILD ABUSE – REPORTS AND INVESTIGATIONS**

*Policy Code:*     **4240/7312**

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North Carolina has two separate systems that mandate reports of suspected child abuse, neglect, dependency, or maltreatment. 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 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 childcare 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 the source of the child abuse, neglect, dependency, or maltreatment 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.

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 CHILD ABUSE, NEGLECT, DEPENDENCY, OR DEATH AS A RESULT OF MALTREATMENT TO THE COUNTY CHILD WELFARE AGENCY**

A school employee who knows or has cause to suspect (1) child abuse, neglect, dependency or death as a result of maltreatment by a parent, guardian, custodian, or caretaker of the child or (2) that a child has 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 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 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. An employee who fails to report or who prevents another person from making a report is subject to disciplinary action by the school system or civil or criminal action under the law.

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

A school employee 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 “childcare 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 childcare 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.

#### **C. COOPERATION WITH STATE AGENCIES**

1. The principal may establish a contact person in the school to act as a liaison with state agencies charged with investigating reports of child abuse and neglect or child maltreatment.
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 childcare facility.
3. In the case of suspected abuse, neglect, dependency, or death due to maltreatment under the jurisdiction of social services, employees shall permit the child to be interviewed by social services on school campuses during school hours.
4. In a case under the jurisdiction of DCDEE concerning suspected child maltreatment by a caregiver in a childcare facility, permission from the parent must be obtained before the child may be interviewed on school campus during school hours.
5. Employees shall provide confidential information to agency personnel, so long as the disclosure does not violate state or federal law.
6. 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. 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.

The superintendent shall develop any necessary procedures for 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; 14-318.2; 110-90.2, -105.3, -105.4, -105.5; 115C-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

The Watauga County Board of Education (the “board”) recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by G.S. 115C-12(23) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies. The superintendent or designee shall develop plans consistent with state requirements and shall implement and monitor compliance with this policy. The superintendent is authorized to investigate the use of baseline testing for student-athletes and require that student-athletes undergo such testing prior to their participation in any interscholastic athletic competition.

**A. DEFINITION OF CONCUSSION**

A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in a loss of consciousness.

**B. SCHOOL HEAD INJURY INFORMATION SHEET**

Each year, all coaches, school nurses, athletic directors, first responders, volunteers, student-athletes, and parents of student-athletes must be provided with a concussion and head injury information sheet that meets the requirements of the State Board. Before any student, school employee, volunteer, or first responder will be allowed to participate in interscholastic athletic activities, including tryouts, practices, or competitions, he or she must sign the head injury information sheet and return it to the coach. Parents also must sign the sheet and return it to the coach before their children may participate in any interscholastic athletic activity. The principal of each school shall ensure that a complete and accurate record of the returned signed sheets is maintained in accordance with law and State Board policy.

**C. REMOVAL FROM AND RETURN TO PLAY**

Any student-athlete who is exhibiting signs or symptoms consistent with a concussion must be removed from athletic activity immediately. Further, the student-athlete must not be allowed to return to play or practice that day or on any subsequent day until he or she has been evaluated and has received written clearance for participation that complies with the requirements of G.S. 115C-12(23) and any other applicable law or State Board policy.

**D. RETURN TO LEARNING**

The superintendent or designee shall develop a plan that meets all the requirements of the State Board of Education for addressing the needs of students in grades pre-K through 12

who suffer concussions. The superintendent or designee shall also arrange for information and professional development to be provided annually to all teachers and other school personnel on return-to-learn issues and other concerns related to concussion and brain injuries. Parents and students must be offered the opportunity annually to provide information related to any head injury or concussion the student may have incurred during the past year on the health history and emergency medical information update form.

**E. EMERGENCY ACTION PLANS**

Each principal or designee shall develop a venue-specific emergency action plan to respond to serious medical injuries and acute medical conditions in which the condition of the injured student may deteriorate rapidly. All such plans must include a delineation of roles, methods of communication, available emergency equipment, and a plan for emergency transport. The plans must be (1) in writing, (2) reviewed by an athletic trainer who is licensed in North Carolina, (3) approved by the principal if developed by a designee, (4) distributed, posted, reviewed, and rehearsed in accordance with G.S. 115C-12(23), and (5) compliant with any other requirements of state law and State Board policy.

