

Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT

MARGARET E. GRAGG EDUCATION CENTER

175 PIONEER TRAIL BOONE, NC 28607

TEL: (828) 264-7190 FAX: (828) 264-7196

WATAUGA COUNTY BOARD OF EDUCATION MEETING March 11, 2019 4:30 P.M.

		T.JU 1 .1/1.	
4:30	1.	CALL TO ORDER	Board Chair
4:30	2.	CLOSED SESSION	
		 A. Student Representative Interviews B. Approval of Minutes C. Reportable Offenses – N.C.G.S.115C-288(g) C. Student Records - N.C.G.S.143-318.11(a)(1) D. Personnel – N.C.G.S.143-318.11(a)(6) E. Attorney Client – N.C.G.S. 143-318.11(a)(3) 	·
6:00	3.	OPEN SESSION/WELCOME/MOMENT OF SILENCE	Board Chair
6:03	4.	DISCUSSION AND ADJUSTMENT OF AGENDA	Board Chair
6:06	5.	PUBLIC COMMENT	Board Chair
		Note: Anyone who wishes to address the Board should sign the F	Public Comment Roster
6:08	6.	SUPERINTENDENT'S REPORT	Dr. Scott Elliott
6:13	7.	STUDENTS' REPORT	Ms. Isabel Trew
6:18 8. PUBLIC RECOGNITION		PUBLIC RECOGNITION	Ms. Emerson Huffman
		 A. Kiwanis Club Handwriting Contest B. National Social Workers Month Recognition C. Watauga County Schools' Principal of the Year 	Mr. Larry Woodrow Dr. Paul Holden Dr. Stephen Martin
6:23	9.	CONSENT AGENDA	
		 A. Approval of Minutes for 2/11/19 B. Field Trip Approval C. Surplus Declaration Request D. CIHS Renewal Form E. Budget Amendment #3 F. Lottery Applications G. Approval of Contract to Audit Accounts H. Personnel Report 	Dr. Scott Elliott
6:28	10.	TECHNOLOGY UPDATE	Ms. Nancy Zeiss

7:00	11.	POLICIES:	SUBSTANTIVE POLICIES FOR FIRST READ	Dr. Wayne Eberle
		3470-4305	Alternative Learning Programs	
		4125	Homeless Students	
		4200-7270	School Safety	
		4333	Weapons, Bomb Threats, Terrorist Threats, and Clear Thr	eats to Safety
		4400-R(1)	Attendance – High school	•
		5025	Prohibition of Drugs and Alcohol	
		6125	Administering Medicine to Students	
		6220	Operation of School Nutrition Services	
7:20	12.	POLICIES:	SUBSTANTIVE POLICIES FOR SECOND READ	Dr. Wayne Eberle
		6401-9100	Ethics and the Purchasing Function	
		6450	Purchasing of Services	
		6560	Disposal of Surplus Property	
		7130	Licensure	
		7300	Staff Responsibilities	
		7730	Employee Conflict of Interest	
		7920	Reduction in Force: Teachers and School Administrators	
7:30	13.	CLOSED SI	ESSION	
		Education's s	G.S. 143-218.11(a)(5) – To establish, or to instruct the Watstaff or negotiating agents concerning the position to be take obtaining the price and other materials terms of a contract or process.	n by or on behalf of the

CONSIDERATION OF CONTRACT APPROVAL (IF NECESSARY) 8:00 14.

- 8:30 15. **BOARD OPERATIONS**
- 8:35 **16. BOARD COMMENTS**
- 8:40 17. **ADJOURNMENT**
 - **MISCELLANEOUS INFORMATION** 18.
 - A. Personnel Advisory Committee Minutes 2/21/2019
 B. ECC Minutes 11/14/19

acquisition of real property



Watauga County Board of Education

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175 PIONEER TRAIL BOONE, NC 28607

TEL: (828) 264-7190 FAX: (828) 264-7196

DATE:

February 11, 2019

PRESENT:

Ron Henries, Brenda Reese Jay Fenwick, Gary Childers, and

Steve Combs

Dr. Scott Elliott, Superintendent,

Dr. Steven Martin, Asst.

Superintendent

TIME:

5:30 p.m.

PLACE:

Margaret E. Gragg Education Center

CALL TO ORDER

Mr. Ron Henries, Board Chair, called the meeting to order at 5:27 PM.

CLOSED SESSION

Mr. Henries called for a motion to enter closed session. The motion was made by Jay Fenwick and seconded by Gary Childers. The vote to enter closed session was unanimous. Closed session opened at 5:28 under Reportable Offenses - N.C.G.S.115C-288(g), Student Records - N.C.G.S.143-318.11(a)(1), Personnel - N.C.G.S.143-318.11(a)(6), Attorney Client - N.C.G.S. 143-318.11(a)(3) at 5:21 PM. A motion was by Steve Combs and seconded by Brenda Reese to adjourn to open session at 5:50 PM.

OPEN SESSION

The meeting was called to order in open session at 6:00 PM by Ron Henries. He began the meeting with a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

There were no changes to the agenda.

PUBLIC COMMENT

There were no public comments registered at the opening of the February 2019 Board of Education meeting.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed Mr. Henries, the board members, student representatives, Ms. Trew and Ms. Huffman, and other staff and administration present. He welcomed special guests from the Hunger and Health Coalition, students and teachers involved in The Empty Bowls fundraiser, and several School Counselors.

In recognition of "Love the Bus Week", Dr. Elliott expressed his appreciation for all the dedicated members of Watauga County Schools' (WCS) transportation team: Mr. Lyons, director of transportation, his staff, bus mechanics, and all of the bus drivers. He asked for all to join him in thanking the team for making school bus transportation the safest and most efficient way to get students to and from school every day. He noted that WCS has 40 yellow buses traveling 2,648 miles each day, which is almost exactly the distance between Watauga County and San Francisco, CA, and that the WCS system operates at a 100% efficiency rating as measured by DPI criteria.

He noted that in honor of National School Counseling Week, several counselors were present and he expressed how much he appreciates all that the counselors do. He stated how much he appreciated the Board of Education for providing two additional school counselors to our schools this year.

Dr. Elliott thanked Ray Russell for the letter of congratulations for Watauga County Schools receiving the second best school system in North Carolina as rated by Niche.com.

Dr. Elliott cautioned everyone regarding plans for the spring break week and the end of school, but also hoped for several more weeks of good weather, and stated that WCS hoped to set graduation at the end of March.

He noted that, as of that day, Watauga County Schools had completed 101 days of school and 624.5 hours of instruction.

STUDENT REPORT

Ms. Isabelle Trew and Ms. Emerson Huffman presented their report on activities at the high school. They noted that juniors would be taking the ACT that week. Through GEARUP funding for Mastery Prep, many participating students hope to increase ACT scores. Atlas is presenting college prep sessions on Wednesdays. The Model UN team would travel to Philadelphia to compete. Punchline, a comedy show by Playmakers, would be held on February 23rd. The Schools Out program through Mountain Alliance continues. Student Council elections had been held for the 2019-2020 year. They noted that spring sports of baseball, softball, lacrosse, men's tennis, women's golf and track would be starting their seasons soon. Ms. Trew and Ms. Huffman had visited Mabel and Hardin Park whose students praised their relationships with their teachers and desire for more connection between students at the K-8 schools.

PUBLIC RECOGNITION

Mr. Henries introduced Ms. Sandra Ruppert, Ms. Lindsey Gough, and Ms. Sheryl Little who spoke about the program in Watauga County Schools (WCS). Ms. Ruppert stated her appreciation for the two additional counselors at Parkway and Hardin Park, and Dr. Elliott thanked the Board for their funding of school safety through these counselors and for the additional nurses as well. Mr. Henries thanked the Counselors for their significant contributions to the school environment, and Ms. Reese noted that they are often the Principal's right arm.

Dacia Trethewey and Brett McDonough, faculty sponsors, presented the poster for this years' Empty Bowls fundraiser. The 18th annual Empty Bowls event, to be held on March 30, 2019, from 4:30 to 6PM serves to limit food insecurity in Watauga County. In 2018, \$9,500 was raised.

Over the last 17 years, a total \$118,400 has been raised. Caroline Edwards spoke about the process for producing bowls and acquiring silent auction items. Students, Sadye Franklin and Vann Small noted that the empty bowls remind us of the hunger in the area. Elizabeth Young from the Hunger and Health Coalition thanked the sponsors and students for their support and dedication to the community. She stated that this provides critical funding to provide food for the 36 new families that they serve each month.

Dr. Elliott recognized NCSPRA award winner, Garrett Price Community Relations and PIO for Watauga County Schools for being honored with two blue ribbon awards from the North Carolina School Public Relations Association for his production of a teacher of the year recognition video and a parade flyer to help raise awareness of our schools within the community.

Dr. Elliott spoke about the Servant's Heart Award, noting that it is given to a person who has demonstrated a passion and dedication to selfless service to others. He called on Ms. Tierra Stark, who nominated the award recipient to offer a few words about this month's Servant's Heart recipient, Ms. Jana Smith. Ms. Stark said that Ms. Smith consistently steps up when needed without being asked. She goes above and beyond the call of duty. She can been seen on the weekends at various school and sporting events events, developing and running fundraising events for local clubs, and serving in the classroom and in the health-room where she brings a significant sense of calm in tense situations, and her skills as an EMT have proven valuable on many occasions. She wrote a grant through Watauga Education Foundation for medical response bags. Watauga High School is a better place for having her as a member of their team.

CONSENT AGENDA

Jay Fenwick noted an addition to be made to the open session minutes reflecting the motion to move from closed to open session. Ms. Smith will add this notation from the closed session minutes to the open session minutes. Brenda Reese moved to approve items A through E of the consent agenda, which was seconded by Jay Fenwick. The vote to approve these items was unanimous.

YOUTH RISK BEHAVIOR SURVEY RESULTS

Ms. Elizabeth Kerley from Appalachian Regional Health Care presented the results of the Youth Risk Behavior Survey (YRBS) which is a national survey providing information related to behaviors that contribute to injuries and violence, alcohol and drug use, mental health and suicide, sexual behavior, dietary health, and physical activity. The information was presented in two categories: 1) the middle school level survey, taken in the spring of 2018 was compared to fall 2017 nation-wide data, and 2) the high school data, collected in April 2018 was compared to nationwide data in the same time period.

Notable middle school data showed that in all categories except bullying and cyber-bullying which were slightly higher than the average student in North Carolina, Watauga middle school students experienced levels of alcohol use, drug use, carrying of weapons (including pocket-knives at any time in their lives), fighting, thoughts of or attempted suicide, and electronic vapor use which were all under the levels of other middle school students in North Carolina. Activity levels were above other North Carolina middle school students, while television viewing was less.

It is notable that the Watauga High survey was performed shortly after the incident in Parkland, FL when concerns about safety were elevated in the United States. In summary, reported bullying and cyber-bullying levels have risen slightly. Thoughts of and attempted suicide is lower than

state and national levels. Reported tobacco use is trending downward, but alcohol and vaping is higher. Reported availability of drugs has risen, but marijuana use is stable and use of other drugs trending well below the national average. Sexual activity has not risen and is lower than state and national averages. Students report higher levels of physical activity, consumption of fruits and vegetables, less obesity and use of tanning beds and less television viewing than state and national averages. Video game exposure is at the national average.

Dr. Elliott suggested that with the electronic survey, it could be performed in the same year as Ashe and Avery for comparisons within our region.

PUBLIC COMMENT

Mr. Aaron David Grig spoke to the board in a public comment with the permission of the board. He commented that bullying is apparent in the schools. He expressed dissatisfaction in the reading instruction in the schools.

Following a brief break, the meeting resumed at 7:28.

READING INSTRUCTION PRESENTATION

Ms. Tamara Stamey reviewed the history of reading instruction, from 20 years ago when there was a move from whole language to phonics, then to a balanced literacy approach. Watauga County Schools now takes a structured approach to literacy. The literacy program is tied to the strategic plan and is evidenced by quality staff, evidence-based programs and resources for core and intervention, relevant professional development, and use of assessment data to refine instruction.

Each grade level has specific development strategies. Kindergarten portfolios identify a student's abilities in letter sounds, high frequency words (dolch-sight words), rhyming words, and phonemes, and they are assessed five times during the year. First Grade utilizes the Early Reading Screening Inventory (ERCI) to determine if early steps intervention is needed. State-wide, mClass assessments are mandated and utilized, and WCS nearly matches state literacy levels. Summer camp, originally following third grade, is now available following 1st and 2nd grades and addresses "summer slide".

In Second grade, Letterland, small groups, and summer camp are utilized as well as mClass. WCS literacy rates are at 75%, just higher than the state at 73%. In Third grade, Zaner-Bloser is used for word structure and spelling patterns, and there is more reading in content areas. Assessment and intervention through mClass has WCS well above the state literacy levels for the grade level.

The third grade year is pivotal for the student's future success. It is notable that at the beginning of the 3rd grade year, in English Language Arts (ELA), 36% of students passed the end of year (EOY) assessment. If students do not reach the EOY levels, a "Reading-retained" label is affixed to the student record and they are placed in a fourth grade transitional class with 90 minutes intensive ELA, then retested in November to see if the desired reading level has been attained.

SUBSTANTIVE POLICIES FOR FIRST READ

Dr. Eberle presented the policies for first read which were:

6401-9100	Ethics and the Purchasing Function
6450	Purchasing of Services
6560	Disposal of Surplus Property
7130	Licensure
7300	Staff Responsibilities
7730	Employee Conflict of Interest
7920	Reduction in Force: Teachers and School Administrators

The policies, which relate to finance and human resources, were discussed. They will be presented for second read in March.

SUBSTANTIVE POLICIES FOR SECOND READ

1321	Board Member Conflict of Interest
3410	Testing Assessment Program
3420	Student Promotion and Accountability
3430	School Improvement Plan
7610	Defense of Board Employees
8305	Federal Grant Administration
9110	Use and Selection of Architects, Engineers
9120	Bidding for Construction Work

Dr. Eberle noted changes in language in 3410 and 3420 from first read. Following discussion, Brenda Reese moved to approve the above policies, and the motion was seconded by Gary Childers. The motion passed unanimously.

BOARD OPERATIONS

Ms. Stark, Assistant Principal and Watauga Innovation Academy Coordinator presented each of the board members with a Watauga Innovation Academy jacket.

BOARD COMMENTS

Ms. Reese stated that she had enjoyed lunch with Ms. Barbara Kinsey, former board member. Ms. Kinsey's health continues to improve, and she had sent greetings to the members of the board. Dr. Fenwick thanked the Central services team for the board appreciation cards.

ADJOURNMENT

Steve Combs moved to adjourn, which was seconded by Jay Fenwick, and approved by all members at 9:05 PM.

R. Ivan Henries, Board Chair	Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

All chaperones have a background check completed: Sponsoring	g teacher initials;
Are all site(s) accessible to students with disabilities? #yesno How	will students with disabilities be
accommodated for site access and transportation? / //A	
Sponsoring Teacher Initials (If applicable) A safety/supervision pl	an for high risk and/or water activities has
been shared with the parents. Please attach a copy of the plan to this form if	applicable.
Transportation plan:	
Mode of transportation: Activity bus Rental car/mini-van	Charter busOther:
(If applicable, bus request form must be attached)	
Driver/s: Kon Pran / Erin Pullusa Round trip mileage	# of buses needed:
Total cost per student \$Source of fur	ads: 5 tudents
The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 631:	5: Teacher initials:
Approval/Signatures:	
Sponsoring teacher signature:	Date: 2/27/1/9
Principal approval: Della Wilnu	Date:
Required signatures if applicable:	• [• •]. [
Transportation Director approval:	Date: 3 1 7 1 19
Superintendent approval:	Date://
Board of Education approval:	Date://

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: day tripout of state day tripovernight tripovernight & out of state trip	
Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted 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 activity bus.	pal,
Sponsoring teacher: (Print) Rachel Witmey (Mountain) Cell phone number: (704) 488-9405 Grade(s): 9-12 Number of students: 12 Departure time/date: Fri, April 19th (4:00 pm) Return time/date: Fri, April 20th (6:00 pm)	
Cell phone number: (704) 488-9405 Grade(s): 9-12 Number of students: 12	
Departure time/date: Fri, April 19th (4:00 pm) Return time/date: Fri, April 26th (6:00 pm)
Educational purpose:	
Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed) Charleston, SC - see attached for further details	
Purpose of trip and how it relates to the curriculum:	
See attached	
	_
	—
	—
Supervision and Safety:	
Names of all school staff chaperones:	
	_
Names of all non-school chaperones: Rachel Witmer, Allison Wilson, Gus Allen	

All chaperones have a background check completed: Yes Sponsoring teacher initials: _PMW
Are all site(s) accessible to students with disabilities?yes
accommodated for site access and transportation? Some service sites may not be completely
accessible - we will make arrangements w/ sites for alternate service/activities
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 liftYellow bus without wheelchair liftActivity bus with wheelchair liftActivity bus without wheelchair liftRental car/mini-vanCharter bus Other (Please explain)Mountain Alliance Vehicles
Name of charter bus company (if checked above)
(If applicable, bus request form must be attached)
Driver/s: Rachel Witner, Alison Wilson Round trip mileage: 200 # of buses needed: ~/~
Total cost per student \$ 40-50 (transport only) Source of funds: Some Student fuition, some MA fun
The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials:
Approval/Signatures:
Sponsoring teacher signature: Rachel M W Date: 1 / 12 / 19
Principal approval: Date: Date: Date: Date:
Required signatures if applicable:
Transportation Director approval: 511 Date: 2 / 28 / 19
Transportation Director approval: Date: 7 / 28 / 19 Superintendent approval: Date: 3 / 1 / 19
Board of Education approval:

Revised: November 13, 2017



Mountain Alliance

Alternative Spring Break: Service in Charleston April 19th – April 26th

Expedition Objective:

The purpose of this Alternative Spring Break trip is to bring students from Watauga High School to Charleston, SC to immerse ourselves in the history, culture, and beauty of this iconic American city while doing service work that benefits the community that we are visiting.

