



Watauga County Board of Education

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

TEL: (828) 264-7190
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WATAUGA COUNTY BOARD OF EDUCATION MEETING

January 14, 2019

5:30 P.M.

- | | | | |
|------|-----|---|--|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:32 | 2. | CLOSED SESSION | |
| | | A. Approval of Minutes | |
| | | B. Reportable Offenses -- N.C.G.S.115C-288(g) | |
| | | C. Student Records - N.C.G.S.143-318.11(a)(1) | |
| | | D. Personnel – N.C.G.S.143-318.11(a)(6) | |
| | | E. Attorney Client – 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 Public Comment Roster | |
| 6:08 | 6. | SUPERINTENDENT’S REPORT | Dr. Scott Elliott |
| 6:13 | 7. | STUDENTS’ REPORT | Ms. Isabelle Trew
Ms. Emerson Huffman |
| 6:18 | 8. | PUBLIC RECOGNITION | |
| | | A. Special Recognition | Dr. Scott Elliott |
| | | B. PBIS Recognitions | Dr. Michael Marcela |
| 6:23 | 9. | CONSENT AGENDA | |
| | | A. Approval of Minutes for 12/13/18 | Dr. Scott Elliott |
| | | B. Field Trip Approval | |
| | | C. Surplus Declaration Request | |
| | | D. Budget Resolution #2 | |
| | | E. Personnel Report | |
| 6:28 | 10. | PRESENTATION OF 2017-2018 AUDIT RESULTS | Ms. Ly Marze |
| 6:38 | 11. | SERVICES FOR BEHAVIORAL SUPPORT | Dr. Paul Holden
Dr. Michael Marcela |

----- BREAK -----

7:13 12. POLICIES FOR FIRST READ

Dr. Wayne Eberle

- 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

7:33 13. POLICIES FOR REPEAL

Dr. Wayne Eberle

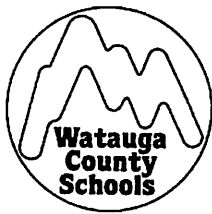
- 3.03.10 Career Teachers

7:38 14. BOARD OPERATIONS

7:43 15. BOARD COMMENTS

7:48 16. ADJOURNMENT

17. MISCELLANEOUS INFORMATION



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TEL: (828) 264-7190
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DATE: December 13, 2018

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

Ron Henries, Board Chair, called the meeting to order at 5:30.

CLOSED SESSION

Mr. Henries called the meeting to order in closed session 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)

OPEN SESSION

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

SWEARING IN OF BOARD MEMBERS

The Honorable Rebecca Eggers-Gryder swore in the newly elected Board Members:
Gary Childers
Steve Combs
Jay Fenwick

ELECTION OF OFFICERS

Dr. Elliott called for nominations for Board Chair. Gary Childers nominated Ron Henries for Chairman, which was seconded by Brenda Reese. Following comments regarding the excellent operation of the board during previous years, a vote was called and Mr. Henries was unanimously elected. Jay Fenwick nominated Brenda Reese for Vice Chair, which was seconded by Gary Childers. The vote to approve Ms. Reese's nomination was unanimous.

DISCUSSION AND ADJUSTMENT OF AGENDA

There were no changes to the agenda.

PUBLIC COMMENT

Mr. David Aaron Grig spoke about his dissatisfaction with the educational system as it applies to his child.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed Board members, the board attorney, Mr. John Henning, administrators, students, teachers, family members, and visitors present. He thanked everyone for being present and for their flexibility in postponing the meeting date due to the weather. He gave a special welcome to Judge Gryder, Mr. Steve Combs and his family members, Dr. Childers and Mrs. Childers, and Dr. Fenwick and wife Dr. Norris, and Mr. John Henning, Board Attorney.

Dr. Elliott highlighted several recent and notable contributions and thanked Dr. Stephen Martin, Dr. Wayne Eberle, Mr. Garrett Price, and the Watauga County Schools (WCS) bus garage mechanics and staff for their hard work over the previous several weeks with road checks and public communication during the active late fall weather. He thanked Danny Clark and the maintenance for their weekend of long days and hard work preparing the school facilities for the return of the students and staff. He noted that the county maintenance and sanitation departments had greatly assisted in clearing the high school parking lot.