**F. ATHLETIC TRAINERS AND FIRST RESPONDERS**

Each high school principal shall designate at least one licensed athletic trainer or first responder who meets the requirements of state law and State Board of Education policy. The principal shall monitor each athletic trainer's or first responder's compliance with the duties assigned to the position by the State Board and any additional duties assigned by the superintendent or designee, including, but not limited to, attendance at football games and practices and compliance with all applicable training and certification requirements.

To the extent funding and resources are available, the superintendent shall work toward having a licensed athletic trainer or first responder available for all school practices and games of all high school and middle school sports.

**G. RECORD KEEPING**

The superintendent shall require each principal to maintain complete and accurate records of actions taken in his or her school to comply with this policy and applicable legal authority. Records shall include accounts of any education or training as may be required by law or State Board of Education policy.

The superintendent's annual report to the board on compliance with laws and policies related to student wellness shall include a report on the system's compliance with laws and policies related to concussions and head injuries. (See Section G of policy 6140, Student Wellness.)

Legal References: G.S. 115C-12(23); S.L. 2011-147; Article 34 Chapter 90; State Board of Education Policies ATHL-000, ATHL-003, SHLT-001

Cross References: Student Wellness (policy 6140)

Other Resources: Matthew Gfeller Sport-Related TBI Research Center at UNC website  
[~~http://tbicenter.unc.edu~~](http://tbicenter.unc.edu)~~/MAG\_Center/Home.html~~; *Report to the North Carolina General Assembly: Study of Sports Injuries at Middle School and High School Levels*, N.C. Department of Public Instruction (2011), available at  
<http://www.ncleg.net/documentsites/committees/JLEOC/Reports%20Received/Archives/2011%20Reports%20Received/Study%20of%20Sports%20Injuries%20at%20Middle%20and%20High%20School%20Levels.pdf>

Adopted: November 10, 2014

Revised: January 28, 2016; August 14, 2017 (Legal references only)



## **COLLECTIONS AND SOLICITATIONS**

*Policy Code:*

**5220**

The Watauga County Board of Education (the “board”) is committed to minimizing disruptions to instructional time and the educational environment. Collections and solicitations are discouraged and must not disrupt instructional time. Employees and students will not be required to contribute or respond to any collection or solicitation.

The following guidelines apply to collections and solicitations in school facilities and on school grounds:

1. Outside organizations and/or sales representatives may not solicit school employees or students for any commercial purpose during working hours or the school day. This provision shall not prohibit information sessions about approved employee benefit plans during non-instructional time with the prior approval of the principal.
2. Students, school organizations, teachers and/or other school employees may not sell commercial products or services during working hours or the school day except for the purpose of school fund-raising approved by the principal.
3. Solicitations for any charitable purpose must be approved in advance by the principal and must not involve student assemblies or any other significant disruption of instructional time.
4. Fliers and other materials that are to be distributed or displayed during the school day in conjunction with an approved charitable solicitation must be approved by the principal.

Legal References: G.S. 14-238, 115C-36, -47

Cross References: Distribution and Display of Non-School Material (policy 5210), Advertising in the Schools (policy 5240), Crowdfunding on Behalf of the School System (policy 7360/8225)

Adopted: February 8, 2016

Replaces: Board policy 3.08.80, Soliciting on School Grounds

Revised:

The Watauga County Board of Education (the “board”) will provide health services to students as required by law. School employees may administer drugs or medication prescribed by a doctor only upon the written request of the parents; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees.

A registered nurse will be available to provide assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.

The superintendent may develop procedures or delegate the development of procedures to each school principal for providing these health services and meeting the board requirements listed below.