Activities:

The main purpose of this trip is to provide students with the opportunity to volunteer and explore in a place that is different from what they experience in the High Country. We will participate in a variety of service projects and spend time exploring Charleston. We will work with a variety of service sites ranging from National Parks to agencies with focuses on food insecurity. We also hope to do hurricane relief work related to the impact made by Hurricane Florence. Through these experiences, students will not only learn about a new place and culture, but will immerse themselves in it. Throughout the duration of the trip, we will have discussions and debriefs about each of the days' activities. These will focus on what the students have learned and how they were impacted by it. This will serve as a way to help solidify their experiences in Charleston.

Why Charleston, SC?

Charleston has a lot to offer historically and culturally. It's significance in the development of the United States over time (including being home to Fort Sumter where the first shots of the Civil War were fired) and the unique atmosphere it offers drew us to this well-known and well-loved American city. We hope to be able to immerse students in the culture of Charleston through exploration of the city and serving at a variety of organizations in the area. We also hope to help our "neighbors" with any remaining damage caused by Hurricane Florence.

Outcomes Summarized:

This trip will expose students to a variety of philanthropic endeavors as well as allow them to immerse themselves in a completely different culture. Philanthropy and compassion are important concepts for high school students to learn about. They will be exposed to the various needs facing people in the world, learn how they can make a difference, and be empowered to help others in the future. They will also have opportunities to practice self-care, work through disagreements/ frustrations with others, work as a group, and grow their world view.

Trip Plan:

We will depart on Friday, April 19th after school and return on Friday, April 26th. Students will camp in Congaree National Park in SC on Friday night. They will arrive in Charleston the next morning and will spend the week completing service projects, exploring the city, and enjoying some time at the beach.

Administrative Requests:

• If days are taken away from Spring Break, we are requesting that students be excused from class on those days (potentially 4/24, 4/25, and/or 4/26)

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a:day tripout of state day tripovernight tripovernight & 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 GRAGE School: WHS
Cell phone number: (808) 832-666 Grade(s): 9-12 Number of students: 18
Departure date: 04/03/19 Return date: 04/05/19
Departure time: 8:45 AM Return time: 3:30 PM
Educational purpose:
Trip destination including city, state, and all places to be visited: (attach detailed itinerary as needed) KONSY CONVENTION CENTER, GREENSPORD, NC, 27407 (312) 1-264 POINT RD) Purpose of trip and how it relates to the curriculum: THE TECHNOLOGY STUDENT ASSOCIATION (TSA IS A CISO GEARD TOWARDS THACHENG STUDENTS TECHNOLOGY EDUCATED THE CONRETTITIONS STUDENTS COMPETE IN DERECTLY RELATE TO ALL CIE CONRSES, AS WELL AS SCIENCE AND MATH.
Supervision and Safety: Names of all school staff chaperones: DINAH MILLER, MELONIE SALLEY
Names of all non-school chaperones:

All chaperones have a background check completed: Sponsoring teacher initials: G
Are all site(s) accessible to students with disabilities? yesno How will students with disabilities be accommodated for site access and transportation?
AND COMPLIANT WITH ADA.
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 liftYellow bus without wheelchair liftActivity bus with wheelchair liftActivity bus without wheelchair liftRental car/mini-vanCharter bus Other (Please explain)
Name of charter bus company (if checked above)
(If applicable, bus request form must be attached)
Driver/s: USE GRAGG Round trip mileage: 216 # of buses needed:
Driver/s: USE GRAGG Round trip mileage: 216 # of buses needed:
The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials:
Approval/Signatures:
Sponsoring teacher signature: Date: 2 / 26 / 19
Sponsoring teacher signature: Date: 2 / 26 / 19 Principal approval: Date: 2 / 26 / 19
Required signatures if applicable:
Transportation Director approval: Date: 2 / 28 / 86 9 Superintendent approval: Date: 3 / 1 / 19
Board of Education approval: Date://

Revised: March 23, 2018

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a:out of state day tripovernight tripovernight & 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) Kelly Pierce School: Hardin Park
Cell phone number: (828)719-6167 Grade(s): 3rd Number of students: 94
Departure date: April 2, 2019 Return date: April 2, 2019
Departure time: 8:00 AM Return time: 5:30 PM
Educational purpose:
Purpose of trip and how it relates to the curriculum: Discovery Place exhibits relate to our science curriculum and address topics we teach throughout the year including Force and Motion, States of Matter, The Human Body, and more. In addition to this, Discovery Place has small animal and aquarium exhibits and a great STEM area.
Supervision and Safety: Names of all school staff chaperones: Kelly Pierce, Kim James, De Anna Gragg, Kim Shields, Barbara Myers, and Becca Vickrey Names of all non-school chaperones: Parents who have completed and
passed the background check are invited. ASU interns and student teachers. Page 1 of 2

All chaperones have a background check completed: 4e5 Sponsoring teacher initials: KP
Are all site(s) accessible to students with disabilities?
accommodated for site access and transportation? Everything at Discovery Place
is accessible to all of our students.
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 liftYellow bus without wheelchair liftActivity bus with wheelchair liftActivity bus without wheelchair liftRental car/mini-vanCharter bus Other (Please explain)
Name of charter bus company (if checked above) Sunway Charters
(If applicable, bus request form must be attached)
Driver/s: # of buses needed:
Total cost per student \$Source of funds:
The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: KP
Approval/Signatures:
Sponsoring teacher signature: VIII PINU Date: 2 / 12 / 19
Sponsoring teacher signature: Velly Pille Date: 2 / 12 / 19 Principal approval: Date: 2 / 15 / 19
Required signatures if applicable:
Transportation Director approval: Date: 2 1 15 1 19
Transportation Director approval: Date: 2 / 15 / 19 Superintendent approval: Date: 2 / 18 / 19
Board of Education approval: Date: / /

Revised: March 23, 2018

Declaration of Surplus Items - March 2019

Date Approved:

Bethel		

Asset #	Quantity	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
25407	1	HP Elitebook Revolve 810 Laptop		1
100043	1	HP LaserJet 4250n Printer		1
		Pre-K Playground Equipment with		
100490	1	climber, slide, sandbox	1	
	3		1	2

Cove Creek

Asset #	Quantity	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
800893	1	Edmar Vacuum Cleaner		1
800881	1	Kreuger Cafeteria Table with stools	1	
800882	1	Kreuger Cafeteria Table with stools	1	
801021	1	Nostalgia Retro Series Red Icemaker		1
50294	1	Apple Macbook Air 13" Laptop		1
	5	•	2	3

Green Valley

Asset #	Quantity	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
		Ipevo Ziggi HD Plus Document		
28876	1	Camera		1
	1	-	0	1

Mabel

Asset #	Quantity	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
600266	1	Asus EEE Atom Laptop		1
600099	1	Asus EEE Atom Laptop	1	
600102	1	Asus EEE Atom Laptop	1	
100153	1	Asus EEE Atom Laptop	1	
600100	1	Asus EEE Atom Laptop	1	
600101	1	Asus EEE Atom Laptop	1	
	1	Dell Monitor		1
600597	1	HP External DVD Drive		1
	1	Apple Monitor		1
	9	-	5	4

Parkway

Asset #	Quantity	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
700590	1	Hotpoint Gold RB5250P1Ht Range		1
700978	1	Dell Optiplex 745 Desktop		1
	2		0	2

Valle Crucis

Asset #	Quantity	<u>Description</u>	Usable	<u>Unusable</u>
32752	1	Aerohive HiveAP250 Access Point		1
300136	1	Elmo TT-02RX Document Camera		1
300062	1	HP DC7900 Compaq Desktop		1
903483	1	Dell Optiplex 755 Desktop		1
303.03	1	Box of USB Mice	1	•
	1	Box of Various Computer Cords	1	
300560	1	Dell Optiplex GX240 Desktop	•	1
300092	1	Smart Senteo 32 Response System		1
300103	1	Smart Senteo Response System		1
301208	1	Alibi ALI-HVR3004H DVR	1	_
301209	1	Alibi ALI-HVR3004H DVR	1	
300419	1	Brother ML 100 Electric Typewriter	_	1
300485	1	AlphaSmart 3000 Keyboard		1
300488	1	AlphaSmart 3000 Keyboard		1
	1	Califone CD Player		1
300487	1	AlphaSmart 3000 Keyboard		1
300467	1	AlphaSmart 3000 Keyboard		1
300489	1	AlphaSmart 3000 Keyboard		1
300486	1	AlphaSmart 3000 Keyboard		1
	1	Tray from SmartBoard		1
32001616	1	Go Video Oval VCR	1	
32000793	1	Sharpe VCR	1	
320006028	1	Symphonic DVD Player	1	
300374	1	Phillips VCR/DVD Player	1	
	1	Box of 9 Splitters	1	
300402	1	Flip Ultra U1120 Camcorder		1
300403	1	Flip Ultra U1120 Camcorder		1
300404	1	Flip Ultra U1120B Camcorder		1
	1	RCA EZ209HD Camcorder		1
	29	_	9	20

Watauga High School

Asset #	Quantity	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
50934	1	2004 Ford F350 XL Super Duty Truck		1
904409	1	Hausted Stretcher	1	

904418	1	Whirlpool Dyer LER4634JQ1		1
904417	1	Whirlpool Washer GSW9559LW0		1
904419	1	_ Kenmore Refrigerator		1
		_	1	

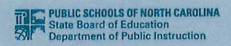
Technology Department

Asset #	Quantity	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
		Wasp WWS550i Wireless Barcode		
25158	1	Scanner		1
800331	1	Apple iPod Touch MP Player 8GB	1	
800342	1	Apple iPod Touch MP Player 8GB	1	
800324	1	Apple iPod Touch MP Player 8GB	1	
800340	1	Apple iPod Touch MP Player 8GB	1	
800328	1	Apple iPod Touch MP Player 8GB	1	
800337	1	Apple iPod Touch MP Player 8GB	1	
800338	1	Apple iPod Touch MP Player 8GB	1	
800343	1	Apple iPod Touch MP Player 8GB	1	
800322	1	Apple iPod Touch MP Player 8GB	1	
800339	1	Apple iPod Touch MP Player 8GB	1	
800325	1	Apple iPod Touch MP Player 8GB	1	
800341	1	Apple iPod Touch MP Player 8GB	1	
800327	1	Apple iPod Touch MP Player 8GB	1	
800321	1	Apple iPod Touch MP Player 8GB	1	
800326	1	Apple iPod Touch MP Player 8GB	1	
800336	1	Apple iPod Touch MP Player 8GB	1	
800344	1	Apple iPod Touch MP Player 8GB	1	
800329	1	Apple iPod Touch MP Player 8GB	1	
800332	1	Apple iPod Touch MP Player 8GB	1	
800330	1	Apple iPod Touch MP Player 8GB	1	
800323	1	Apple iPod Touch MP Player 8GB	1	
800335	1	Apple iPod Touch MP Player 8GB	1	
800334	1	Apple iPod Touch MP Player 8GB	1	
800333	1	Apple iPod Touch MP Player 8GB	1	
300300	1	NEC V260X Projector		1
	26	_	24	2

Child Nutrition

Asset #	Quantity	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	1	Frigidaire Stacking Washer/Dryer		1
	1	Champion 44KB Dishmachine		1
		•	0	2







COOPERATIVE INNOVATIVE HIGH SCHOOL RENEWAL FORM

Cooperative Innovative High School (CIHS) Name: Watauga Innovation Academy	CIHS Number: 950338
ocal Education Agency (LEA) Name: Watauga	LEA Number: 950
nstitution of Higher Education (IHE) Partner Name: Caldwell Community College & Tech	nical Institute
Name of Person Submitting Form: Tierra Stark	Submission Date: 3/15/19
 The school district and partner institution(s) named above request renewal Cooperative Innovative High School agreement originally submitted. The school district and partner institution(s) named above do not request recoperative Innovative High School agreement originally submitted. If requesting renewal, the intention is to: Continue operations as specified in the original agreement. Continue operations as specified in the original agreement, with the follow. 	enewal of the
Explain:	
THIS RENEWAL FORM IS VALID FOR FIVE ACADEMIC YEARS.	
Mail to: NCDPI, Division of Advanced Learning, Sneha Shah Coltrane, Director, 6307 Mail Service Center, Raleigh, NC 27699-6307 CIHS PARTNER SIGNATURES:	: <u>CIHS@dpi.nc.gov</u>
Chairperson, Local Board of Education Date	
Superintendent, Local Education Agency Chairperson, Governing Board of HE Partner Date President, IHE Partner Date	-/20/19 2/20/19
NCDPI, NCCCS, UNCGA, NCICU USE ONLY SIGNATURES:	
Chairperson, State Board of Education Date	e
Chairperson, Governing Board of IHE Partner Date	e



Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT MARGARET E. GRAGG EDUCATION CENTER 175 PIONEER TRAIL, BOONE, NC 28607

TEL: (828) 264-7190 FAX: (828) 264-7196

MEMORANDUM

TO:

Dr. Scott Elliott, Superintendent

Members, Watauga County Board of Education

FROM:

Ly Marze, Finance Officer

DATE:

March 11, 2019

RE:

2018-19 Budget Amendment #3

Attached is Budget Amendment #3 that changes totals in Watauga County Schools 2018-19 adopted budget.

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

	Adopted			Amended
<u>Fund</u>	Budget	<u>Ame</u>	endments	<u>Budget</u>
Local Current Expense	\$ 13,880,455	\$	0	\$ 13,880,455
State Public School	30,428,705		358,988	30,787,693
Federal Grants	2,084,731		0	2,084,731
School Nutrition	1,766,500		0	1,766,500
Extended Learning Centers	465,291		0	465,291
Capital Outlay	2,916,753		0	2,916,753
Special Revenue	610,784		0	610,784
Total	\$ 52,153,219	\$	358,988	\$ 52,512,207

Watauga County Schools BUDGET AMENDMENT #3 March 11, 2019

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

BA #3-1 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #26-36.

Account Number	Account Title	<u>Amount</u>
1.5110.001.121	Classroom Teachers	(9,263)
1.5110.003.162	Non-Instructional Support	4,700
1.5110.015.311	School Technology Fund	459
1.5350.016.121	Summer Reading Camp	4,320
1.5210.029.121	Behavioral Support	3,288
1.5110.046.180	Test Result Bonus - 3rd Grade Reading	26,328
1.5410.048.180	Test Result Bonus - (AP, CTE, Principal)	115,456
1.5110.131.413	Textbooks and Digital Resources	213,700
	Total Appropriations	358,988
Revenues:		
Account Number	Account Title	<u>Amount</u>
1.3100	State Allocation	572,688
1.3211.130	State Textbooks	(213,700)
	Total Revenues	358,988

APPLICATION Approved: PUBLIC SCHOOL BUILDING CAPITAL FUND Date: NORTH CAROLINA EDUCATION LOTTERY County: Watauga County Contact Person: Ly Marze Watauga County LEA: Finance Officer Title: Address: 175 Pioneer Trail, Boone, NC 28607 828-264-7190 Phone: Project Title: Expand Access Control Systems Location: All 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: Addition of keyless outside door locks for safey and security in all schools **Estimated Costs:** Purchase of Land ______ \$ ____ Planning and Design Services _____ New Construction 95,000.00 Additions / Renovations _____ Repair Debt Payment / Bond Payment _____ TOTAL ______ \$ __ 95,000.00 Estimated Project Beginning Date: Aug 2018 Est. Project Completion Date: June 2019 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 \$\frac{95,000.00}{\text{project}}\$ 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

Approved:	
Date:	

PUBLIC SCHOOL BUILDING CAPITAL FON NORTH CAROLINA EDUCATION LOTTER		Date:		
County: Watauga County	Contac	t Person: Ly	Marze	
LEA: Watauga County	Title:		ance Office	r
Address: 175 Pioneer Trail, Boone, NC 28607	Phone:	828	3-264-7190	
Project Title: Replace Carpet and Tile				
Location:All Schools				
Type of Facility: K-12 Schools				
North Carolina General Statutes, Chapter 18C, pro Carolina State Lottery Fund be transferred to the F with G.S. 115C-546.2. Further, G.S. 115C-546.2 (3) No county shall have to provide matching fur (4) A county may use monies in this Fund to paradministrative units and to retire indebtedness incompact (5) A county may not use monies in this Fund (5) A county may not use monies in this Fund (6) As used in this section, "Public School Buildings" are used for instructional and related purposes, are maintenance, or other facilities. Applications murdate of final payment to the Contractor or Vendos Short description of Construction Project: Continue	Public School (d) has been unds ay for school urred for school to pay for school shall include ad does not inst be submidor.	I Building Capin amended to in amended to in construction proof construction hool technology only facilities fractude central itted within or	ital Fund in include the projects in loon projects. It needs. For individual administratine year folionical includes the projects in the projects.	accordance following: cal school al schools that tion, fowing the
buildings to ensure safety of students, staff, and vis				
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: Aug 2018	Est. Pr	oject Completi	on Date: _	lune 2019
We, the undersigned, agree to submit a statement of days following completion of the project.	of state moni	es expended f	or this proje	ect within 60
The County Commissioners and the Board of Education project, and request release of \$,000.00	fron	n the Public	School
(Signature — Chair, County Commissioners)			(Date)