Dr. Elliott welcomed Jeff Lyons back from a leave of absence and thanked him for assisting with fueling with fueling Army National Guard vehicles which served the Watauga community by assisting motorists and helping with emergency calls during the recent snow event.

Dr. Elliott thanked those who had attended the Watauga Education Flapjack Flip where over 520 people were served and enjoyed fellowship with the entire community.

In conclusion, he thanked everyone for their ongoing patience with the recent weather and the changes to the schedules and calendar. He noted that the board would entertain the calendar committees' recommendation for the 2019-2020 calendar, a reminder, of the tight constraints put on WCS by the current calendar law. The law states that school can begin no earlier than one week prior to the Monday closest to August 26 (WCS has a one week waiver) and must end by the Friday closest to June 11. He remarked that the following day, school would begin on a two hour delay for students and staff for their safety. At that date, 11 days had been missed due to weather, necessitating 2 days removed from the holiday break, potentially makeup days from spring break, Saturdays, and days added to the end of the calendar in order to achieve 185 days or 1025 hours of instruction. Currently, the calendar contains 180 days.

PUBLIC RECOGNITION

Ms. Dacia Trethewey stated that she was honored to attend and thanked the board for their support of the Arts program in Watauga County Schools. She recognized Miss Abbi Leon for her winning submission for the WCS Christmas card. Miss Leon was presented with several copies of the card for her use and also with a certificate showing achievement in the arts.

CONSENT AGENDA

Dr. Elliott and Dr. Eberle spoke about the calendar proposed for next year and about the challenges of creating a calendar. Brenda Reese moved to approve items A through F of the consent agenda, which was seconded by Steve Combs. The vote to approve these items was unanimous.

Following a break, the meeting resumed at 6:45

ETHICS TRAINING

Mr. John Henning, Board Attorney, presented Ethics training to the Board. The following were notable points of his presentation:

- The Board must act as a corporate body, and individuals do not have the authority to act independently.
- The Board has responsibility for overseeing employee matters, dismissals, and expulsions, and all of this information comes from the superintendent and his or her recommendation.
- Board members should not investigate issues on their own and should preside as a judge of information presented to them. They should not offer to fix problems, and due process must be observed. The board should ignore prior knowledge, and their appropriate neutral response to complaints is critical. Failure to follow procedures could result in personal liability.
- Email and text discussions between board members are matters of public record. These must be business related. There are certain exemptions, such as school floor plans.
- Closed session were defined, and Mr. Henning spoke about when a gathering is not construed as a meeting. He detailed rules for discussions about acquisitions of real property.
- The Board Chair or Superintendent or Superintendent's designee is the official spokesperson.
- The Board should be notified of any employee actions and anything related to the Superintendent.
- Duties of the board as elected officials are to:
 - Provide financial oversight
 - Provide sound basic education including reading, math, physical science, social studies, vocational education and preparation for higher education or gainful employment
 - To reassigning students and transfer students
 - To determine school calendar
 - To hire a Superintendent, make rules regarding the conduct of personnel, insure freedom of religion, provide at least one alternative program (change in setting where students have access to the same material,) maintain compliance with FERPA, maintain personnel files
- Board members shall prevent conflicts of interest. They may not benefit from government contracts, favors, accepting items of value in exchange for favors (bribery), have contracts or business if they own 10% or more of a company, the spouse of board member would also be applicable. These rules do not apply to bank or public utility ownership, and condemnation of property does not apply.
- The spouse of school board member or superintendent fall under specific rules regarding contracts. If benefit is derived, there can be fines and penalties under the anti-nepotism policy. There are federal conflict of interest rules. WCS policy 2121 covers this situation.

- Board members cannot benefit from their knowledge of confidential information and may not accept gifts (with a few exceptions) from contractors or potential contractors

Mr. Henning cautioned the board that when in doubt about a situation, they should seek council.

BOARD OPERATIONS

Mr. Henries discussed membership in the advocacy arm of the NCSBA. If WCS joins, the cost would be \$2,000 per year. The group places emphasis on legislation of local bills. The Board will discuss membership further in January. Mr. Henning stated that he will poll his clients to see who is using this service.

Dr. Elliott shared the comprehensive description of Central Services activities and he suggested that the board request any item about which they would like more in depth information as a topic for a future board meeting. Dr. Fenwick commented that he found it very helpful.