1. The principal shall determine at the beginning of each school year prior to the beginning of classes, and thereafter as circumstances require, which employees will be selected to participate in the health services program. The principal shall inform his or her staff about which health services duties are delegated to which employees.
2. A school nurse, with the assistance of other personnel as appropriate, will prepare an individual health plan for each student with special health care needs. This plan will identify the student’s medical needs, the person responsible for monitoring the child’s medical needs during the school day, and other information necessary to ensure the child’s medical needs are appropriately addressed during all school-related activities.
3. When a student’s special health care needs include an increased risk of a medical emergency, a school nurse, with the assistance of other personnel as appropriate, will prepare an emergency health care plan to address this risk. This plan will identify the type of risk involved, the symptoms that indicate a potential medical emergency, and the important actions that should be taken and avoided by school personnel in the event of a medical emergency.
4. Any employee designated to provide health care services must receive appropriate training.
5. Health manuals prepared by the governing state agencies must be followed in developing appropriate procedures and for determining which tasks must be performed by registered nurses.
6. Procedures must be consistent with all related board policies, including policy 4230, Communicable Diseases – Students, and policy 6125, Administering Medicines to Students.
7. Procedures must be consistent with state and federal law for students with disabilities, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation

Act of 1973, and the Americans with Disabilities Act. The *Policies Governing Services for Children with Disabilities* will be followed, as applicable.

8. Procedures must be consistent with guidelines adopted by the State Board of Education under G.S. 115C-12(31) to serve students with diabetes, including developing and implementing individual diabetes care plans for such students and providing information and training to school personnel to appropriately support and assist such students, in accordance with their individual diabetes care plans.
9. Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act (FERPA) and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.
10. School personnel must obtain parental consent for medical services as required by law. Parents will be notified of their rights in accordance with policy 4002, Parental Involvement.
11. Health professionals will be consulted in the development of health services. Opportunities also will be provided for input from staff, parents, and students on the health services provided.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), -794, 34 C.F.R. pt. 104; G.S. 115C-12(12), -12(31), -36, -307(c), -375.1, -375.3; 16 N.C.A.C. 6D.0402; 21 N.C.A.C. 36-.0221, 36.0224; *Policies Governing Services for Children with Disabilities*, State Board of Education Policies NCAC-015 6D.0402, EXCP-000

Cross References: Parental Involvement (policy 4002), Communicable Diseases – Students (policy 4230), Student Records (policy 4700), Administering Medicines to Students (policy 6125)

Adopted: April 11, 2016

Revised: August 14, 2017 and April 9, 2018 and \_\_\_\_\_ (Legal references only)

Replaces: Board policy 5.03.30, Student Health Services

The Watauga County Board of Education (the “board”) recognizes that it is important for students to maintain their physical health and receive proper nutrition in order to take advantage of educational opportunities. The board further recognizes that student wellness and proper nutrition are related to a student’s physical well-being, growth, development, and readiness to learn. The board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. As part of that commitment, the board directs the superintendent to oversee the development, implementation, and ongoing evaluation of this policy and other school system efforts to encourage students to be healthy and active, including compliance with the State Board of Education’s Healthy Active Children Policy, SHLT-000, as further described in Section F, below. The superintendent may designate a school system official to carry out this responsibility (“lead wellness official”).

The superintendent or designee shall make the most current version of this policy available to members of the school community and the public by posting it on the school system website and/or by distributing it annually through other means reasonably intended to reach the school community and public. In addition, the superintendent or designee shall provide a copy of this policy to the North Carolina Department of Public Instruction (NCDPI) when requested to do so.

#### **A. SCHOOL HEALTH ADVISORY COUNCIL**

The board will maintain a school health advisory council to help plan, update, implement, promote, and monitor this policy as well as to address other health and nutrition issues within the school system. The council serves as an advisory committee regarding student health issues and works in conjunction with the lead wellness official charged with oversight of this policy and the school system’s efforts to promote student and employee health and wellness in compliance with state and federal requirements. The council is authorized to examine related research and laws, assess student needs and the current school environment, review existing board policies and administrative regulations, collaborate with appropriate community agencies and organizations, and help raise awareness about student health issues. The council also may make policy recommendations to the board related to this policy and other policies concerning student wellness and in conjunction with the lead wellness official, shall periodically review and suggest revisions to this policy. In addition, the council may assist in the development of a plan for measuring and assessing implementation of this policy and in developing methods to inform and update the public about the content and implementation of this policy as described in Sections F and G, below.