(Signature — Chair, Board of Education)

(Date)

APPLICATION PUBLIC SCHOOL BUILDING CAPITAL FUND NORTH CAROLINA EDUCATION LOTTERY

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

Project Title: Visitor Management Systems

Address: 175 Pioneer Trail, Boone, NC 28607

Watauga County

Location: All Schools

County: Watauga County

LEA:

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: Addition of management systems in all schools for registering and monitoring of all visitors to ensure safety for everyone in the building **Estimated Costs:** Purchase of Land \$ Planning and Design Services _____ New Construction 19,200.00 Additions / Renovations _____ Repair Debt Payment / Bond Payment _____ TOTAL _____ \$ __ 19,200.00 Estimated Project Beginning Date: Aug 2018 Est. Project Completion Date: June 2019 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 \$_____ 19,200.00 _____ 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)

Form Date: July 01, 2011

The	Governing Board	
	Board	
of	Primary Government Unit	
	Watauga County Boar	d of Education
and	Discretely Presented Com	ponent Unit (DPCU) (if applicable)
	Primary Government Unit,	together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)
and	Auditor Name	
	COMBS, TENNANT & CARPENTER, P.C.	
	Auditor Address	
	PO Box 1098 Boone,	NC 28607
	Hereinafter referred to as a	Auditor
for	Fiscal Year Ending	Audit Report Due Date

Must be within four months of FYE

hereby agree as follows:

06/30/19

- 1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
- 2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

County and Multi-County Health Departments: The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on

eligibility determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

- 3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 §600.42.
- 4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
- 5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

- 6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
- 7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the AICPA Professional Standards (Clarified). The Auditor shall file a copy of that report with the Secretary of the LGC.
- 8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit- related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved 'with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

- 9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 12).
- 10. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
- 11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
- 12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
- 13. The Auditor shall submit the report of audit in PDF format to LGC Staff when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

If the OSA designates certain programs to be audited as major programs, as discussed in Item 2, a turnaround document and a representation letter addressed to the OSA shall be submitted to LGC Staff.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

CONTRACT TO AUDIT ACCOUNTS

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

- 15. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
- 16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 26 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
- 17. Special provisions should be limited. Please list any special provisions in an attachment.
- 18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
- 19. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
- 20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
- 21. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.
- 22. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
- 23. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
- 24. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

- 25. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
- 26. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).
- 27. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx.
- 28. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

FEES FOR AUDIT SERVICES

For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter, but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8, 9, and 12 for details on other allowable and excluded fees.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year audit fee on file with the LGC, the LGC calculation prevails.

20 NCAC 03 .0505: All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law.

PRIMARY GOVERNMENT FEES

1 .danati Government i EEG		
Primary Government Unit	Watauga County Board of Education	
Audit	\$39,000	
Writing Financial Statements	\$5,000	
All Other Non-Attest Services	\$0	
75% Cap for Interim Invoice Approval	\$33,000.00	

DPCU FEES (if applicable)

Discretely Presented Component Unit	
Audit	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm COMBS, TENNANT & CARPENTER, P.C.	
Authorized Firm Representative (typed or printed) Billy G. Combs, CPA	Signature Billy Honder
Date 12/14/18	Email Address billy@ctccpa.com

GOVERNMENTAL UNIT

Governmental Unit	
Watauga County Board of Education	
Date Primary Government Unit Governing Board App	roved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))
Mayor/Chairperson (typed or printed)	Signature
Date	Email Address
Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address N/A

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE (Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer (typed or printed)	Signature
Ly Marze	My Maire
Date of Pre-Audit Certificate	Email Address
3/11/19	marzel@watauga.k12.nc.us

SIGNATURE PAGE – DPCU (complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU	
Date DPCU Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address
Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address
DPCU - PRE-AUDIT CERTIFICATE	
(Pre-audit certificate not required for charter schools)	
Required by G.S. 159-28(a1) or G.S. 115C-441(a1)	
This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.	
DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



2348 Hwy. 105, Suite 5 P.O. Box 1098 Boone, NC 28607 828-264-6700 Fax: 828-264-7756 311 Linville Street P.O .Box 1480 Newland, NC 28657 828-733-0066

Billy G. Combs, CPA
Douglas M. Tennant, CPA
Jason D. Carpenter, CPA
Brady L. Combs, CPA
Tanya L. Singleton, CPA
Emily W. Reynolds, CPA

December 18, 2018

To the Board Members and Management

Watauga County Board of Education P.O. Box 7190 Boone, NC 28607

We are pleased to confirm our understanding of the services we are to provide Watauga County Board of Education for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Watauga County Board of Education as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Watauga County Board of Education's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Watauga County Board of Education's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1. Management's Discussion and Analysis.
- 2. Schedule of the Proportionate Share of the Net Pension Liability- Teachers' and State Employees' Retirement System
- 3. Schedule of Board Contributions- Teachers' and State Employees Retirement System
- 4. Schedule of the Proportionate Share of the Net OPEB Liability- Retiree Health Benefit Fund

 Member: American Institute of CPAs N.C. Association of CPAs

 Offices located in Boone and Newland

- 5. Schedule of Board Contributions- Retiree Health Benefit Fund
- 6. Schedule of the Proportionate Share of the OPEB Asset- Disability Income Plan of North Carolina
- 7. Schedule of Contributions- Disability Income Plan of North Carolina

We have also been engaged to report on supplementary information other than RSI that accompanies Watauga County Board of Education's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

- 1. Schedule of Expenditures of Federal and State Awards.
- 2. Combining and Individual Fund Statements and Schedules.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the State Single Audit Act.

The Government Auditing Standards report on internal control over financial reporting and compliance and other matters will each include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance and the State Single Audit Act reports on internal control over compliance will include a paragraph that states that the purpose of the reports on internal control over compliance are solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance and the State Single Audit Act. All reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance and the State Single Audit Act, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board Members of Watauga County Board of Education. We cannot provide assurance that unmodified opinions will be expressed.

Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by the Uniform Guidance and the State Single Audit Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the State Single Audit Act.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Act.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Watauga County Board of Education's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Watauga County Board of Education's major programs. The purpose of these procedures will be to express an opinion on Watauga County Board of Education's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Watauga County Board of Education in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and the State Single Audit Act, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance and the State Single Audit Act, it is management's responsibility to evaluate and monitor noncompliance with federal and State statutes, regulations, and the terms and conditions of federal and State awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on January 2, 2019.

You are responsible for identifying all federal and State awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and State awards (including notes and noncash assistance received) in conformity with the Uniform Guidance and the State Single Audit Act. You agree to include our report on the schedule of expenditures of federal and State awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and State awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance and the State Single Audit Act; (2) you believe the schedule of expenditures of federal and State awards, including its form and content, is fairly presented in accordance with the Uniform Guidance and the State Single Audit Act; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and State awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are

responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and State awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and State awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to Watauga County Board of Education; however, management is responsible for distribution of the reports and the financial statement. Unless restricted by law or

regulation, on containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of COMBS, TENNANT & CARPENTER, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of COMBS, TENNANT & CARPENTER, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant or Oversight Agency for Audit or its designee. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately June 1, 2019 and to issue our reports no later than October 31, 2019. We estimate that our fee for these services will be \$44,000 and will be billed to you each month as the work progresses. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Watauga County Board of Education and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours, COMBS, TENNANT + CARRAGER P.C.

COMBS, TENNANT & CARPENTER, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Watauga County Board of Education. Management signature: Ty Maux Title: France Officer Governance signature:

Date:

Certified Public Accountants

(828) 452-4734 Fax (828) 452-4733

385 N. Haywood St., Suite 3 Waynesville, NC 28786

Report on the Firm's System of Quality Control

July 2, 2018

To the Shareholders of Combs, Tennant & Carpenter PC and the Peer Review Committee of the North Carolina Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Combs, Tennant & Carpenter PC in effect for the year ended March 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in the System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Combs, Tennant & Carpenter PC in effect for the year ended March 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency (ies) or fail. Combs, Tennant & Carpenter PC has received a peer review rating of pass.

Ray, Bumgarner, Kingshill & Assoc., P.A.

	Planning category	One year plan (June 2019)	Three year plan (June 2021)	Five year plan (June 2023)
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Staff/student device plans			
Student 1:1 Devices	1:1 Grade 6, Class sets (6) for K (Local)	Refresh cycle for all devices (Local)	Refresh cycle for all devices (Local)
Staff 1:1 devices	1/3 staff replacement cycle (Local)	3/3 (remaining) staff replacement cycle (Local)	1/3 staff replacement cycle (Local)
Desktop computers	Replace cafeteria desktops/start administrative personnel desktops. (Local)	Complete administrative personnel desktop upgrade. (Local)	Maintain existing inventory
Managed print services	Fleet replaced 07/2018 (State)	Ongoing current contract (State)	MPS contract re-bid (State)
School Safety plans			
Visitor Management Systems	District-wide VMS selected 07/2018, full implementation target 11/2018. (Local)	Ongoing review of selected vendor and maintain license fees for VMS (Local)	Ongoing review of selected vendor and maintain license fees for VMS (Local)
Security Camera Upgrade	Augment IP camera coverage at all schools (halls/common area coverage) (Local)	Begin transition to fully integrated, web-based and controlled user access camera system. (Local)	Video surveillance systems fully integrated and viewable by all admin/emergency planning. (Local)
Gaggle filtering services	Subscriber as of 02/2017 (Local)	Ongoing review of selected vendor and maintain license fees for GFS (Local)	Ongoing review of selected vendor and maintain license fees for GFS (Local)
Infrastructure			
WAN Connectivity Contract	Signed 07/2017, 5 year term (E-Rate/NCDPI)	Review bandwidth requirements (E-Rate/NCDPI)	Re-bid connectivity contract (E-Rate/NCDPI)
Core servers/storage	Replaced 06/2018 (State and Local)	Maintain warranty/current hardware (State)	Replace core equipment/rotate to replication site (State)
Switches/routers	All switches/routers replaced 11/2016 (E-Rate)	Maintain warranty/support contracts (Local)	All switches/routers replaced by 11/2022 (E-Rate)
Wireless network	All wireless infrastructure replaced 11/2017 (E-Rate)	Maintain warranty/support contracts after 2020 (Local or E-Rate)	All wireless infrastructure replaced by 11/2023 (E-Rate)

Note: Funding sources noted in parentheses/blue type.



Planning category	One year plan (June 2019)	Three year plan (June 2021)	Five year plan (June 2023)
Infrastructure (continued)			
Backup services	Backup installed 06/2017 (Local)	Replace/upgrade backup and storage Summer 2021 (Local)	Maintain warranty/support contracts (Local)
VoIP core equipment	Voice gateway replace (CO/WHS) (Local)	Maintain warranty/support contracts (Local)	Voice Gateway/Router upgrade/replace (Local)
Digital Learning Progress Rubric	Self-assess and review annually (Jan-Feb) at school and district level	Report to the state every two years and inform WCS technology planning	Report to the state every two years and inform WCS technology planning
Classroom Audio/Visual Equipment			
Projectors or Flat Panels	Maintain current level of support in all classrooms while investigating new technologies. (Local)	Maintain current level of support in all classrooms while investigating new technologies. (Local)	Maintain current level of support in all classrooms while investigating new technologies. (Local)
Document Cameras	Maintain existing inventory, (Local)	Maintain current level of support in all classrooms while investigating new technologies. (Local)	Maintain current level of support in all classrooms while investigating new technologies. (Local)
Speakers/Amps/wiring	Maintain existing capabilities. (Local)	Maintain current level of support in all classrooms while investigating new technologies. (Local)	Maintain current level of support in all classrooms while investigating new technologies. (Local)
Communications Systems			
Blackboard (Web hosting services)	District license, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
Blackboard (Connect services)	District license, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
SmartFind Express (Teacher/Substitute program)	District license, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
Technical Operating Contracts			
Instructure (Canvas Cloud Subscription)	Grades 3-12, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
Respondus (Testing Browser)	District license, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)

Note: Funding sources noted in parentheses/blue type.



Planning category	One year plan (June 2019)	Three year plan (June 2021)	Five year plan (June 2023)
	T		
Technical Operating Contracts (continued)			
HomeBase (NCDPI resources)	District license, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
Discovery Education (Streaming and curriculum resources)	K-12 Streaming license, K-8 Science Techbook, 6-8 Social Studies Techbook, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
Destiny (Media Center circulation/inventory subscription)	District license, reviewed annually (Local)	District-wide support, reviewed annually (Local)	District-wide support, reviewed annually (Local)
SMARTnet (Cisco service contracts on switches, routers, VoIP equipment)	District-wide support, reviewed annually (Local)	District-wide support, reviewed annually (Local)	District-wide support, reviewed annually (Local)
Microsoft Licensing	District license, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
Security Camera server software/licensing	WHS only, reviewed annually (Local)	WHS only, reviewed annually. Other schools added as strategic camera implementation moves forward. (Local)	Video surveillance systems fully integrated, license renewal period unknown at this time. (Local)
Imaging/Deployment software license	District license, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
Filewave MDM (iPad mgt. software)	District license, reviewed annually (Local)	Not required	Not required
BigWebApps (Workorder mgt. software)	District license, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
Cyber Security/Disaster Recovery			
MCNC (Akamai DNS Filtering)	District license, reviewed annually (Local)	District license, reviewed annually (Local)	District license, reviewed annually (Local)
Replication site	Replication site established 07/2018 (Local)	Maintain warranty/current hardware (Local)	Replace core equipment/rotate to replication site (State)
Cyber Liability Insurance	Annual contract (Local)	Annual contract (Local)	Annual contract (Local)

Note: Funding sources noted in parentheses/blue type.



A. PURPOSES

The Watauga County Board of Education (the "board") is committed to the goal of providing a safe and orderly learning environment in each school. The educational program, and the school student behavior management plans developed at each school, school improvement plans, and in addition to numerous other strategies identified in board policy, are intended to create such an environment and to help each student be a successful and contributing member of the school community. As used in this policy and context, an alternative learning program or school may serve as the site to: (1) deliver educational services required by G.S. 115C-390.9 or -390.10 to a student who is serving a long-term or 365-day suspension; (2) provide concentrated support for students at risk of academic failure; and/or (3) deliver educational and other services to students who are or may be disruptive to a safe and orderly learning environment in the regular educational setting.

Alternative learning programs are provided as an option for those instances in which a student's behavior management or academic performance needs cannot be met in a regular educational setting. The purposes of an alternative learning program are: (1) to intervene and address problems that prevent a student from achieving success in the regular educational setting; (2) to reduce the risk that a student will drop out of school by providing resources to help the student resolve issues affecting his or her performance at school; (3) to return a student, if and when it is practicable, to the regular educational setting with the skills necessary to succeed in that environment; and (4) to preserve a safe and orderly learning environment in the regular educational setting.

B. <u>Standards for Alternative Learning Programs/Schools</u>

Alternative learning programs should serve the purposes described above. Such alternative education programs are expected to meet all board policy and state requirements. In addition, alternative education programs and support services should be designed to facilitate students' transition back to the regular educational setting when appropriate.

All school personnel at alternative learning programs should receive training so that students enrolled in such programs or schools receive appropriate educational services.

Prior to implementing a new alternative learning program, the board will develop a program proposal that is consistent with the State Board of Education standards for alternative learning programs. The board then will submit the proposal to the State Board for its review. After the proposal has been reviewed by the State Board, the board will consider any recommendations from the State Board to modify the proposal before implementing the alternative learning program.

The board will review on a regular basis whether the school system's alternative learning programs comply with State Board standards.

C. TRANSFER TO ALTERNATIVE LEARNING PROGRAMS OR SCHOOLS

1. Basis for Transfer

Students generally are assigned to a school based on attendance area. However, as provided by law, the board may assign any student to a school outside of his or her attendance area in order for the student to attend a specialized school or for any other reason the board, in its sole discretion, deems sufficient. <u>In all cases</u>, <u>Tthe</u> assignment or transfer of a student with a disability will comply with applicable federal and/or state requirements for students with disabilities.

Students may be transferred to an alternative learning program on a voluntary or involuntary basis under any of the following circumstances., or pursuant to a disciplinary suspension. The transfer process is provided below.

- a. the student's parent or guardian and the principal agree, and a multidisciplinary team agrees, that the transfer would be in the best interest of the student and the efficient administration of the public schools;
- b. the student has been recommended for long-term suspension or expulsion;
- c. the student poses a significant disruption to the educational environment in the regular educational setting due to continuing social/behavioral problems;
- d. the student is at risk of dropping out or not meeting standards for promotion due to academic, developmental, and/or behavioral problems, and resources in addition to or different from those available in the regular educational setting are needed to address the issue;
- e. the student is a clear threat to the safety of other students or personnel; or
- f. the student has been charged with a felony or with any crime that allegedly endangered the safety of others, and it is reasonably foreseeable that the student's continued presence will significantly disrupt the regular educational environment.