2019 committee assignments were discussed. Ms. Reese will serve on the Teacher of the Year committee. Mr. Henries asked Dr. Childers to serve on the Safe Schools committee. Mr. Combs will serve on the Personnel Advisory and Student Services Committees. The Athletic Focus Group will be disbanded. Mr. Combs will serve on the School Health Advisory Council. Mr. Henning cautioned the board to advertise any meeting which contains two or more board members as that invokes the open meeting law.

BOARD COMMENTS

Ann Barr, and Mr. Burl Brown both passed away recently. Cove Creek School will host the funeral service for Mr. Brown on December 16th. Mr. Combs commented that he looks forward to being a team member on the board.

ADJOURNMENT

Steve Combs moved to adjourn, which was seconded by Jay Fenwick, and approved by all members at 9:26.

R. Ivan Henries, Board Chair



Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) DAVID GRAZIG School: WATAUGA HIGH
Cell phone number: 828.268.4135 Grade(s): 9-12 Number of students: 8-12
Departure date: 1 FEBRUARY 2019 Return date: 2 FEBRUARY 2019
Departure time: at 5:00 PM Return time: TBD

Educational purpose:

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

CHARLOTTE, NC

MECKLENBURG COUNTY AQUATIC CENTER

Purpose of trip and how it relates to the curriculum:

NCHSAA 3A WESTERN REGIONAL SWIM MEET

Supervision and Safety:

Names of all school staff chaperones: DAVID GRAZIG (COACH)

Names of all non-school chaperones: PARENTS OF PARTICIPATING ATHLETES

All chaperones have a background check completed: _____

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

accommodated for site access and transportation? _____

Sponsoring Teacher Initials _____ (If applicable) A safety/supervision plan for high risk and/or water activities has

been shared with the parents. Please attach a copy of the plan to this form if applicable.

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Drivers: _____ Round trip mileage: _____ # of buses needed: _____

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

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

Approval/Signatures:

Sponsoring teacher signature: _____ Date: 1/4/2019
Principal approval: _____ Date: 1/7/19

Required signatures if applicable:

Transportation Director approval: _____ Date: 1/5/19
Superintendent approval: _____ Date: 1/9/19
Board of Education approval: _____ Date: 1/1

Revised: March 23, 2018

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) DAVID GRAZIA School: WATAUGA HIGH
Cell phone number: 828.266.4135 Grade(s): 9-12 Number of students: 4-12
Departure date: 7 FEBRUARY 2019 Return date: 8 FEBRUARY 2019
Departure time: at 5:00 PM Return time: TBD

Educational purpose:

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

CARY, NC

DURHAM AQUATIC CENTER

Purpose of trip and how it relates to the curriculum:

NEHSAA 4A STATE SWIM MEET

Supervision and Safety:

Names of all school staff chaperones: DAVID GRAZIA (COACH)

Names of all non-school chaperones: PARENTS OF PARTICIPATING ATHLETES

All chaperones have a background check completed:

Sponsoring teacher initials: _____

Are all site(s) accessible to students with disabilities? X yes ___ no How will students with disabilities be accommodated for site access and transportation? _____

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

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

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

The sponsoring teacher has reviewed Board policies 3320, 3320-R, and 6315: Teacher initials: DP4

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 1/4/2019

Principal approval: [Signature] Date: 1/7/19

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 1/9/19

Superintendent approval: [Signature] Date: 1/9/19

Board of Education approval: _____ Date: 1/1/19

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Randy McDougall School: Watauga High
Cell phone number: 828-964-0099 Grade(s): 9-12 Number of students: 10
Departure time/date: 1/18/19 12:00 Return time/date: 1/19/19 10pm

Educational purpose:

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

Liberty University, VA

Purpose of trip and how it relates to the curriculum: Indoor track athletes will be competing in the Liberty Invitational.

Supervision and Safety:

Names of all school staff chaperones: Thomas McDougall, Randy McDougall

Names of all non-school chaperones: Kathleen Mansure

Revised: November 13, 2017

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 1/2/19

Superintendent approval: [Signature] Date: 1/5/19

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 1/4/19

Principal approval: [Signature] Date: 1/9/19

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

Drivers: _____

Total cost per student \$ _____

Source of funds: Ferry fee - Athletic Dept.