The council will be composed of representatives from the school system, the local health department, and the community. The council must include members of each of the following groups: the school board, school system administrators, school system food service representatives, physical education teachers, school health professionals, students, parents or guardians, and the public. The council will provide information to the board about the following areas or concerns: (1) physical activity, (2) health education, (3)

employee wellness, (4) health services, (5) social and emotional climate, (6) nutrition environment and services, (7) counseling, psychological, and social services, (8) physical environment, (9) family engagement, and (10) community involvement.

The council shall provide periodic reports to the board and public regarding the status of its work. In addition, the council shall assist the lead wellness official in creating an annual report that includes the minutes of physical activity and the minutes of physical education and/or healthful living education received by students in the system each school year, as well as any other information required by the State Board of Education or NCDPI.

## **B. NUTRITION PROMOTION AND NUTRITION EDUCATION**

The board believes that promoting student health and nutrition enhances readiness for learning and increases student achievement. The general goals of nutrition promotion and nutrition education are (1) to provide appropriate instruction for the acquisition of behaviors that contribute to a healthy lifestyle for students and (2) to teach, encourage, and support healthy eating by students.

The board will provide nutrition education within the Healthful Living Standard Course of Study and the grade level expectations outlined in the Healthful Living Essential Standards adopted by the State Board of Education. Nutrition education should be designed to provide all students with the knowledge and skills needed to lead healthy lives. Students should learn to address nutrition-related health concerns through age-appropriate nutrition education lessons and activities.

Nutrition education and promotion should extend beyond the school environment by engaging and involving families and communities. School system personnel may coordinate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition. School system personnel are to work to disseminate and promote consistent nutrition messages throughout the school system, schools, classrooms, school dining areas, homes, community, and media.

In conjunction with the school health advisory council, the board establishes the following additional specific evidence-based goals and strategies for nutrition promotion and education. The board will periodically measure and report progress toward meeting these goals.

- Teachers will integrate nutrition education into the curriculum as appropriate.
- Nutrition education will promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and appropriate portion sizes.
- Nutrition and health posters, signage, and/or displays will be exhibited in the cafeteria food service and dining areas and will be rotated, updated, or changed as new or additional information is available.

- Students will have opportunities to taste foods that are low in saturated and trans fats, sodium, and added sugar.
- School personnel will strive to provide a pleasant eating experience for students and adults by adopting the following practices:
  - Student input is solicited for meal choices.
  - Nutrient analysis is available to teachers, parents, students, and health professionals when possible.
  - Adequate time to eat is provided. The recommended eating time for each child after being served is 15 minutes for breakfast and 20 minutes for lunch. School personnel will schedule enough time, lunch periods, and serving lines so students do not have to spend excessive time waiting in line.
  - Adult supervision and role modeling is available during the meal service times to encourage students to eat meals.
  - Drinking fountains will be available for students to get water at meals and throughout the day.

**C. NUTRITION STANDARDS AND GUIDELINES FOR ALL FOOD AND BEVERAGES AVAILABLE AT SCHOOL**

Consistent with policy 6200, Goals of School Nutrition Services, all foods available in the system's schools during the school day that are offered to students should help promote student health, reduce childhood obesity, provide a variety of nutritional meals, and promote lifelong healthy eating habits. All foods and beverages sold at school must meet the nutrition standards established in policy 6230, School Meal and Competitive Foods Standards, including the following:

**1. School Lunch, Breakfast and Snack Programs**

Foods provided through the National School Lunch and School Breakfast, or After School Snack Programs must comply with federal and state nutrition standards. The director of child nutrition shall ensure that school system guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

**2. Competitive Foods**

All foods sold on school campuses in areas that are accessible to students during the school day (defined as the period from midnight through 30 minutes after the dismissal bell rings) in competition with the National School Lunch or School Breakfast Programs ("competitive foods") must comply with the federal Smart

Snacks in Schools standards. Competitive foods include food, snacks and beverages from a la carte menus, vending machines, and outside suppliers, as well as foods or beverages sold in school stores and at fund-raisers. Vending machine sales also must comply with the requirements of G.S. 115C-264.2 and *Eat Smart: North Carolina's Recommended Standards for All Foods in Schools*.