The board encourages parental involvement in decisions regarding the child's education and in identifying effective options for addressing concerns regarding the child's behavior or academic performance.

2. Responsibilities of Personnel at Referring School

In addition to any other procedures required by this policy, prior to referring a student to an alternative learning program, the principal of the referring school must:

- a. document the procedures that were used to identify the student as being at risk of academic failure or as being disruptive or disorderly;
- b. provide the reasons for referring the student to an alternative learning program; and
- c. provide to the alternative learning program all relevant student records, including anecdotal information.

1. Responsibilities of School Personnel at the Alternative Learning Program

In addition to any other procedures required by this policy, once a student is placed in an alternative learning program, the appropriate school-personnel of the program must meet to review the student's records and any other documentation forwarded by the referring school. Based on these records and any input provided by the parent concerning the student's needs, the personnel at the alternative program shall determine the support services and intervention strategies that are recommended for the student.

If a student who is subject to G.S. 14-208.18 is assigned to an alternative school, the student must be supervised by school personnel at all times.

3. Voluntary-Referral

The board encourages parental involvement in decisions regarding the child's education and in identifying effective options for addressing concerns regarding the child's behavior or academic performance.

Voluntary transfers are encouraged whenever possible. A voluntary transfer is an agreement by the parent, the principal and the review committee that transfer is an appropriate option for the particular student. After agreement has been reached, the principal of the regular educational setting and the principal of the alternative learning program shall arrange the process and time for the transfer. The principal of the regular educational setting shall notify the superintendent of the transfer.

3. Involuntary Referral

A student may be required to be transferred from the regular educational setting to an alternative learning program under any of the following circumstances:

- a. the student presents a clear threat to the safety of other students or personnel;
- b. the student presents a significant disruption to the educational environment in the regular educational setting;
- e. the student is at risk of dropping out or not meeting standards for promotion, and resources in addition to or different from those available in the regular educational setting are needed to address the issue;
- d. the student has been charged with a felony or a crime that allegedly endangered the safety of others, and it is reasonably foreseeable that the educational environment in the regular educational setting will be significantly disrupted if the student remains; or
- e. if the Code of Student Conduct provides for a transfer as a consequence of the student's behavior.
- a. Students who are recommended for long-term suspension or expulsion and who receive due process through the disciplinary process for violations of the Code of Student Conduct do not require additional referral procedures prior to transfer.
- <u>b.</u> Prior to <u>an involuntary a transfer</u> in circumstances where a student is experiencing academic or developmental difficulties or <u>ehroniecontinuing</u> social/behavioral problems, the principal or <u>review school-based committee</u> of the referring school shall document the student's behavior and academic performance and efforts to assist the student in the regular educational environment <u>As provided in Section C.1</u>. School administrators are encouraged to meet with the student's parents to try to reach a consensus on how to address the student's difficulties at school.

The preceding steps are encouraged, but not required in the case of an involuntary transfer arising from a disciplinary reassignment or when the student's behavior immediately endangers other students or personnel.

c. In all cases where a basis for transfer exists, other than where the student has If an agreement for voluntary transfer is not reached received due process pursuant to a recommendation for long-term suspension or expulsion, and a basis for involuntary transfer exists, the principal maymust recommend to the superintendent that the student be transferred to an alternative setting. The principal must provide in writing: (1) an explanation of the student's behavior or academic performance that is at issue; (2) documentation or a summary of the documentation of the efforts

to assist the student in the student's regular educational setting, if applicable; and (3) documentation of the circumstances that support an involuntary transfer.

A copy of the recommendation and other documentation must be provided to the parents by certified mail or in person. The parent may request an informal meeting with the superintendent to discuss the transfer. The superintendent has the authority to determine who may be present at the meeting.

If the superintendent approves the transfer, the principal of the regular educational setting and the principal of the alternative setting shall make all necessary arrangements.

The parent may appeal the superintendent's decision to the board. The board will hear the appeal in closed session and will follow its procedures as provided in policy 2500, Hearings Before the Board. During the period of the appeal, the student may be transferred to the alternative learning program.

4. Responsibilities of School Personnel at the Alternative Learning Program or School

Once a student is placed in an alternative learning program or school, the appropriate school personnel of the program or school must meet to review the student's records and any other documentation forwarded by the referring school. Based on these records and any input provided by the parent or guardian concerning the student's needs, the personnel at the alternative program or school—shall determine the support services and intervention strategies that are recommended for the student.

If a student who is subject to G.S. 14-208.18 is assigned to an alternative school, the student must be supervised by school personnel at all times.

5. Assignment of Student with Disabilities to Alternative Programs/Schools

Students who receive services under the Individuals with Disabilities Education Act (IDEA) are entitled to all of the processes and protections pursuant to the IDEA. All additional requirements specific to the assignment of students with disabilities to an alternative program or school established by State Board of Education policy shall be observed.

D. APPEALS PROCESS

If the student's transfer is the result of an IEP team decision for a student with a disability, parents or guardians who are dissatisfied with the decision must comply with the due

process procedures set forth in *Procedures Governing Policies and Services for Children* with Disabilities, as adopted by the State Board of Education.

In all other cases, within three business days of receiving written notice of the decision to assign the student to an alternative program or school, the parent or guardian may appeal the decision in writing to the superintendent, who shall review the documentation and render a decision within five business days, absent extraordinary circumstances that require additional response time. Parents and guardians who are dissatisfied with the superintendent's decision may appeal to the board. The board will hear the appeal in closed session and will follow its procedures as provided in policy 2500, Hearings Before the Board. During the period of the appeal, the student may be transferred to the alternative learning program-or school, except as prohibited by the IDEA.

E. ADMINISTRATIVE ASSIGNMENTS

1. Assignment During a Long-Term or 365-Day Suspension

A student who receives a long-term or 365-day suspension may be offered services in the alternative learning program or for a portion or the full duration of the suspension. See policy 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. Any student who receives a long-term or 365-day suspension must be offered alternative education services unless the superintendent provides a significant or important reason for declining to offer such services. Alternative education services include, but are not limited to, the alternative programs established in this policy in accordance with G.S. 115C-105.47A.

2. Assignment of Student Sex Offenders

The board may decide, pursuant to G.S. 115C-390.11(a)(2), to assign a student who is subject to G.S. 14-208.18 to an alternative learning program.

D-F. TRANSITION FROM ALTERNATIVE LEARNING PROGRAMS

In most instances, the goal of the alternative learning program is to return the student to the regular educational setting with the skills necessary to succeed in that environment as soon as practicable. The personnel of the alternative learning program and those of the regular educational setting shall work together to help create a successful transition for the student.

If the student is not or will not be returned to the regular educational setting, the alternative learning program will assist in the student's transition to other educational settings, including other programs offered by the school system or a community college or vocational school.

E.G. ASSIGNMENT OF PROFESSIONAL PERSONNEL TO ALTERNATIVE LEARNING PROGRAMS

When assigning professional personnel to an alternative learning program, the superintendent shall consider the experience and evaluation ratings of the professional employee who may be assigned to the program. As school system resources allow, the superintendent shall strive to avoid assigning to an alternative program less experienced professional personnel or professional personnel who have received <u>unfavorable evaluations</u>. an evaluation rating of less than "accomplished" within the last three years. Additionally, all school personnel at alternative learning programs or schools should receive training so that students enrolled in such programs or schools receive appropriate educational services.

F.H. EVALUATION OF ALTERNATIVE LEARNING PROGRAMS

1. State Accountability

The board will determine annually how each alternative learning program will participate in the State Alternative Schools' Accountability Model. The superintendent shall provide for this information to be reported to the North Carolina Department of Public Instruction by August 1 of each year.

2. Information to be Reported to the Board of Education

Each year, the board will evaluate each alternative learning program based upon reports provided by the superintendent and any other information the board wishes to consider.

Legal References: G.S. 14-208.18; 115C-47(32a), -105.27, -105.47A, -105.48, -276(r), -288, -367, -369, -390.7, -390.9, -390.10, -390.11; State Board of Education Policy <u>ALTP-002</u>, GCS-Q-001, GCS-Q-002; *Policies and Procedures for Alternative Learning Programs and Schools* (NC Dept. of Public Instruction, October 2014), available at https://eboard.eboardsolutions.com/Meetings/Attachment.aspx?S=10399&AID=31595&MID=1590

Cross References: Parental Involvement (policy 1310/4002), Hearings Before the Board (policy 2500), School Improvement Plan (policy 3430), Conflict Resolution (policy 3431), Student Sex Offenders (policy 4260), School Plan for Management of Student Behavior (policy 4302), Student Discipline Records (policy 4345), Long-Term Suspension, 365-Day Suspension, Expulsion (policy 4353), Assignments/Reassignments/Transfers (policy 7440)

Adopted: January 15, 2018

Revised:

As required by the North Carolina Constitution and North Carolina law, the Watauga County Board of Education (the "board") is committed to providing a free public school education to all children who are legally entitled to enroll in the school system. In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, the board will make reasonable efforts to identify homeless children and youth of school age located within the area served by the school system, encourage their enrollment, and eliminate barriers to their receiving an education that may exist in school system policies or practices. Based on individual need, homeless students will be provided services available to all students, such as preschool, free or reduced price school meals, services for English learners, special education, career and technical education (CTE), academically or intellectually gifted (AIG) services, and before- and after-school care.

The provisions of this policy will supersede any and all conflicting provisions in board policies that address the areas discussed in this policy.

A. DEFINITION OF HOMELESS STUDENTS

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term "homeless student" will also be deemed to include the term "unaccompanied youth," which includes a youth who is not in the physical custody of a parent or guardian. Homeless children and youth include those students who are as follows:

- 1. sharing the house of other persons due to loss of housing, economic hardship or a similar reason;
- 2. living in motels, hotels, transient trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- 3. living in emergency or transitional shelters;
- 4. abandoned in hospitals;
- 5. living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- 6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- 7. living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular and adequate nighttime residence.

B. HOMELESS LIAISON

The superintendent or designee shall appoint and train a school employee to serve as the homeless liaison. The homeless liaison's duties include, but are not limited to, the following:

- 1. ensuring that school personnel identify homeless children and youth;
- ensuring school/preschool enrollment of and opportunities for academic success for homeless children and youth;
- ensuring that homeless families and children have access to and receive educational services for which they are eligible;
- ensuring that homeless families and children receive referrals to healthcare, dental, mental health and substance abuse, housing, and other appropriate services;
- informing parents or guardians and any unaccompanied youth of available transportation services and helping to coordinate such services;
- ensuring that public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians and unaccompanied youth;
- informing parents or guardians of educational and related opportunities available to their children and ensuring that parents or guardians have meaningful opportunities to participate in their children's education;
- 8. helping to mediate enrollment disputes, including ensuring that a homeless child or youth is enrolled immediately pending final resolution of the dispute;
- informing unaccompanied youth of their status as independent students and assisting in verifying such status for the purposes of the Free Application for Federal Student Aid;
- 10. ensuring that school personnel providing services to homeless students receive professional development and other support;
- 11. working with school personnel, the student, parents or guardians, and/or other agencies to obtain critical enrollment records, including immunization and medical records, in a timely manner; and
- 12. working with the superintendent or designee to identify board policies or procedures that might serve as a barrier to enrollment of homeless students,

including those related to immunization records, medical records, uniforms or dress codes, school fees, and school admission.

C. Access to Students' Records

B. ENROLLMENT, ASSIGNMENT, AND TRANSPORTATION OF HOMELESS STUDENTS

1. Enrollment

a. Eligibility

Notwithstanding the enrollment eligibility requirements established by the board elsewhere in policy, school personnel shall immediately enroll homeless students even if they do not have proof of residency, school and immunization records, birth certificates, or other documents; have missed application or enrollment deadlines during a period of homelessness; have outstanding fees; or are not accompanied by an adult. The homeless liaison shall assist the students and parents or guardians in securing appropriate records or otherwise meeting enrollment requirements.

b. Records

Homeless students transferring into the school system may provide cumulative and other records directly to school system personnel. The superintendent or designee shall not require that such records be forwarded from another school system before the student may enroll. However, school personnel shall immediately request the official records from the previous school.

School personnel shall immediately enroll homeless students, even if they do not have proof of residency, school and immunization records, birth certificates, or other documents; have missed application or enrollment deadlines during a period of homelessness; have outstanding fees; or are not accompanied by an adult. The homeless liaison shall assist the students and parents or guardians in securing appropriate records or otherwise meeting enrollment requirements. Homeless students of preschool age shall also be immediately enrolled under the terms of this policy if space is available in a preschool classroom.

Information regarding a child or youth's homeless situation must be treated as a student record and protected accordingly. See policy 4700, Student Records.

D. ENROLLMENT

2. Assignment

A homeless student (or the student's parent or guardian) may request to attend (1) his or her school of origin or (2) any public school that other students living in the same attendance area are eligible to attend. The school of origin is defined as the school the student attended before losing permanent housing or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools. Unless, not in the student's best interest, a homeless student who continues attending the school of origin will remain enrolled in the school of origin for the entire time the student is homeless and until the end of any academic year in which the student moves into permanent housing.

The superintendent shall designate the Director of Student Assignment or other appropriate personnel to decide, in consultation with the homeless liaison, which school a homeless student will attend. The decision will—must be based upon consideration of student-centered factors related to the student's best interest, including factors concerning the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or the unaccompanied youth. The superintendent's designee must presume that keeping the student in the school of origin is in the student's best interest unless contradicted by the student's parent or guardian or the unaccompanied youth. The superintendent's designee must consider student-centered factors related to the student's best interest, including factors concerning the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or the unaccompanied youth. To the extent feasible, the school system should defer to the student or parent's wishes for assignment.

If the superintendent's designee determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian or unaccompanied youth-, he or she must provide a written explanation of the reasons for the determinations to the parent or guardian or unaccompanied youth, along with information regarding the right to appeal the placement decision as described in Section D, below.

3. Transportation

The board of education will provide homeless students with transportation services comparable to those of other students. In addition, at the parent or guardian's request (or at the request of the homeless liaison for unaccompanied youth), the board will provide transportation services to/from the school of origin. The superintendent or designee and the homeless liaison shall coordinate homeless students' transportation needs, based on the child's best interest. In situations in which a student attends school in this system but his or her temporary housing is in another system (or vice versa), the superintendent or designee shall work with the other system to share the cost and/or responsibility for

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transportation. If an agreement cannot be reached between the systems, the cost of such transportation will be divided evenly.

If a homeless student becomes permanently housed and chooses to remain in his or her school of origin, the board will provide transportation to the student for the remainder of the school year.

C. ELIGIBILITY FOR TITLE I SERVICES

Homeless students are automatically eligible for Title I services. The homeless liaison and the Title I director shall collaborate to identify the needs of homeless students.

ED. ENROLLMENT-DISPUTE RESOLUTION PROCESS

A parent, guardian, or unaccompanied youth who disagrees with a decision of school officials with regard to eligibility, school selection, or enrollment of a student who is homeless (hereinafter, referred to as a "complainant") may appeal the decision to the school system's homeless liaison in accordance with this section upon registering or attempting to register the child or youth at the school in which enrollment is sought.

Any employee who is aware that an unaccompanied youth or a parent or guardian of a homeless student is dissatisfied with a decision of school officials with regard to eligibility, school selection, or enrollment should immediately refer that individual to the school system's liaison for homeless students.

As used in this section, "school days" means days when students are scheduled to be in attendance. The school system will implement an enrollment dispute resolution process that is consistent with the process required by the State Board of Education in the North Carolina Administrative Code, 16 N.C.A.C. 6H .0112.

1. Initiation of the Dispute and Notice, Stay Put, and Informal Resolution

<u>Upon learning of a complainant's disagreement with a decision of school officials, the homeless liaison shall take the following actions.</u>

If a dispute arises over school selection or enrollment in a school for a homeless student, the following must occur:

a. The homeless liaison shall arrange to have the student The homeless student will be immediately admitted to the school in which enrollment is sought (either the school of origin or the school located in the attendance zone of the student's temporary residence) if enrollment is at issue. Once enrolled, the student must, will receive all services for which he or she is eligible and willmust be allowed to participate fully in school activities, pending resolution of the dispute.

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- b. Immediately, but not later than one school day after learning of the complainant's disagreement, the homeless liaison shall provide the complainant a copy of the school system's uniform statement of rights and procedures that is written, to the extent practicable, in a language that the complainant can understand. The written statement must include all of the following: The unaccompanied youth or parent or guardian of the student will be provided a written explanation of the school's decision regarding the enrollment, including the right to appeal the decision. Such information must be provided in a language that the parent or guardian or unaccompanied youth can understand. The information must contain:
 - 1) contact information, including telephone number, e-mail address, and physical address of the homeless liaison and of the State eoordinator Coordinator for homeless education, with a brief description of their roles;
 - the right to initiate the dispute resolution process either orally or in writing;
 - 2) notice that, within two school days of the school's decision, the complainant has the right to notify the homeless liaison that the complainant intends to appeal the decision;
 - an explanation of the appeal procedure, including the timeline and process for making the initial appeal and for pursuing a subsequent appeal to the superintendent and board, as provided by this policy;
 - a simple complaint form that a complainant parents, or guardians, or unaccompanied youth can complete and submit to the homeless liaison to initiate the dispute resolution process and to pursue any subsequent appeals to the superintendent and board;
 - 5) notice that the board of education or a designated panel of the board will make the final decision on behalf of the school system;
 - 6) notice of the right to appeal the final decision of the school system to the State Coordinator within three school days and the option to request an extension from the State Coordinator, along with a step-by-step description of how to file the appeal dispute the school's decision:
 - notice of the right to enroll immediately in the school <u>located in the</u>

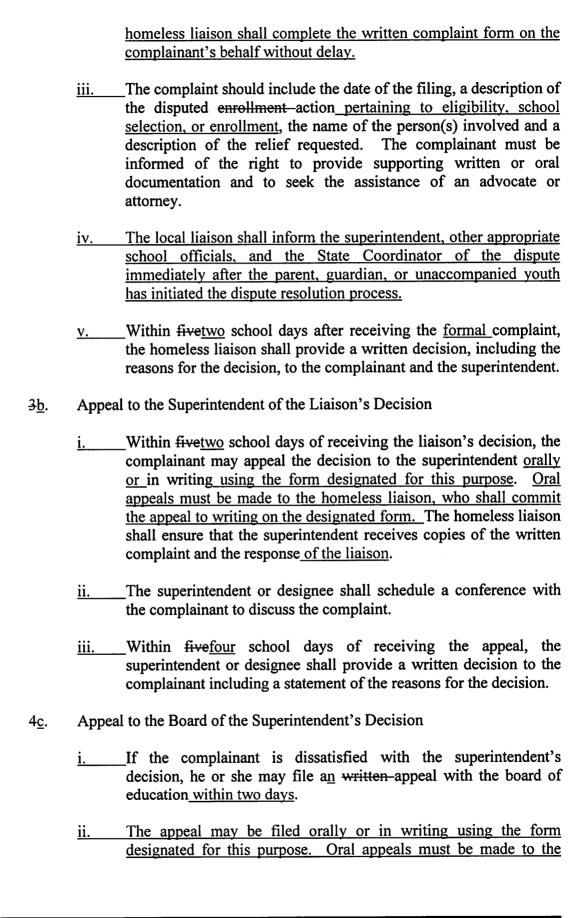
 <u>assignment area of the student's temporary residence of choice or</u>

 remain in the school of origin with transportation provided pending
 resolution of the dispute <u>if such transportation is requested by the</u>

 parent, guardian, or homeless liaison on behalf of the youth;

- 8) notice that immediate enrollment includes full participation in all school activities: and
- 9) notice of the right to obtain assistance of advocates or attorneys: and
- 10) notice of the right to provide supporting written or oral documentation during the appeals process.
- <u>Complainants are encouraged to attempt informally resolve the matter.</u>
 <u>Complainants are encouraged to attempt informal resolution through discussion with the homeless liaison when possible.</u>
- d. If informal resolution is unsuccessful, the homeless liaison shall inform the complainant of the right to appeal the matter by initiating the dispute resolution process provided in subsection D.2, below.
- e. The student or parent or guardian will be referred to the system's homeless liaison, who shall carry out the appeal process as expeditiously as possible after receiving notice of the dispute. If the complaint initiates the dispute resolution process, the homeless liaison shall expedite the process so that a final decision in the dispute is reached within 15 school days or 30 calendar days, whichever is less.
- Steps in the Dispute Resolution Process and Related Timelines
 - 2a. Homeless Liaison Review
 - a. Any parent or guardian or student initiating an enrollment dispute (hereinafter "complainant") is encouraged to attempt to resolve the dispute informally through discussion with the homeless liaison. If the dispute cannot be resolved informally, the complainant may present a formal complaint orally or in writing to the homeless liaison either directly or through the principal of the school at which enrollment is sought.
 - i. If informal resolution of a complaint is unsuccessful, the complainant may initiate the dispute resolution process by making a formal appeal to the homeless liaison, either directly or through the principal of the school in which enrollment is sought. The appeal must be presented within five school days of the decision giving rise to the complaint unless the homeless liaison agrees to an extension of up to five additional school days for good cause.
 - ii. The appeal may be made orally or in writing on the designated complaint form. If the complainant makes an oral appeal, the

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- homeless liaison, who shall commit the appeal to writing on the designated form.
- iii. The board or a panel of at least two board members acting on behalf of the board will hear the appeal. The board or board panel will provide the complainant with a written decision within 30 five school days of receiving the appeal. In unusual circumstances the board or board panel may extend this time but will avoid exceeding the lesser of (1) 15 school days from when the complaint was received or (2) 30 calendar days from when the
- iv. The board or board panel's decision will constitute the final decision of the school system for purposes of the complaint's right to appeal to the State Coordinator.
- v. If the matter under appeal is a school assignment, a board panel decision will be a recommendation that must be submitted to the full board for a final determination as required by state law and policy 4150, School Assignment. However, in order to ensure an expedited appeals process for students who are homeless, the recommendation of the board panel shall be considered the final decision of the board for purposes of appeal to the State Coordinator if a final determination by the full board reasonably cannot be accomplished by the deadline described in the previous paragraph.
- vi. The written statement of the board's opinion final decision will include the name and contact information of the State eoordinator Coordinator for homeless education and will describe the appeal rights to the State eoordinator Coordinator. If the matter under appeal is a school assignment and the appeal was not heard by the full board, the written decision will also note that review of the matter by the full board as required by state law is pending.
- $5\underline{d}$. Appeal to the State Coordinator of the Board's Decision

If the complainant is dissatisfied with the <u>decision of the board or board panel</u>, action taken by the board of education, he or she may file an <u>oral or written</u> appeal with the State <u>Coordinator</u> coordinator—for homeless education within three school days of receiving the board or panel's <u>decision</u>. The State Coordinator, who will issue a final decision on the complaint. The appeal must include:

i. the name, physical address if available, e-mail address, and telephone number of the complainant;

- ii. the relationship or connection of the person to the child in question;
- iii. the name of the school system and the specific school in question;
- iv. the federal requirement alleged to have been violated;
- v. how the requirement is alleged to have been violated; and
- vi. the relief the person is seeking.

Within <u>five_three_school</u> days following a request from the State <u>eoordinator</u>. the homeless liaison shall provide the record of complaint, <u>and_a copy of the board_or panel</u>'s decision, <u>and any other supporting documents necessary to complete the record_along with any other information requested regarding issues in the appeal.</u>

E. HOMELESS LIAISON

The superintendent or designee shall appoint and train a school employee to serve as the homeless liaison. In addition to the duties specifically assigned elsewhere in this policy, the homeless liaison's duties shall include, but not be limited to, the following:

- 1. ensuring that school personnel identify homeless children and youth;
- 2. ensuring school/preschool enrollment of and opportunities for academic success for homeless children and youth;
- 3. ensuring that homeless families and children have access to and receive educational services for which they are eligible;
- 4. ensuring that homeless families and children receive referrals to healthcare, dental, mental health and substance abuse, housing, and other appropriate services;
- 5. informing parents or guardians and any unaccompanied youth of available transportation services and helping to coordinate such services:
- 6. ensuring that public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians and unaccompanied youth;
- 7. informing parents or guardians of educational and related opportunities available to their children and ensuring that parents or guardians have meaningful opportunities to participate in their children's educations;

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- communicating the dispute resolution process to parents, guardians, and unaccompanied youth experiencing homelessness;
- helping to mediate enrollment disputes, including ensuring that a homeless child or youth is enrolled immediately pending final resolution of the dispute;
- 10. developing a uniform written notice that explains to parents, guardians, and unaccompanied youth their rights and the process for appealing a decision of school officials, as required by subsection D.1.b of this policy. The notice must be written in a simple and understandable format and translated to other languages as needed and practicable;
- 11. ensuring that when parents, students, and unaccompanied youth initiate the dispute resolution process, all parties comply with the dispute resolution policy and that parents, students, and unaccompanied youth are provided with the information listed in subsection D.1.b of this policy:
- 12. informing unaccompanied youth of their status as independent students and assisting in verifying such status for the purposes of the Free Application for Federal Student Aid:
- 13. ensuring that school personnel providing services to homeless students receive professional development and other support;
- 14. working with school personnel, the student, parents or guardians, and/or other agencies to obtain critical enrollment records, including immunization and medical records, in a timely manner; and
- 15. working with the superintendent or designee to identify board policies or procedures that might serve as a barrier to enrollment of homeless students, including those related to immunization records, medical records, uniforms or dress codes, school fees, and school admission.

F. TRANSPORTATION

The board of education will provide homeless students with transportation services comparable to those of other students. In addition, at the parent or guardian's request (or at the request of the homeless—liaison—for—unaccompanied—youth), the board—will—provide transportation—services to/from the school of origin. The superintendent or designee—and the homeless—liaison—shall coordinate—homeless—students' transportation—needs, based—on—the—child's—best—interest.—In situations in which a student attends school in this system but his or her temporary housing is in another system (or vice versa), the superintendent or designee—shall—work with the other system to—share—the—cost and/or responsibility for transportation. If an agreement cannot be reached between the systems, the cost of such transportation will be divided evenly.

If a homeless student becomes permanently housed and chooses to remain in his or her school of origin, the board may provide transportation to the student for the remainder of the school year.

G. TITLE I

Homeless students are automatically eligible for Title I services. The homeless liaison and the Title I director shall collaborate to identify the needs of homeless students.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq.; Non-Regulatory Guidance on Education for Homeless Children and Youths Program, U.S. Department of Education (July 2016); G.S. 115C-366(a2), -369; 16 N.C.A.C. 6H .0112; State Board of Education Policiesy SBOP-020, SPLN-000

Cross References: Immunization and Health Requirements for School Admission (policy 4110), Domicile or Residence Requirements (policy 4120), Discretionary Admission (policy 4130), School Assignment (policy 4150), Student Records (policy 4700)

Adopted: July 14, 2014

Revised: November 13, 2017

Replaces: Policy 5.02.70, Homeless Students

Policy Code: 4200/7270

Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. The following safety measures must be implemented at each school.

A. SUPERVISION OF STUDENTS

Students must be reasonably supervised while in the care and custody of the school system. This supervision must occur throughout school hours, including during class, between classes, on the playground, and during recess or lunch periods; during authorized school field trips; and on school buses. Reasonable precautions should be taken to protect the safety of students on school grounds and on buses before, during and after school.

Students who are subject to policy 4260, Student Sex Offenders, and are receiving educational services on school property must be supervised by school personnel at all times.

B. SUPERVISION OF VISITORS

School administrators shall strictly enforce policies 5015, School Volunteers, and 5020, Visitors to the Schools.

C. SAFETY OF SCHOOL BUILDINGS AND GROUNDS

The superintendent and each building principal shall comply with all duties set out for their respective positions in G.S. 115C-288(d) and G.S. 115C-525 to minimize fire hazards. The principal is required to inspect school buildings, playgrounds, and equipment for health, fire, and safety hazards on a regular basis, as required by law, and to notify the superintendent immediately of unsanitary conditions or repairs needed to meet safety standards.

Any employee who observes any potential hazards must notify the principal or the employee's supervisor immediately.

All warning systems must meet building and equipment codes required by law and must be properly maintained. When necessary, proper signs indicating potential hazards or recommended safety precautions must be posted.

D. ESTABLISHING PROCESSES TO ADDRESS POTENTIAL SAFETY CONCERNS AND EMERGENCIES

1. Responding to Student Altercations and Other Threats to Safety

All school system employees have a duty to be alert at all times to situations that

may pose a threat to the safety of students, employees, or visitors on school property, at school events, or in other situations in which the students are under the authority of school employees. Even an employee who does not have responsibility for supervising students is expected to make an immediate report if the employee observes or has reason to suspect that a situation poses a threat to safety and no administrator, teacher, or other supervisory employee is present and aware of the potential threat.

Teachers, teacher assistants, coaches, and other employees with responsibility for supervising students will use appropriate student behavior management techniques to maintain order and discipline on school property, at school events, and anywhere that students are under the employees' authority. Such employees must enforce the Code of Student Conduct and address student behavior in accordance with the school plan for management of student behavior (see policy 4302, School Plan for Management of Student Behavior).

When employees with responsibility for supervising students have personal knowledge or actual notice of a student altercation or other situation that poses an immediate threat to safety, they shall use their professional judgment to determine how best to address the situation to protect the safety of everyone in the vicinity. Emergency procedures identified in a student's Behavior Intervention Plan shall be followed to the maximum extent possible under the circumstances. For minor threats or altercations or altercations involving young children, the employee shall intervene directly to end the fight or address the safety threat if the employee can do so safely. An employee who encounters a situation that cannot be managed safely and effectively by that employee immediately shall request assistance from other employees or administrative staff and shall take steps to remove bystanders from the area. Only the degree of force or physical control reasonably necessary shall be used to re-establish a safe environment.

Employees should take further action as appropriate in accordance with any response protocols established by the principal or superintendent. All employees are responsible for knowing and following such protocols to the fullest extent reasonable under the circumstances at the time.

2. School Rules

The principal or designee shall develop rules to help prevent accidents in school buildings, on school buses, and on school grounds.

3. Training for Staff and Students

Staff training must include detailed instruction on how to respond to a variety of emergency situations. In addition, sStaff should also be able to recognize and respond to behavior, information, and related indicators that warn of impending problems. In addition, middle and high school employees must receive adequate

training on the operation of the school's anonymous safety tip line. School personnel must teach and review with students (1) safety procedures, including fire safety procedures; (2) precautions for handling chemicals or potentially dangerous equipment; and (3) appropriate responses to threats to school safety. Middle and high school students must also be informed of the anonymous safety tip line and its purpose and function.

4. Safety Equipment

School employees shall provide students and visitors with safety equipment as required by law and shall enforce school rules pertaining to wearing safety equipment. School employees shall wear and use appropriate safety equipment as required for the safe performance of their specific job assignments.

5. Planning for Emergencies and Conducting Fire Drills and Other Emergency Drills

The board, in coordination with local law enforcement and emergency management agencies, will adopt a school risk management plan relating to incidents of school violence for each school in the school system. The superintendent must provide the Department of Public Safety's Division of Emergency Management (Division) with emergency response information it requests for the school risk management plan and updated emergency response information when such updates are made. The superintendent must also provide the Division and local law enforcement with schematic diagrams, including digital schematic diagrams, of all school facilities and updates of the schematic diagrams when the school system makes substantial facility modifications, such as the addition of new facilities or modifications to doors or windows. Schematic diagrams must meet any standards established by the Department of Public Instruction for the preparation and content of the diagrams. In addition, the superintendent shall provide local law enforcement with (1) either keys to the main entrance of all school buildings or emergency access to key storage devices for all school buildings and (2) updated access to school buildings when changes are made to the locks of the main entrances or to the key storage devices.

At least one school-wide tabletop exercise and drill that meets the requirements of state law and is based on the procedures documented in the school risk management plan will be held annually at each school. Principals shall also conduct fire drills as required by law.

6. Reporting Suspicious Behavior Risks to the School Population

Students should notify any staff member of any acts of violence, harassment, or bullying or any other unusual or suspicious behavior that may endanger safety. Middle and high school students may also use the anonymous safety tip line to report any risks to the school population or buildings. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment, or other

impediments to students reporting potential problems.

Maintaining a safe school environment that is conducive to learning requires staff to be proactive in dealing with violence, harassment, and bullying. Staff members must report immediately to the principal any information regarding unusual or suspicious behavior or acts of violence, harassment, or bullying.

Every principal is required to investigate and act upon any report of such behavior, including, when appropriate, reporting criminal activities to law enforcement, the State Board, and the superintendent or designee (see policies 4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure, and 4335, Criminal Behavior).

7. Potential Threats of Registered Sex Offenders

The principal of each school shall register with the North Carolina Sex Offender and Public Protection Registry to receive e-mail notification when a registered sex offender moves within a one-mile radius of the school.

8. Student Behavior Standards

Students are expected to meet behavior standards set forth in Watauga County Board of Education policies.

Legal References: G.S. 14-208.18; 115C-36, -47, -105.49, <u>-105.51</u>, -105.53, -105.54, -166, -167, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; State Board of Education Policies SSCH-000, SCFC-005

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 4015/7225), School Improvement Plan (policy 3430), Student Sex Offenders (policy 4260), Student Behavior policies (4300 series), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Weapons and Explosives Prohibited (policy 5027/7275), Public Records – Retention, Release, and Disposition (policy 5070/7350), Relationship with Law Enforcement (policy 5120), Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy 7300), Security of Facilities (policy 9220)

Other Resources:

Practical Information on Crisis Planning: A Guide for Schools and Communities, U.S. Department of Education Office of Safe and Drug-Free Schools (January 2007), available at http://www2.ed.gov/admins/lead/safety/crisisplanning.html

Adopted: February 9, 2015

Replaces: Policy 5.05.60, Fire Drills and 5.07.80, Threat Against the General Population

Revised: January 28, 2016; August 14, 2017 (Legal references only); February 12, 2018

The Watauga County Board of Education (the "board") will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

A. PROHIBITED BEHAVIOR

1. Weapons and Weapon-Like Items

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following:

- a. loaded and unloaded firearms, including guns, pistols, and rifles;
- b. destructive devices, as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades, and mines;
- c. knives, including pocket knives, bowie knives, switchblades, dirks, and daggers;
- d. slingshots and slungshots;
- e. leaded canes;
- f. blackjacks;
- g. metal knuckles;
- h. BB guns;
- i. air rifles and air pistols;
- j. stun guns and other electric shock weapons, such as tasers;
- k. icepicks;
- 1. razors and razor blades (except those designed and used solely for personal shaving);

- m. fireworks;
- n. gun powder, ammunition, or bullets;
- any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance;
 and
- p. mace, pepper spray, and other personal defense sprays.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage, or aid another student to possess, handle, or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle, or use such an item must notify a teacher or the principal immediately. Middle and high school students may also utilize the anonymous safety tip line for reporting risks to the school population.