3. Other Foods Available on the School Campus During the School Day and After the School Day

School principals shall establish rules for foods and beverages brought from home for classroom events or parties during the school day or for extracurricular activities after the school day. The board encourages principals to establish rules that are consistent with the Smart Snacks in Schools standards.

Fundraising activities that involve the sale of foods and/or beverages to students during the school day (from midnight until 30 minutes after the dismissal bell rings) must comply with the Smart Snack Rules and may not be conducted until after the end of the last lunch period. See policy 6230, School Meal and Competitive Foods Standards.

School principals may establish standards for fund-raising activities conducted after the school day (beginning 31 minutes after the dismissal bell rings) that involve the sale of food and/or beverages. The board encourages alternative fundraising activities such as non-food items or physical activity.

4. Food and Beverage Marketing

Food and beverage marketing on school campuses during the school day must meet federal and state standards. In accordance with these standards, only foods and beverages that meet the Smart Snack standards (as described in subsection C.2, above) may be marketed or advertised on school campuses during the school day. To comply with this requirement, existing supplies, materials, or equipment that depict noncompliant products or logos will be replaced or removed in accordance with normal lifecycles or as otherwise would occur in the normal course of business.

**D. PHYSICAL EDUCATION AND PHYSICAL ACTIVITY**

1. Goals of the Physical Education Program

The goal of the physical education program is to promote lifelong physical activity and provide instruction in the skills and knowledge necessary for lifelong participation in physical activity. To address issues such as obesity, cardiovascular disease, and Type II diabetes, students enrolled in kindergarten through eighth grade must have the opportunity to participate in physical activity as part of the

system's physical education curriculum. The goal for elementary schools is to provide 150 minutes weekly of quality physical education with a certified physical education teacher. The goal for middle schools is to provide 225 minutes weekly of Healthful Living Education, divided equally between health and physical education with certified health and physical education teachers.

## 2. The Physical Education Course

The physical education course should be designed to foster support and guidance for being physically active, help students know and understand the value of being physically fit, and teach students the types of activities that contribute to total fitness. The course is to be taught in an environment where students can learn, practice, and receive assessment on developmentally appropriate skills and knowledge as defined in the North Carolina Healthful Living Standard Course of Study. Students should be engaged in moderate to vigorous physical activity for fifty percent or more of class time. Class for physical education should be equivalent in size to those of other academic classes.

## 3. Physical Activity Requirements and Goals

School personnel should strive to provide opportunities for age- and developmentally-appropriate physical activity during the day for all students so that students can learn how to maintain a physically active lifestyle. Schools must provide a minimum of 30 minutes of moderate to vigorous physical activity daily for kindergarten through eighth-grade students. Such activity may be achieved through a regular daily physical education class as described in Sections D.1 and D.2 above, or through recess, dance, classroom energizers and/or other curriculum-based physical activity programs of at least 10 minutes duration, that, when combined, total 30 minutes of daily physical activity. Principals shall work with teachers to ensure that students meet the minimum physical activity requirement. The board will periodically measure and report progress toward meeting these goals.

To ensure that students have ongoing opportunities for physical activity and maintain a positive attitude towards physical activity, structured/unstructured recess and other physical activity may not be taken away from students as a form of punishment. In addition, severe and inappropriate exercise may not be used as a form of punishment for students.

In conjunction with the school health advisory council, the board establishes the following additional specific evidence-based goals and strategies for physical activity:

- K-8 schools and the high school will provide extra-curricular activities that enable students to select from a variety of sports and other active endeavors.



- Teachers will incorporate opportunities for physical activity in the classroom when possible.
- The K-8 schools will provide annual fitness testing for students in grades 3 through 8.