This section does not apply to board-approved and -authorized activities for which the board has adopted appropriate safeguards to protect student safety.

2. Bomb Threats

Students are prohibited from making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school property.

No student may knowingly or willfully cause, encourage, or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat, or perpetrate a bomb hoax must notify a teacher or the principal immediately.

3. Terrorist Threats

Students are prohibited from making, aiding, conspiring, and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance, or material designed to cause harmful or life-threatening injury to another person is located on school property or at a school event.

No student may knowingly or willfully cause, encourage, or aid another student to

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make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat, or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

4. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- a. theft or attempted theft by a student from another person by using or threatening to use a weapon;
- b. the intentional and malicious burning of any structure or personal property, including any vehicle;
- c. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- d. an attack by a student on any employee, adult volunteer, or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- e. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- f. any intentional, highly reckless, or negligent act that results in the death of another person;
- g. confining, restraining, or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- h. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- i. taking or attempting to take anything of value from the care, custody, or

- control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
- j. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
- k. the possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
- 1. any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that implicates the safety of other persons; and
- m. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

B. Consequences

1. General Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

2. Specific Consequences Mandated by Law

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle, or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary, or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

Legal References: Gun-Free Schools Act, 20 U.S.C. 7961; G.S. 14-17, -18, -27.2 through -27.5A, -32, -33, -34 through -34.2, -41, -60, -69.1, -69.2, -87, -87.1, -132, -132.2, -202.2, -208.18, -269.2, -277.5, -277.6; ch. 90 art. 5; 115C-47, -105.51, -276(r), -288, -307, -390.1, -390.2, -390.10

Cross References: Student Sex Offenders (policy 4260), Student Behavior Policies (policy 4300), Integrity and Civility (policy 4310), Disruptive Behavior (policy 4315), Theft, Trespass, and Damage to Property (policy 4330), Assaults, Threats, and Harassment (policy 4331), Criminal Behavior (policy 4335)

Adopted: May 11, 2015

Revised: June 13, 2016; November 14, 2016

Replaces: Policy 5.07.80, Threat Against The General Population and Policy 5.07.85, Weapons Prohibited on School Property

Watauga High school recognizes the positive correlation between regular school attendance and achievement. Regular attendance, therefore, shall be required. The primary responsibility for attendance rests with students and their parent(s)/guardian(s).

In accordance with Compulsory Attendance Law, established attendance policies of the State Board of Education and Watauga County Board of Education, Watauga High School will code absences as excused for the following reasons when valid documentation is provided within two days of the absence:

Reason for Absence	Required Documentation
Illness or injury, death of an immediate family member, or religious observance	A signed and dated parent note will be valid documentation
Court or administrative proceedings, quarantine, or medical/dental appointment	Only official documentation from the court or administrative officer, or the medical/dental professional will be valid documentation; parent note is not sufficient

<u>Educational Opportunity for Family Travel or College Visits:</u> Prior approval form must be completed and approved within established time frame in order to serve as documentation. College visits require additional documentation from the college visited.

<u>Student visits</u> with a parent who is an active duty member of the uniformed services as defined by policy 5.02.50, who has been called to duty, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, at the discretion of the superintendent or designee. (Prior approval is required)

School releases and days assigned for ISS do not count as absences.

<u>Days assigned for OSS</u> are coded as excused absences. A student may be given the opportunity to attend an alternative learning environment during the period of the OSS, which would result in no absences. This option will not be available when OSS is the result of a "reportable offense", which is a violation that requires law enforcement to be contacted.

Students who reside on a road that has been defined by the Watauga County Transportation Director as a limited bus route and who are absent on days when limited routes are run and who furnish a written excuse from parent or guardian citing dangerous road conditions within the second day of attendance following the absence will be excused.

In all situations, students are responsible for acquiring, completing and turning in assignments and/or acquiring and responding appropriately to any information given in a missed class. <u>Students are required to make up all work missed for all absences, excused or unexcused.</u>

Students have one day for each day absent to turn in work. This begins the day after returning from the absence. Teachers have the option of extending deadlines, but they are not required to do so. Work assigned prior to an absence is due the first day back to class.

In order to obtain credit in a course a student may have no more than 8 absences in that course. More than 8 absences will result in no credit being given for the course. ALL absences count towards the 8 day limit. If a student is absent from a class more than 8 days, the student will receive a grade of FF (Failure Due to Attendance) and has a right to appeal to the Attendance Advisory Committee.

Procedures for Appeal Process for Excessive Absences:

- The principal will appoint an Attendance Advisory Committee to hold a hearing in order to determine whether circumstances for each student who has exceeded the 8 day limit warrant a waiver of no credit for the course. The Attendance Advisory Committee will notify the student and his or her parents or guardians concerning the time and place of the hearing and indicate that parental presence is encouraged. The Attendance Advisory Committee will forward its recommendation to the principal.
- At the 9th absence in any given course, parents will receive a Loss of Credit notification letter
- Students whose course credit will be denied due to violation of the attendance policy have the right to appeal. In cases of extreme hardship (i.e.: extended hospitalization or serious illness) the principal may decide to award course credit.
- If a parent/guardian chooses to appeal for a waiver of the loss of credit, the loss of credit appeal form must be submitted to the main office along with any appropriate documentation. The loss of credit appeal form may be obtained in the main office and must be returned by the specified due date near the end of each semester.
- The principal has the authority to overturn or overrule any recommendations from the Attendance Advisory Committee.

The Attendance Advisory Committee will consider the following when reviewing the loss of credit appeal by a student:

Academic achievement
Circumstances of the absences (any record of skipping, extreme illness, etc.)
Number of Absences
Extent to which the student completed missed work
Course and Exam Grades (if available)
Appeal Form submitted by parent(s)/guardians
Recommendation Form from teacher for course credit to be granted

Parents and students will be notified of the final decision in writing within one week of the Attendance Advisory Committee hearing. conclusion of final exams.

Unexcused Absence Policy

Watauga High school will comply with state compulsory attendance law, GS-115C-378 which establishes that: Every parent, guardian or other person in this State having charge or control of a child between the ages of seven and 16 years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school policy.

The principal or designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. After 10 accumulated unexcused absences in a school year the principal or the principal's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent guardian, or custodian, if possible, to determine whether the parent guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. Upon receiving notification by the principal, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302. (1955, c. 1372, art. 20, s. 1; 1956, Ex. Sess., c. 5; 1963, c. 1223, s. 6; 1969, c. 339; c. 799, s. 1; 1971, c. 846; 1975, c. 678, s. 2; c. 731, s. 3; 1979, c. 847; 1981, c. 423, s. 1; 1985, c. 297; 1991 (Reg. Sess., 1992), c. 769, s. 2; 1998-202, s. 13(aa); 2001-490, s. 2.38; 2003-304, s. 3.)

Legal Ref: G.S. 115C: 378-383; GS: 115C-391,115C-407.5 NC Administrative Code #0104

Revised: August 10,1987; August 8,1988; March 8,1993; July 20,1993; July 16,1996; November 12,1996; March 8,1999; August 9, 1999; July 16, 2001; January 14, 2002; July 15,2002; January 12, 2009; April 28,2009; August 12,2013; February 9, 2015; June 12, 2017;

Replaced: Policy 5.02.40

PROHIBITION OF DRUGS AND ALCOHOLIC BEVERAGES

Policy Code:

5025

The Watauga County Board of Education (the "board") prohibits the possession or use of illegal drugs and the possession or consumption of alcoholic beverages, including beer, malt liquor and wine, on property owned or occupied by the school system. Any person who possesses, consumes, uses, or appears to be under the influence of alcoholic beverages or illegal drugsviolates this policy will be asked to leave the school property or event immediately and, if he or she fails to do so, will may be arrested and prosecuted for criminal trespass, disorderly conduct, or any other charge that may be appropriate.

Student conduct is further governed by policy 4325, Drugs and Alcohol. Employee conduct is further governed by policy 7240, Drug-Free and Alcohol-Free Workplace.

Legal References: 21 U.S.C. 812; 21 C.F.R. 1300.01-.04 and 1308.11-.15; G.S. 18B-103, -301; 90-89 to -94; 115C-36, -40, -47

Cross References: Drugs and Alcohol (policy 4325), Community Use of Facilities (policy 5030), Drug-Free and Alcohol-Free Workplace (policy 7240)

Adopted: February 8, 2016

Revised:

The Watauga County Board of Education (the "board") recognizes that students may need to take medication during school hours. This may enable students to attend school, improve or maintain their health status, and/or improve their potential for learning. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student's parent. In limited circumstances, as outlined in Section C, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, the administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

For purposes of this policy, all references to "parent" include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term "health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

A. MEDICATION ADMINISTRATION BY SCHOOL EMPLOYEES

1. Conditions for Administering Medication

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

- a. Parental Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.
- b. Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.
- c. Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.
- d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.
- e. Proper Administration: A trained school employee must administer the

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medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

2. Procedures for Administering Medications

The superintendent shall develop procedures for the implementation of this policy. These procedures and a copy of this policy must be made available to all students and parents each school year and will be posted on the Watauga County School System website. The superintendent's procedures should be developed according to the guidelines listed below.

- a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.
- b. Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the N.C. Division of Public Health, as described in the North Carolina School Health Program Manual.
- c. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
- d. No student may possess, use, or transmit any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.
- e. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether administered from a centralized location or multiple locations, any medications kept at school for a student must be kept in a locked and secure place. An exception to the requirement for locked storage may be made for emergency medications that must be immediately accessible.
- f. All school personnel who will be administering medications must receive appropriate training from the school nurse or other qualified health personnel that includes safety and administration procedures and documentation of the training will be available on request.

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- g. Only medications clearly prescribed for the student may be administered by school personnel. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of the medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner or another health care practitioner prior to administering the medication or allowing the student to self-administer the medication. Self-administration of a medication by a student is allowed only as specified in section C of this policy.
- h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property.
- i. Written information maintained by 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 and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.
- 3. The school principal shall designate school staff to receive appropriate training and to administer medication in the absence of the school nurse or qualified nurse substitute. The principal will keep records of medication administered, including the time and name of the person administering the medication.

4. The School Nurse will:

- a. Administer medication according to Watauga County School Board and School Health policies, School Nurse Standards of Practice, the North Carolina Nurse Practice Act, the NC School Health Program Manual, current addition, and North Carolina law regarding administration of medication;
- b. Maintain current knowledge of the effective use of drugs and treatments used by the school aged child and the possible side effects;
- c. Obtain all necessary training and possess the abilities to properly administer medication and perform treatments in the school setting, to monitor potential side effects, and to properly document such.

B. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medication. Students must meet the requirements of subsection

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A.1, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to be administered by school personnel while the student is at school, at a school sponsored activity, and/or while in transit to or from school or a school-sponsored event.

C. STUDENT SELF-ADMINISTERING MEDICATIONS

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan. The board also recognizes that students with diabetes may need to possess and self-administer certain medication on school property. As used in this section of the policy, "medication" refers to a medicine prescribed for the treatment of diabetes, asthma or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector. "Diabetes medication" means a medication prescribed for the treatment of diabetes and includes insulin or glucose. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Authorization to Self-Administer Medication

Before a student will be allowed to self-administer medication pursuant to this section, the student's parent must provide to the principal or designee all of the documents listed below:

- a. written authorization from the student's parent for the student to possess and self-administer the medication;
- b. a written statement from the student's health care practitioner verifying that:
 - 1) the student has diabetes or asthma, or an allergy that could result in anaphylactic reaction;
 - 2) the health care practitioner prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
 - the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
- c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes,

asthma, or anaphylaxis episodes and for medication use by the student;

- d. a statement provided by the school system and signed by the student's parent acknowledging that the board of education and its <u>employees and</u> agents are not liable for injury arising from the student's possession and self-administration of the medication; and
- e. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the medication and any accompanying device.

The student's parent must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

All information provided to the school by the student's parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the same school for 365 calendar days. Such permission must be renewed each school year.

2. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry medication for self-administration must carry the medication in the original labeled container with the student's name on the label.

3. Consequences for Improper Use

A student who uses his or her medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the school disciplinary policy. However, school officials shall not impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma, or anaphylactic medication.

The board does not assume any responsibility for the administration of medication to a student by the student, the student's parent, or any other person who is not authorized by this policy to administer medications to students.

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

Policy Code: 6125

C.F.R. pt. 104; G.S. 115C-36, -307(c), -375.1, -375.2, -375.2A, -375.3; Policies Governing Services for Children with Disabilities, State Board of Education Policy EXCP-000

Cross References: Parental Involvement (policy 4002), Drugs and Alcohol (policy 4325), Emergency Epinephrine Auto-Injector Devices (policy 5024/6127/7266)

Other References: *North Carolina School Health Program Manual* (N.C. Dept. of Health and Human Services, Div. of Public Health, School Health Unit, 6th ed. 2014), available at https://www2.ncdhhs.gov/dph/wch/lhd/manuals.htm

Adopted: April 11, 2016

Revised: August 14, 2017 (Legal references only); July 9, 2018

Replaces: Board policy 5.03.10, Medication Administration

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.

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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, and 47-2016, and 23-2017, available at <a href="https://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/ttp://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/2016/2016usda-policymemos; 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-6H.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

The Watauga County Board of Education (the "board") is committed to conducting the purchasing function in an ethical manner and in compliance with state and federal laws and regulations. The board expects all employees who are directly or indirectly involved in any aspect of the purchasing function to be aware of and comply with all current state and federal laws and regulations as these standards apply to the school system's purchasing activities. The board's purchasing goals and principles will not be compromised by individuals motivated by personal gain.

The board and its officers, agents and employees are subject to the laws governing conflicts of interest in furnishing supplies to the board and the use of confidential information.

No board member or officer, agent or employee involved in the purchasing function may do any of the following:

- 5. accept any gift, favor, reward, service or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract with the board.
- 7. accept trips or meals from contractors, subcontractors or suppliers, except gifts or favors of nominal value or meals furnished at banquets.
- 9.1. solicit or accept any gift or donation from an E rate service provider in violation of federal gifting rules.

Employees directly or indirectly involved in any aspect of the school system's procurement, purchasing, and/or contracting process for apparatus, materials, equipment, supplies, services, real property, or construction or repair projects, regardless of source of funds, must adhere to the following standards of conduct and those established in policies 7730, Employee Conflict of Interest, and 8305, Federal Grant Administration.

- 1. Employees are expected to make all purchasing-related decisions in a neutral and objective way based on what is in the best interest of the school system and not in consideration of actual or potential personal benefit.
- 2. Employees shall not participate, directly or indirectly, in making or administering any contract from which they will obtain a direct benefit, unless an exception is allowed pursuant to law.

An employee obtains a direct benefit when the employee or his or her spouse will receive income, commission, or property under the contract or the employee or spouse has more than a 10 percent interest in an entity that is a party to the contract. See G.S. 14-234 and policy 7730, Employee Conflict of Interest.

Participation in making or administering a contract includes, but is not limited to,

participating in the development of specifications or contract terms; obtaining or reviewing bids; preparation or award of the contract; and having the authority to make decisions about, interpret, or oversee the contract.

3. Employees shall not participate, directly or indirectly, in the selection, award, or administration of a contract supported in whole or part by a federal grant or award if the employee has a real or apparent conflict of interest. See 2 C.F.R. 200.318 and policy 8305, Federal Grant Administration.

A real or apparent conflict exists when the employee, his or her immediate family member or partner, or an organization which employs or is about to employ any of those individuals, has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. For purposes of this subsection, a "financial interest" means a financial interest which comprises more than five percent of the equity of the firm or business or more than five percent of the assets of the economic interest in indebtedness. It does not include an ownership interest held through a fiduciary, such as a mutual fund or blind trust, where the individual or individual's employer has no control over the selection of holdings.

- 4. Employees shall not influence or attempt to influence any person involved in making or administering a contract from which the employee will obtain a direct benefit as described in paragraph 2, above.
- 5. Employees shall not solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the school system.
- 6. Employees shall notify the superintendent or designee in writing if they have an actual or potential conflict of interest under this policy or applicable state or federal law that would disqualify them from performing any aspect of their job responsibilities.
- 7. Employees shall not solicit or accept trips, meals, gratuities, gifts, favors, or anything of monetary value from current or recent (within the past year) contractors, subcontractors, or suppliers, or any persons or entities that foreseeably may bid on a contract in the future, unless the item is an unsolicited gift of nominal value (\$50 or less), and is one of the following: an advertising item or souvenir that is widely distributed; an honorarium for participating in a meeting; a meal provided at a banquet; or other item that is clearly permitted by state and federal law. Multiple permitted items from a single contractor may not exceed an aggregate value of \$100 in a twelve-month period.

Employees shall inform existing and potential contractors, subcontractors, and suppliers about these restrictions.

8. Employees shall not solicit or accept any gift from a current or potential provider of E-rate services or products in violation of applicable federal E-rate program gifting rules.

- 9. Employees shall not divulge confidential information to any unauthorized person. Confidential information includes, but is not limited to (1) the The-school system's cost estimate for any public contract, is confidential prior to bidding or completion of other competitive purchasing processes. The and (2) the identity of contractors who have obtained proposals for bid purposes for a public contract, is confidential until the bids are opened in public and recorded in the board minutes. Any employee who divulges confidential information to any unauthorized person will be subject to disciplinary action.
- 10. An employee shall not misuse information in violation of G.S. 14-234.1. Specifically, an employee shall not, in contemplation of the employee's own official action or that of the board or others acting on behalf of the school system, or in reliance on information known to the employee in his or her official capacity and not made public, to:
 - a. acquire a financial interest in any property, transaction, or enterprise;
 - b. gain a financial benefit that may be affected by the information or contemplated action; or
 - c. intentionally aid another to acquire a financial interest or gain a financial benefit from the information or contemplated action.

The superintendent or designee shall ensure that all affected personnel are aware of board policy requirements and applicable laws. Any individual aware of any violation of this policy, policy 2121, Board Member Conflict of Interest, policy 7730, Employee Conflict of Interest, the conflict of interest provisions of policy 8305, Federal Grant Administration, or applicable conflict of interest laws shallshould report such violation to the superintendent, or, if it involves the superintendent, to the board chairperson in accordance with policy 1760/7280, Prohibition Against Retaliation. Employees who violate this policy, policy 2121, policy 7730, or the conflict of interest provisions of policy 8305, will be subject to disciplinary action.

Legal References: 2 C.F.R. 200.318(c); 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175; G.S. 14-234, -234.1; 133-32, -33; Attorney General Opinion requested by L.W. Lamar regarding G.S. 133-32, the Applicability to Attorneys and Law Firms Providing Professional Services to Local Boards of Education, dated May 13, 1993; 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175

Cross References: <u>Prohibition Against Retaliation (policy 1760/7280)</u>, Board Member Conflict of Interest (policy 1321), Bidders' List (policy 6441/9121), Employee Conflict of Interest (policy 7730), Federal Grant Administration (policy 8305)

Adopted: February 8, 2016

Revised:

Services will be purchased in a manner consistent with the purchasing goals of the Watauga County Board of Education (the "board"). The board generally does not require Competitive bidding is not required for the purchase of services; however, contracts for services will be made under conditions that foster competition among potential providers when feasible and after careful pricing.

No contract may be entered into with a restricted company, as listed by the state treasurer in accordance with G.S. 147, art. 6E or 6G, except as permitted by those laws.

Purchases using federal funds must be made in accordance with the terms and conditions of the federal award and all applicable requirements of federal law and regulation, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") issued by the U.S. Office of Budget and Management. (See also policy 8305, Federal Grant Administration.)

Contracts entered into with entities or individuals to provide a driver education program for students must be awarded on a competitive basis through requests for proposals to contract and in accordance with the requirements of State Board of Education Policy DRIV-001.

This policy does not apply to contracts for architectural, engineering, surveying, and construction management at risk services, which are governed by policy 9110, Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk.

Legal References: <u>2 C.F.R. 200.317-200.326;</u> G.S. 115C-36; 143-64.31; 147 art. 6E, art. 6G; State Board of Education Policy DRIV-001

Cross References: Goals of the Purchasing Function (policy 6400), <u>Federal Grant Administration (policy 8305)</u>, Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk (policy 9110)

Adopted: February 8, 2016

Revised: May 9, 2016; July 10, 2017; February 12, 2018

When personal property becomes unnecessary and undesirable for public school purposes, the school system will sell or dispose of the property in order to provide additional revenue for educational purposes, in accordance with the requirements of G.S. 115C-518 and G.S. 160A, article 12.

Equipment and supplies acquired under a federal award will be disposed of in accordance with the terms and conditions of the federal award, all applicable requirements of federal law and regulation, and the provisions of this policy not inconsistent with such requirements.

Contracts for the sale or disposal of surplus property must be consistent with G.S. 147, art. 6E and 6G. Prior to disposition, the superintendent or designee must make a finding that the property is no longer necessary or desirable for school use. Before any property may be sold or disposed of, it must be removed from the appropriate fixed asset inventory.

The superintendent or designee shall ensure that any confidential, proprietary, or other identifying information is removed from surplus property prior to disposition. In addition, the disposal of any equipment or other property through waste management services must be done in a manner consistent with environmental or other relevant rules and regulations.

The board will approve the disposal of surplus property pursuant to the requirements of G.S. 160A, article 12.

Legal References: 2 C.F.R. 200.313-200.314; G.S. 115C-518; 147 art. 6E, art. 6G; 160A, art. 12

Cross References: Fixed Assets Inventory (policy 8350), Fixed Assets (8350-R)

Adopted: April 11, 2016

Revised: May 9, 2016; February 12, 2018

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

A. LICENSURE AND OTHER QUALIFICATION REQUIREMENTS

- 1. Except as otherwise permitted by the State Board of Education or state law, a professional employee must hold at all times a valid North Carolina license appropriate to his or her position.
- 2. To the extent possible, all professional teaching assignments will be in the area of the professional employee's license except as may be otherwise allowed by state and federal law and State Board policy. In addition, all-professional-teachers employed to teach core academic subjects must be "highly qualified" as required by the State Board of Education. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civies and government, economics, arts, history, and geography.
- 3. The board <u>may employ candidates entering encourages entry into</u> the teaching profession by skilled individuals from the private sector from other fields who hold <u>a meet state</u> residency licenseure requirements or an emergency license.
- 4. In extenuating circumstances when no other appropriately licensed professionals or persons who are eligible for a residency license are available to fill a position, the board may employ for up to one year an individual who holds a permit to teach an emergency license issued by the State Board of Education.—An emergency license is not renewable.

B. EXCEPTIONS TO LICENSURE REQUIREMENTS

1. Adjunct CTE Instructors

An unlicensed individual who meets the adjunct hiring criteria established by the State Board of Education for a specific career and technical education (CTE) career cluster may be employed as an adjunct CTE instructor for up to 10 hours per week, provided the individual first completes preservice training and meets all other statutory requirements for serving as an adjunct instructor established by G.S. 115C-157.1.

2. Adjunct Instructors in Core Academic Subjects

In accordance with G.S. 115C-298.5, an unlicensed faculty member of a higher education institution who meets the adjunct hiring criteria established by the State

Board of Education may be employed as a temporary adjunct instructor for specific core academic subjects, provided the individual first completes preservice training and meets all other statutory and State Board of Education requirements.

3. Interim Principals

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

4. Cherokee Language and Culture Instructors

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

5. Driver Education Instructors

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

C. BEGINNING TEACHER SUPPORT PROGRAM

The superintendent or designee shall develop a plan and a comprehensive program for beginning teacher support. The plan must be approved by the board and kept on file for review. The superintendent or designee shall submit an annual report on the Beginning Teacher Support Program to the Department of Public Instruction (DPI) by October 1 of each year. The report must include evidence of demonstrated proficiency on the Beginning Teachers Support Program Standards and evidence of mentor success in meeting Mentor Standards. The school system will also participate in implementing a regionally-based annual peer review and support system.

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

D. LICENSE CONVERSION

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

E. LICENSE RENEWAL

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

The school system may offer courses, workshops, and independent study activities to help school personnel meet license renewal requirements. Any renewal activity offered must be consistent with State Board of Education policy. In addition, the superintendent or designee shall develop a procedure to determine the appropriateness of any credit offered in advance of renewal activities.

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

F. PARENTAL NOTIFICATION

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

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

G. EQUITABLE DISTRIBUTION OF TEACHERS

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

determines that one is needed to address inequities within the school system.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 et seq.; 34 C.F.R. 200.55-57, 200.61; G.S. 115C art. 17E; 115C-270.21, -284, -295, -298.5, -325(e)(1)(m) (applicable to career status teachers), -325.4(a)(12) (applicable to non-career status teachers), -333, -333.1; State Board of Education Policies <u>DRIV-003</u>, <u>DRIV-004</u>, <u>EVAL-004</u>. EVAL-023, LICN-001, -004, <u>LICN-005</u>, <u>LICN-018</u>, <u>LICN-021</u>, <u>LICN-022</u>, NCAC-6C.0102, NCAC-6C.0307, <u>TCED-016</u>

Cross References:

Adopted: February 9, 2015

Revised: September 11, 2017; May 21, 2018

Replaces: Policy 3.02.40, Qualifications of Certified Personnel

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education. The standards shall apply to all school employees and shall be the basis for review of the performance of school employees. These standards shall establish prohibitions and mandatory requirements for all employees. Violation of these standards shall subject an employee to investigation and disciplinary action by the Watauga County School System and/or_the State Board of Education.

All employees, student teachers, and volunteers shall adhere to the standards of professional conduct contained in this policy. Any act or omission that violates these standards is prohibited and is subject to disciplinary action up to and including dismissal from employment.

A. STAFF RESPONSIBILITIES

All school employees shall:

- 1. be familiar with, support, comply with and, when appropriate, enforce all applicable Watauga County Board of Education (the "board") policies, administrative procedures, school rules and applicable laws;
- 2. attend to the safety and welfare of students, including the need to provide appropriate supervision of students;
- 3. demonstrate integrity, respect and commitment to the truth through attitudes, behavior and communications with others:
- 4. address or appropriately direct any complaints concerning school employees, the school program or school operations;
- 5. develop, promote, and maintain courteous and professional working relationships with other staff members, students, parents, and visitors;
- 6. avoid confrontations with co-workers, including but not limited to engaging in actions or conversations which the employee knows or should know will result in a disruption;
- 7. direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances and avoid any actions that may undermine the work or the authority of co-workers and supervisors;
- 8. not create or post any inappropriate online content that has an impact on their (or any employee's) ability to perform their job, especially if accessible to any student(s), and bear in mind that content created or posted online apart from the WCS network may be viewed by anyone, including students, parents, and other

members of the community;

- 9. use the Watauga County Schools network only in a professional manner as described in policy 7335, Employee Use of Social Media, and 3225/4312/7320, Technology Responsible Use;
- 10. be respectful in all conduct and communications with students as set forth in policy 4040/7310, Staff-Student Relations, and shall not abuse or exploit any student in person or in electronic communication in any manner, including but not limited to the actions listed below. Electronic communications include, but are not limited to, e-mail, text messaging, instant messaging, chat rooms, blogging, websites, and social media.
 - a. any use of language that is considered profane, vulgar, or demeaning;
 - b. any sexual act;
 - c. any solicitation of a sexual act, whether written, verbal, or physical;
 - d. any act of child abuse, as defined by law;
 - e. any act of sexual harassment, as defined by law; and
 - f. any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.
- 11. comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors;
- 12. attend, participate in, and complete all required professional development activities and meetings;
- 13. complete and transmit all required reports and other documentation in a timely and professional manner;
- 14. maintain the confidentiality of records as required by law and more fully set forth in policy 1325/7315, Confidential Information, and 4250/5075/7316, North Carolina Address Confidentiality Program;
- 15. faithfully account for all funds collected from students, colleagues, or other parties and not submit fraudulent requests for reimbursement, expenses, or pay;
- 16. arrive at school each day at an appropriate time designated by the principal ready and prepared to complete all assigned duties; and

17. exercise proper care and maintenance of school property.

B. NOTICE OF CRIMINAL OFFENSE

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

In addition, all driver education instructors must immediately report to the board any conviction that results in three or more points, and any conviction that could cause suspension or revocation of the driver license in any state. The board will notify the Department of Public Instruction when an instructor loses his or her privilege to drive in North Carolina or any other state. The superintendent or designee shall conduct annual checks of the driving records of all driver education instructors.

Failure by an employee to provide timely notice as described above in this policy may lead to disciplinary action up to, and including, dismissal.

Legal References: G.S. 115C-47, -307, -308; State Board of Education Policies DRIV-003, DRIV-004

Cross References: Nondiscrimination on the Basis of Disabilities (policy 4022/7231), Drug-Free and Alcohol-Free Workplace (policy 7240), Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Staff-Student Relations (policy 4040/7310), Confidential Information (policy 1325/7315), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Technology Responsible Use (policy 3225/4312/7320), Copyright Compliance (policy 3230/7330), Professional Standards of Conduct and Performance for Teachers (policy 7305), Duty to Report a Criminal Offense (policy 7307), Employee Use of Social Media (policy 7335), Employee Dress and Appearance (policy 7340), Public Records – Retention, Release, and Disposition (policy 5070/7350), Electronically Stored Information Retention (policy 5071/7351), Extracurricular and Non-Instructional Duties (policy 7405), Employee Conflict of Interest (policy 7730)

Adopted: December 14, 2015

Employees are expected to avoid engaging in any conduct that creates or gives the appearance to the public of creating a conflict of interest with their job responsibilities. Employees shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts with duties and responsibilities in the school system. with the school system. Although there may be other conflicts of interests, Although conflicts of interest are not limited to those described in this policy, at a minimum employees must comply with thefollow Watauga County Board of Education (the "board") directives established below in the following areas. In addition, employees engaged directly or indirectly in the school system's procurement, purchasing, and/or contracting process must comply with policy 6401/9100, Ethics and the Purchasing Function.

A. Financial Interests Contracts with the Board

An employee shall not engage in selling goods or services to the Watauga County Board of Education (the "board") and shall not engage in or have a financial interest, directly or indirectly, in any activity that conflicts with duties and responsibilities in the school system.

0. Contracts with the Board

An employee shall not do any of the following:

- obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law;
- participate in the selection, award, or administration of a contract supported in whole or in part by federal funds if the employee has a real or apparent conflict of interest as described in policy 8305, Federal Grant Administration;
- 3. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board when the employee will obtain a direct benefit from the contract; or
- 4. solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing or attempting to influence the award of a contract by the board.

An employee is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. An employee is involved in making a contract if he or she participates in the development of specifications or terms of the contract or participates in the preparation or award of the contract.

An employee derives a direct benefit from a contract if the employee or his or her spouse

does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract. An exception is allowed for employment contracts between the board and the spouse of the superintendent if approved by the board in an open session meeting in accordance with the requirements of state law and subsection D.2 of policy 7100, Recruitment and Selection of Personnel.

0. Non-School Employment

B. MISUSE OF INFORMATION

An employee shall not do any of the following:

- 1. use information, which was learned in the employee's role as an employee and which has not been made public, to acquire a financial interest or gain a financial benefit, or to intentionally help another do so; or
- acquire or gain, or intentionally help another person to acquire or gain, a financial interest or benefit in contemplation of official action by the employee or the school system.

C. Non-School Employment

The board recognizes that some employees may pursue additional compensation on their own time. Any such employee shall not engage in the following:

- non-school employment that adversely affects the employee's availability or effectiveness in fulfilling job responsibilities;
- 2. work of any type in which the sources of information concerning customer, client or employer originate from any information obtained through the school system;
- work of any type that materially and negatively affects the educational program of the school system;
- 4. any type of private business using system facilities, equipment or materials, unless prior approval is provided by the superintendent; or
- any type of private business during school time or on school property, unless prior approval is provided by the superintendent;
- 6. having any financial or material interest in supplying books, maps, furniture, and/or apparatus to the school system or to any school in the system:

- acting as an agent for any author, publisher, or dealer in recommending or procuring the use of any book, map, apparatus, furniture, school supply, construction material, or service of any kind;
- 8. disclosing information concerning a school system business transaction to an individual, organization, or company seeking to conduct business with the Watauga County Schools;
- accepting a gift or soliciting a gift from any individual, company, or organization or accept any other types of favors, services, or accommodations from any individual, company, or organization with whom the school district has an actual or potential contractual relationship;

An employee may accept a meal or token promotional gift (value less than \$25) that is given routinely by an individual, company, or organization, such as pens, notepads, and marketing materials.

- 10. using confidential information for financial or personal benefit or share such information with an individual not affiliated with the school district for that individual's financial or material benefit; or
- accepting money or gifts from outside individuals, companies, or organizations for the purpose of influencing a student's decision to attend a particular college or university.

The superintendent may grant prior approval for work performed under subsections $\underline{\text{dC.4}}$ and $\underline{\text{eC.5}}$ above if such work enhances the employee's professional ability or professional growth for school-related work. The superintendent may establish reporting procedures that require employees to notify the school system of any non-school employment.

Except as otherwise provided in the superintendent's contract, the superintendent is subject to the provisions of this section on non-school employment and shall seek prior approval from the board before engaging in consulting or other employment activities outside the school system. The board expects the superintendent to comply with all sections of this policy and all state and federal laws regarding conflicts of interest in his or her position as superintendent.

B.D. RECEIPT OF GIFTS

No employee may solicit or accept any gifts from any potential or current provider of E-rate services or products in violation of federal E-rate program gifting rules.

No seheel employee may solicit or accept trips, meals, favors, or other gifts or items of monetary value from any other person or group desiring to do or doing business with the school system, unless such gifts are of nominal value (\$50 or less) and (1) are instructional products or advertising items of nominal value that are widely distributed;

(2) are honorariums for participating in a meeting; (3) are meals served at a banquet; or (4) are approved for receipt by the superintendent or designee. These exceptions for gifts of nominal value do not apply to employees involved in purchasing and procurement activities except as provided in policies 6401/9100, Ethics and the Purchasing Function, and 8305, Federal Grant Administration, and applicable state and federal law.