#### **E. OTHER SCHOOL-BASED ACTIVITIES TO PROMOTE WELLNESS**

In addition to the standards discussed above, the board adopts the following goals for school-based activities designed to promote wellness:

1. Schools will provide a clean and safe meal environment.
2. Students will be provided adequate time to eat meals.
3. Drinking water will be available at all meal periods and throughout the school day.
4. Professional development will be provided for school system nutrition staff.
5. To the extent possible, the school system will utilize available funding and outside programs to enhance student wellness.
6. Food will not be used in the schools as a reward or punishment.
7. As appropriate, the goals of this wellness policy will be considered in planning all school-based activities.
8. Administrators, teachers, school nutrition personnel, students, parents or guardians, and community members will be encouraged to serve as positive role models to promote student wellness.
9. Teachers are encouraged to serve as role models by being physically active alongside their students during physical classroom activities.
10. Each school will annually hold a health fair to provide information supporting healthy lifestyle choices and practices.

#### **F. IMPLEMENTATION AND REVIEW OF POLICY**

1. Oversight and Monitoring of Implementation and Progress

The lead wellness official, in conjunction with the school health advisory council, shall oversee the implementation of this policy and monitor system schools,

programs, and curricula to ensure compliance with and to assess progress under this policy, related policies, and established guidelines or administrative regulations. Each principal shall be responsible for and shall report to the lead wellness official regarding compliance and measurements of progress in his or her school. Staff members responsible for programs related to student wellness also shall report to the lead wellness official regarding the status of such programs.

## 2. Review of Policy

The lead wellness official shall work with members of the school health advisory council to periodically review and update this policy based on the triennial assessment of the school system's compliance with the policy (see subsection F.4. below), progress toward meeting the policy goals, and other relevant factors. The lead wellness official shall document the review process and participants, and the method used to notify the school health advisory council and/or other stakeholders of their ability to participate.

## 3. Annual Reporting

The lead wellness official shall prepare annual written reports to the superintendent and NCDPI/State Board of Education that provide all information required by the superintendent and/or the state pertaining to the school system's efforts to comply with this policy and SBE policy SHLT-000.

## 4. Triennial Assessment

Beginning with school year 2017-18, and at least once every three years thereafter, the superintendent or designee shall report to the board and public on the system's compliance with laws and policies related to student wellness, the implementation of this policy, and progress toward meeting the goals of the policy. At a minimum, the superintendent or designee shall measure and report the following:

- 1) the extent to which the individual schools are in compliance with this policy;
- 2) the extent to which the board's wellness policy compares to model local school wellness policies and meets state and federal requirements; and
- 3) a description of the progress made in attaining the goals of this policy.

The report may also include the following items:

- 4) a summary of each school's activities undertaken in support of the policy goals;
- 5) an assessment of the school environment regarding student wellness issues;
- 6) an evaluation of the school nutrition services program;
- 7) a review of all foods and beverages sold in schools for compliance with established nutrition guidelines;
- 8) a review of guidelines for foods and beverages available, but not sold, during the school day, as described in subsection c.3, above;
- 9) information provided in the report from the school health advisory council, as described in Section A, above; and
- 10) suggestions for improvement to this policy or other policies or programs.

#### **G. PUBLIC NOTIFICATION**

1. The school system will publish contact information for the lead wellness official on the school system website.
2. The lead wellness official shall assist the school health advisory council with annually informing and updating the public about this policy and its implementation and State Board policy SHLT-000.
3. The superintendent or designee shall make public the results of the triennial assessment described in subsection F.4. of this policy.
4. All information required to be reported under this section and any additional information required by the state to be reported publicly shall be widely disseminated to students, parents, and the community in an accessible and easily understood manner, which may include by posting on the school system website.

#### **H. RECORDKEEPING**

The superintendent shall maintain records to document compliance with this policy and all federal and state requirements. These records, at a minimum, must include:

1. a written copy of this policy and any updates;
2. the most recent triennial assessment for each school;

3. documentation demonstrating:
  - a. the efforts to review and update this policy, as described in subsection F.2 of this policy;
  - b. how this policy and information about the most recent triennial assessments have been made available to the public, as described in Section G;
  - c. compliance with the annual reporting requirements of subsection F.3; and
  - d. other efforts to involve the school health advisory council and/or other community members in the implementation of or assessment of compliance with this policy.