No school employee may solicit or accept any gifts from any potential provider of E-rate services or products in violation of federal gifting rules.

E. VIOLATIONS

The superintendent or designee shall ensure that all personnel are aware of the requirements of this policy and applicable conflict of interest laws. Any individual aware of any violation of this policy, policy 2121, Board Member Conflict of Interest, policy 6401/9100, Ethics and the Purchasing Function, the conflict of interest provisions of policy 8305, Federal Grant Administration, or applicable conflict of interest laws shall report such violation in accordance with policy 1760/7280, Prohibition Against Retaliation. Employees who violate this policy, policy 6401/9100, or the conflict of interest provisions of policy 8305, will be subject to disciplinary action.

C.F. DISCLOSURES

The Superintendent, Principals, Assistant Principals, and Central Level Administrators shall complete disclosure forms annually indicating that they have been free of any conflict of interest during the preceding year and will maintain that position during the next year.

D.G. ETHICS REVIEW COMMITTEE

The Superintendent shall appoint an Ethics Review Committee to investigate and review any complaints of a conflict of interest, including recommendations for appropriate sanctions.

Legal References: 2 C.F.R. 200.318(c)(1); 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175; G.S. 14-234, -234.1; 133-32, -33; 115C-47(17a), -47 (18); 133-32; Attorney General Opinion requested by L.W. Lamar regarding G.S. 133-32, the Applicability to Attorneys and Law Firms Providing Professional Services to Local Boards of Education, dated May 13, 1993 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175

Cross References: <u>Prohibition Against Retaliation (policy 1760/7280)</u>, Board Member Conflict of Interest (policy 2121), Ethics and the Purchasing Function (policy 6401/9100), Recruitment and Selection of Personnel (policy 7100), Federal Grant Administration (policy 8305)

Adopted: December 14, 2015

Replaces: Policy 3.08.90, Conflict of Interest (in part related to employees)

Revised:

The purpose of this policy is to establish an orderly procedure for a reduction in force. This policy applies to (1) employees with career status and (2) all other teachers and school administrators, as defined in the relevant statutes, during the terms of their contracts. A reduction in force among any other employees will be accomplished in accordance with policy 7921, Classified Personnel Reduction, or, as applicable, in accordance with any conflicting terms of an individual employee's contract.

A. GROUNDS FOR REDUCTION IN FORCE

A reduction in force may be implemented when the Watauga County Board of Education (the "board") determines that any of the following circumstances have resulted in the need to decrease the number of positions held by employees to whom this policy applies.

1. System Reorganization

System reorganization is defined as (a) the closing, consolidation, or reorganization of schools, school buildings, or facilities; (b) the elimination, curtailment, or reorganization of a curriculum offering, program, or school operation; or (c) the merger of two or more school systems.

2. Declining Enrollment

Declining enrollment exists (a) when the enrollment or projected enrollment for the next succeeding school year causes a decrease in the number of teaching or administrative positions allocated by the State or any other funding source; or (b) when the enrollment or projected enrollment of a curriculum offering or program for the next succeeding school year is inadequate to justify continuation of the course or program.

3. Financial Exigency

Financial exigency means (a) any significant decline in the board's financial resources that compels a reduction in the school system's current operational budget; (b) any significant decrease or elimination in funding for a particular program; or (c) any insufficiency in funding that would render the board unable to continue existing programs at current levels.

B. Preliminary Determination

1. The superintendent shall determine whether or not a reduction in force for employees subject to this policy is necessary, appropriate, or in the best interests of the school system.

- 2. If the superintendent decides to recommend to the board a reduction in force, he or she shall first determine which positions shall be subject to the reduction. In making that determination, the superintendent shall account for both:
 - a. structural considerations, such as identifying positions, departments, courses, programs, operations, and other areas where there are (1) less essential, duplicative, or excess personnel; (2) job responsibility and/or position inefficiencies; (3) opportunities for combined work functions; and/or (4) decreased student or other demands for curriculum, programs, operations, or other services; and
 - b. organizational considerations, such as anticipated organizational needs of the school system and program/school enrollment.
- 3. The superintendent shall then present a recommendation to the board. The recommendation must include:
 - a. the grounds for a reduction in force;
 - b. the positions to be reduced, categorized by area(s) of licensure and/or program responsibility; and
 - c. the background information, data, and rationale for the recommendation.
- 4. The board will review the superintendent's recommendation and will determine whether to reduce the number of employees or to reduce their terms of employment.
- 5. If the board, after exploring, considering, and discussing a variety of ways to avoid a reduction in force, determines that a reduction in force of employees subject to this policy is necessary, the superintendent shall recommend to the board which individuals are to be dismissed, demoted, or reduced to part-time employment, based on the criteria set forth below.

C. CRITERIA

The primary consideration in any reduction in force will be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school system. The superintendent shall consider a variety of factors in determining which employees will be included in the reduction in force, including the following:

- 1. work performance and evaluation ratings;
- 2. areas of licensure;
- highly qualified status;

- 3. program enrollment;
- 4. service in extra duty positions and ability to fill such positions;
- 5. length of service, with higher priority given to service in this school system; and
- 6. degree level.

The superintendent shall develop a system for using the above-mentioned factors to determine which employees will be recommended to the board for inclusion in the reduction in force.

D. PROCEDURE FOR TERMINATION

The board will consider the superintendent's recommendation and may, by resolution, order dismissal or demotion of an individual or reduce an individual to part-time employment. All requirements of G.S. 115C-325 (for teachers with career status) and 115C-325.6 (for non-career status teachers) will be met, including the time limits and procedures for notice and the opportunity for a hearing, when any teacher with career status (as defined in G.S. 115C-325) or teacher or administrator (as defined in G.S. 115C-325.1) is terminated, demoted, or reduced to part-time employment due to a reduction in force.

E. TERMINATION/REEMPLOYMENT OF A TEACHER WITH CAREER STATUS

When a teacher with career status is dismissed in accordance with this policy, his or her name will be placed on a list of available employees to be maintained by the board.

F. NONRENEWAL OF AN EMPLOYEE

The board, upon recommendation of the superintendent, may refuse to renew the contract of a non-career status teacher; to offer a new, renewed, or extended contract to a school administrator; or to reemploy any non-career status teacher who is not under contract for any cause it deems sufficient (see policy 7950, Non-Career Status Teachers: Nonrenewal). A decision (1) not to renew a non-career status teacher's contract, (2) not to renew, extend, or offer a new contract to a school administrator, or (3) to not reemploy any non-career status teacher who is not under contract is not considered a "termination" under this policy. In such circumstances the procedures set forth in this policy are not required to be followed before the board's decision.

Legal References: G.S. 115C-287.1, 325 (applicable to career status teachers), -325.4, -325.6 to -325.9 (applicable to non-career status teachers)

Cross References: <u>Classified Personnel Reduction (policy 7921)</u>, Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: February 8, 2016

Replaces: Policy 3.03.40, Professional Personnel Reduction in Force

Revised:

Watauga County Schools Personnel Advisory Committee Meeting Minutes February 21, 2019

Welcome, Introductions

Madison Hollar (Cove Creek), Joni Horine (Hardin Park), Lisa Shaw (Hardin Park), Deanna Holaday (Parkway), Melissa Searcy (Blowing Rock), Joshua Roberts (Watauga High), Karley Ingold (Bethel), Tonya McKinney (Mabel), Mary Ruth Hagaman (Valle Crucis), Donna Greene (Green Valley), Steve Combs (Board of Education), Christy Parker (Central Services), Jennifer Hendrix (Central Services), Stephen Martin (Central Services)

School Updates

- Bethel Movement Mondays for staff (exercise), March Madness is March 25-29, 6th grade is working on Ancient Greece theme for Social Studies and incorporating a variety of technology in the project.
- Blowing Rock Girls on the Run, Black & Green basketball game is February 22 proceeds will go to benefit custodian, Ellis Island project, talent show on February 21.
- Cove Creek Blooms & Buds day on May 3, PLCs working on master K-8 schedule and revising mission and vision statements for the school.
- Green Valley Title I parent trainings have increased attendance (holding these meetings in the mornings right after the students come to school), Sound to Sea for 5th grade, Battle of the Books, fun times with a snowball "marshmallow" battle in kindergarten today.
- Hardin Park Read Across America book exchange in K-5, MathCounts team won the regional competition and will go on to compete at the state level March 15, Watauga Compassionate Community Initiative - State of the Child, State of the Community event on May 4 at WHS. For more information and to register online: https://wataugacci.weebly.com/
- o Mabel middle school teachers visited Ron Clark School in Atlanta last week
- Parkway finishing a World's Greatest Chocolate fundraiser to help buy calculators, appreciative of the PTO efforts to acknowledge/support staff, recently completed the Beauty & the Beast production
- Valle Crucis Double Good popcorn fundraiser underway, school talent show held earlier this week, yoga for staff on Thursdays after school, PLCs are working to identify essential math standards at each grade level
- WHS ESPN crew coming to film Omar Carter and CPR/cardiac arrest presentation on Feb 22, Playmakers are presenting Punchline on Feb 23, preparing for ACT, English II & Biology scores have increased, recent student survey indicates that #1 thing students love about WHS is the teachers

District Updates

 We appreciate everyone's understanding with our weather and school calendar changes. We are beginning budget season for the 2019-20 school year. District reps

- presented overall budget requests with county commissioners earlier this week with an emphasis on improving/building facilities. We hope to continue classified employee salary revisions with year 3 of 4 in 2019-20.
- We have a long range facility plan that was developed in conjunction with the facilities study completed by a consultant. The plan is to replace Valle Crucis School first. There will be large projects at each school including HVAC systems, roofs, parking, gym floors, etc.
- Safety is another area of emphasis. Additional security cameras and secure access points are being installed across the district. Hopefully, we can upgrade the video surveillance systems so that law enforcement can have access to the cameras from each school from a centralized location. In addition we've recently added 3 SROs shared across the district, 2 nurses, and 2 counselors.

<u>Supplemental Benefits – Open Enrollment in March – Mark III</u>

o Group meeting schedule was distributed via email earlier this week. Supplemental benefits includes all options other than the state-paid health insurance plan. Employees should attend one of the group meetings at their school and also meet with an enroller (1:1 meeting) to make sure your information and beneficiaries are correct as well as make any changes in coverage the employee may need. There will be 2 meetings at each school...one meeting is for cafeteria employees, bus drivers prior to the end of the school day, the 2nd meeting is for all other employees after school. Personnel Advisory Committee members - please remind employees at you school of these meetings. All of these supplemental plans and benefits are optional for employees. State Health Plan insurance enrollment is in October.

Hiring Plans and Timeline for 2019-2020

- The hiring and contract timeline was shared with the committee.
- The plan is to begin advertising for "critical needs" positions by March 20. This will enable us to have the first round of jobs posted prior to the ASU career fair as well as other educational career fairs our district plans to attend for recruitment. The first interviews will begin in April with recommendations to the BOE hopefully beginning in May. The goal is to hire as many quality applicants for vacancies prior to the end of the school year.
- We will be recruiting at 4 job fairs (UNC-G, Western Carolina, NC State, ASU)
- Employees who are interested in transferring to another position within the district should first complete a transfer request form and send it to Dr. Martin. It is not required for current employees to complete the full online application, but they may complete it if they would like. Interviews will be conducted for all vacant positions including potential transfer requests. Reminder that employees should be in there current position for at least 3 years before they are eligible for transfer.
- Jobs are posted on our website as well as placed automatically on Twitter. Principals review transfer requests prior to scheduling interviews.

<u>Teacher Employment Status – Career, Contract (1 or 4 year)</u>

- Teachers fall into 3 categories of employment Career Status, Contract 4 year,
 Contract 1 year.
- The committee reviewed BOE policy 7410 Teacher Contracts for contract eligibility criteria.
- Contract renewals are for those individuals who are currently on 1 or 4 year contracts -Eligible list will go to BOE in April 2019; BOE will grant contract renewals at May BOE meeting
- HR will schedule dates/times at each school after the May BOE meeting for teachers to sign contracts.

Personnel Handbook Update

- At our last PAC meeting, members provided input into areas that would be helpful in a Personnel Handbook.
- The plan is to have a draft handbook ready for review by the April PAC meeting. We will plan in lieu of a face to face meeting for everyone to review the draft handbook electronically and provide feedback.

Agenda items from schools

Classified Staff Bus Driving Requirements WCS BOE Policy 6301

- Reference the document "Bus Drivers and Classified Staff FAQs" for specific responses to the questions.
- In general, Policy 6301 defines the requirement for classified staff to have a bus license. There are exemptions stated in the policy. When a TA or other classified employee substitutes for a regular driver, they have options for making up their time or using leave time. Any time worked over 40 hours will be paid as overtime with a blended calculation method between the employee's hourly rate and the bus driver hourly rate.

o School Calendar Updates

- As of today, we have missed 13 days of school. The district is looking at the best options of when to make up the day missed on Feb. 20 as well as potential future school days missed. The options are to add at the end of the year (currently the last day for students is June 10 with a teacher workday on June 11). The latest we can extend the year is June 14. Other options include having student days during Spring Break likely on April 25 and April 26, having Saturday School, May 27 Memorial Day, or forgiving days reducing the total number of student days under 180.
- The options for HS graduation date include either June 8 or June 14. This is also dependent on the last day of school for students.
- By calendar law, students must attend school either 185 days or 1,025 hours of instruction. 10 month employees work a total of 215 days including student days, 10 annual leave days, teacher work days (mandatory and optional), and holidays.

■ The decisions about delays, early dismissals, and school closings are based on safety of students and staff. Calendar revisions are then considered as to the best options given the restrictive calendar parameters.

o Professional Development / Training Evaluation

■ The request was made for professional development sessions and trainings to include an anonymous evaluation after the training for participants.

o Renewal Credits

- Copied below are the criteria for teacher license renewals for continuing licenses.
- Please note that the HR department will classify the credits (either subject area, literacy, digital learning competency, or general based on the information provided on the forms submitted)

Credits required for licenses expiring on or after: June 30, 2019

Grades K-5

- 3 Subject Area
- 3 Literacy
- 2 Digital Learning Competencies

Grades 6-12

- 3 Subject Area
- 2 Digital Learning Competencies
- 3 General

Student Services Personnel

- 3 Professional Discipline Area
- 2 Digital Learning Competencies
- 3 General

Administrators

- 3 Executive's Role
- 2 Digital Learning Competencies
- 3 General

Status of School Safety

- What is the status of the Safe Schools App? Is there a statewide initiative?
- Follow Up: We checked with Mike Anderson (School Safety Specialist at DPI) and he indicated the "Speak Up" app was scheduled for roll out across NC after July 1, 2019. It may be called something else, but that is the time frame. More information will be shared as it is provided from the state level.

Meeting Dates for 2018-2019:

September 27, 2018 (3:45-5:00pm) - CO Small Conference Room November 29, 2018 (3:45-5:00pm) - CO Small Conference Room February 21, 2019 (3:45-5:00pm) - CO Small Conference Room *April 25, 2019 (3:45-5:00pm) - CO Small Conference Room - if needed

ECC Minutes November 14th

Members Present:
Bethel-Pam West, Callie Jarman
Blowing Rock-Liz Tincher, Mary Catherine Felts, Sarah Holt
Cove Creek-Debbie Norris, Hope Combs
Green Valley-Brynn Cleveland, Mitzi Ledford
Hardin Park- Adam Pyles, Kelly Beckley, Olga Fairbanks
Mabel-Gayle Oliver
Parkway-Char Chiarolanzio, Kelly Pettit
Valle Crucis-Jennifer Stevens, David Shack
K-8 PE- Donna Raichle
DLC-Sarah Cardwell
ESL-Stephanie Ballance
EC-Erin Selle
CTE-Chelsie Eldreth
BOE-Brenda Reese

- 1. **Welcome-**Adam Pyles called the meeting to order at 3:17pm
- 2. Approval of Minutes-The committee approved the minutes from the previous meeting.
- 3. Homework Best Practice Guidelines
 - a. Members discussed the articles they had read prior to the meeting.
 - b. The intention of this work in ECC is to develop ideas about best practices in homework.
 - c. Between now and next meeting, members should talk with their peers about best practices in homework. Mrs. Stamey will send out a template for feedback that we will finalize.
 - d. If members see a successful practice in their school of how someone manages and/or personalizes homework, please bring it to the next meeting. If you find an article or other research that would be helpful to the group, please send them to Tamara and Meredith.

1. Instructional Consistency over Snow Days

- a. Members brainstormed potential suggestions for snow day instructional consistency.
- b. We are trying to create the opportunity for continuity for students, even in the face of schedule changes
- c. Members should continue the conversation with their colleagues and talk about possibilities for how we can ensure consistency for students that need it.

1. Grading and Reporting Policy (3rd-5th grade teachers)

- a. Regulation 3400-R was presented to the teachers.
- b. Members were given options to discuss with school teams as to the best way to present information on the Report Card.
- c. Tamara will share a draft of the regulation digitally with the 3-5 reps
- 1. Adam Pyles adjourned the meeting at 4:19pm