Legal References: Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. 1751; Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296; National School Lunch Act, 42 U.S.C. 1751 *et seq.*; 7 C.F.R. 210.11, 210.12, and 210.31; G.S. 115C-264.2, -264.3; 16 N.C.A.C. 6H .0104; State Board of Education Policies SHLT-000, CHNU-002, NCAC-0166H-0004; *Eat Smart: North Carolina's Recommended Standards for All Foods in Schools*, N.C. Department of Health and Human Services, N.C. Division of Public Health (2004)

Cross References: Goals of Student Health Services (policy 6100), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230)

Adopted: June 8, 2015

Replaces: Board Policy 4.01.80, Wellness Policy

Revised: January 15, 2018; November 13, 2018: \_\_\_\_\_ (Legal references only)

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

**A. OPERATIONAL STANDARDS**

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

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

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

#### **B. MEAL CHARGES**

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

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

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

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

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

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

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch Act, 42 U.S.C. 1751 *et seq.*, 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220; United States Department of Agriculture Policy Memos SP 46-2016, 47-2016, and 23-2017, available at <https://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos>; G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C. 6H .0104; State Board of Education Policy NCAC-0166H.0004

Cross References: Parental Involvement (policy 1310/4002), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the

Purchasing Function (policy 6400), Ethics and the Purchasing Function (policy 6401/9100), Federal Grant Administration (policy 8305)

Adopted: March 9, 2015

Replaces: Policy 5.07.90, Charging of School Meals

Revised: May 9, 2016; June 12, 2017; August 14, 2017 and April 9, 2018 (Legal references only); June 11, 2018; April 8, 2019; \_\_\_\_\_ (Legal references only)



## **SCHOOL MEAL AND COMPETITIVE FOODS STANDARDS**

*Policy Code:*

**6230**

All employees or other individuals who select foods or beverages to be sold to students on a school campus during the school day shall select and procure such foods and beverages in a manner consistent with the goals established by the Watauga County Board of Education (the “board”) in policy 6200, Goals of School Nutrition Services, and policy 6140, Student Wellness, and with all state and federal laws and regulations. Additionally, in furtherance of the board’s goals, the board establishes the following standards for school meals and other foods sold or available on school campuses.

### **A. SCHOOL MEAL REQUIREMENTS**

Meals and snacks provided through the National School Lunch and School Breakfast Programs must comply with all federal nutrition standards applicable to the respective program, including meal component requirements and dietary standards.

### **B. FOODS OTHER THAN SCHOOL MEALS**

#### **1. Definitions**

##### **a. School day**

As used in this policy, “school day” means the period from midnight through 30 minutes after the dismissal bell rings.

##### **b. Competitive foods**

All foods and beverages, other than meals reimbursed through the federally-funded school nutrition programs, available for sale to students on campus during the school day.

#### **2. Foods Sold From Midnight Until the End of the Last Lunch Period**

The sale of food and beverages between 12:01 a.m. and the end of the last lunch period is the responsibility of the Child Nutrition Program (CNP), and the CNP will retain the proceeds. The school principal and CNP personnel shall ensure that all competitive foods, including *a la carte* or supplemental food and beverages sold during that time period, including vended *a la carte* items, meet the federal Smart Snacks nutrition standards.

#### **3. Foods Sold Between the Last Lunch Period and the End of the School Day**

Each year, through its School Nutrition Program Annual Agreement, the board will establish accountability for the sale of competitive foods during the period between

the end of the last lunch period and the end of the school day. All foods sold during that period must comply with the federal Smart Snacks nutrition standards. This includes foods sold in vending machines (see subsection B.4, below), in school stores, and in other sales venues on the school campus.

4. Foods Sold After the School Day

Foods sold after the school day are not subject to the federal Smart Snacks standards but are subject to any school rules established pursuant to policy 6140, Student Wellness.

5. Vending Sales During the School Day

In pre-kindergarten through eighth grade, no beverage or snack vending to students is permitted outside of the School Nutrition Program.

In grades 9 through 12, all vended snack foods and beverages sold during the school day must meet the federal Smart Snacks standards and any more restrictive state requirements.

Bottled water must be available in every school that has beverage vending.

6. Fund-Raising Activities Involving Food or Beverages

All fund-raising activities that involve the sale of food or beverages to students during the school day must comply with the federal Smart Snacks standards. However, no such fund-raising activities are permitted from midnight until the end of the last lunch period. Tokens of exchange for foods or beverages to be delivered later in the day also are prohibited during this time period.

Fund-raising activities that are conducted after the school day are not required to comply with the federal Smart Snacks nutrition standards, but are subject to policy 6140, Student Wellness, and any school rules established pursuant to that policy.

7. Foods Brought from Home for School Events

Each school principal may establish standards for food and beverages brought from home to be shared for classroom events or parties during the school day or for extracurricular activities after school. The board encourages principals to establish rules that are consistent with the Smart Snacks nutrition standards.

Nothing in this policy is intended to regulate or limit foods that students bring from home as part of a bag lunch.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 7 C.F.R. Part 210; National School Lunch Act, 42 U.S.C. 1751, *et seq.*

G.S. 115C-47(7), -47(22), -263, -264, -264.2, -264.3; State Board of Education Policies CHNU-002, NCAC-016-6H.0004; *Eat Smart: North Carolina's Recommended Standards for All Foods Available in School*, NC Department of Health and Human Services, NC Division of Public Health (2004)

Cross References: Student Wellness (policy 6140), Goals of School Nutrition Services (policy 6200)

Adopted: January 12, 2015

Revised: August 14, 2017 and \_\_\_\_\_ (Legal references only)

Safety is of paramount concern in providing student transportation services. Consistent with the goals of the Watauga County Board of Education (the “board”) for student safety, all drivers involved in transporting students must comply with the following board requirements.

**A. SCHOOL BUS AND ACTIVITY BUS DRIVERS**

School bus and activity bus drivers must:

1. possess required licenses and all other qualifications required by law;
2. undergo and follow all training required by law governing school bus and activity bus passenger safety;
3. not operate a school or activity bus on a public street, highway, or public vehicular area while using a mobile telephone or related technology while the bus is in motion, unless such use is for the sole purpose of communicating in an emergency situation;
4. use the North Carolina crossing signal required by the State Board of Education to communicate to students when it is safe to cross the street to board the bus and when it is safe to cross the street after exiting the bus;
5. report to the principal any misconduct that is in violation of any of the student behavior policies in the 4300 series or school rules;
6. use reasonable judgment in the operation of the buses;
7. make reasonable efforts to maintain good order of the students being transported;
8. not permit any person to ride who is not assigned to the bus or has not received express permission of the principal or other designated official;
9. promptly report to the principal or other designated official any defect or other concern regarding the safety of the school bus, activity bus, or other vehicle operated by the school system; and
10. report to the principal or other designated official by the next work day any moving violation citations received while operating any motor vehicle, whether on or off duty.

**B. OTHER DRIVERS**

Other drivers, including volunteer drivers, must:

1. possess required licenses and all other qualifications required by law;
2. be approved to transport students by the school principal and/or Human Resources office based on a background check that includes the driving record;
3. be at least 21 years of age;
4. report to the principal by the next school day any moving violation citations received while operating any motor vehicle, whether on or off duty; and
5. carry insurance if operating a privately owned vehicle.

#### C. VEHICLES

The only vehicles that may be used by a school system employee to transport students are school buses, activity buses, and a car or minivan owned by the Watauga County Schools or rented through a rental company approved by the Finance Office. 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.

The superintendent or designee shall make copies of this policy and other related policies available to drivers.

Legal References: G.S. 20-7(f)(2), -137.4, -218; 115C-47(25a), -241, -242, -244 to -246, -248, -251, -317.1; State Board of Education Policies TRAN-006, TRAN-010; *North Carolina School Bus Driver Handout*, Department of Transportation, Division of Motor Vehicles, available at <https://www.ncdot.gov/dmv/license-id/driver-licenses/new-drivers/Documents/school-bus-handbook.pdf>~~<https://www.ncdot.gov/dmv/license-id/driver-licenses/new-drivers/Documents/School%20Bus%20Handbook.pdf>~~

Cross References: Student Behavior Policies (4300 series), Student Transportation Services (6320), Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Insurance (policy 8340)

Adopted: April 11, 2016

Revised: August 14, 2017; November 13, 2018 and \_\_\_\_\_ (Legal references only)

Replaces: 5.04.30, Student Transportation by School System Employees