Round trip mileage: _____ # of buses needed: _____

(If applicable, bus request form must be attached)

Name of charter bus company (if checked above) _____

Mode of transportation: _____

Charter bus _____ Other (Please explain) Parent vehicles

Activity bus with wheelchair lift _____

Activity bus without wheelchair lift _____

Yellow bus with wheelchair lift _____

Yellow bus without wheelchair lift _____

Rental car/mini-van _____

Rental car/mini-van _____

Transportation plan: _____

Sponsoring Teacher Initials [Signature] (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.

All chaparrones have a background check completed: [Signature]

Sponsoring teacher initials: [Signature]

Are all site(s) accessible to students with disabilities? Yes How will students with disabilities be accommodated for site access and transportation? No students with disabilities will be attending.

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Olivia Tarnowski School: Watauga High School
 Cell phone number: 828-943-0178 Grade(s): 9-12 Number of students: 18
 Departure date: 2/6 Am Return date: 2/10 pm
 Departure time: AM Return time: PM

Educational purpose:

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

Orlando, FL : Orlando International Airport, Universal Studios & Walt Disney World

Purpose of trip and how it relates to the curriculum: This trip is for the DECA Sports and Entertainment Marketing Conference. Students hear speakers from a variety of sports and entertainment venues in Orlando. Universal Executives show the behind the scenes activities that it takes to be a leading theme park resort. Florida Sports Executives show their efforts to make Florida a leader in the sports industry.

Supervision and Safety:

Names of all school staff chaperones: Olivia Tarnowski, Chris Tarnowski

Names of all non-school chaperones: _____

All chaperones have a background check completed:

Sponsoring teacher initials: OT

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? All locations we will be visiting have wheelchair accessible features.

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

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

Total cost per student \$ Approximately \$800 - \$1000 Source of funds: Individual Fundraisers

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

Approval/Signatures:

Sponsoring teacher signature: Daria Jarnowski Date: 12 / 12 / 18

Principal approval: [Signature] Date: 12 / 12 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 12 / 21 / 18

Superintendent approval: [Signature] Date: 12 / 21 / 18

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) JESSE L. STOLLINGS, JR School: WATAUGA HIGH SCHOOL

Cell phone number: 828-303-3413 Grade(s): 9-12 Number of students: 18

Departure date: 31 JAN 19 Return date: 3 FEB 19

Departure time: 0700 Return time: 20:00

Educational purpose:

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

PHILADELPHIA, PA

Purpose of trip and how it relates to the curriculum:

TO ATTEND IVY LEAGUE MODEL UN CONFERENCE

Supervision and Safety:

Names of all school staff chaperones: JESSE L. STOLLINGS, JR KELLY STOLLINGS
KEANA TRIPLETT

Names of all non-school chaperones: FASTH NOELL

All chaperones have a background check completed: YES Sponsoring teacher initials: SR

Are all site(s) accessible to students with disabilities? X yes ___ no How will students with disabilities be accommodated for site access and transportation? _____

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

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

Total cost per student \$ 200.00 Source of funds: EACH STUDENT

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 12 / 7 / 18

Principal approval: [Signature] Date: 12 / 8 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 12 / 21 / 18

Superintendent approval: [Signature] Date: 12 / 21 / 18

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

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Sponsoring teacher: (Print) Christy Welch School: Mabel
Cell phone number: 828-773-0936 Grade(s): 4-8 Number of students: 20
Departure date: 2/5/19 Return date: 2/6/19
Departure time: 7:15am Return time: 3:00

Educational purpose:

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

Koury center - Greensboro, NC
NC Senior Beta Convention - see attached

Purpose of trip and how it relates to the curriculum:

This convention allows students the opportunity
to compete in various areas including academics,
the arts, and communications.

Supervision and Safety:

Names of all school staff chaperones: Christy Welch, Jacob Beach

Names of all non-school chaperones: Rodney Underwood, Hollie Wilson

All chaperones have a background check completed:

Sponsoring teacher initials: CW

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

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Jackie Farmer Round trip mileage: 244 # of buses needed: 1

Total cost per student \$ 150 Source of funds: payment plan

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

Approval/Signatures:

Sponsoring teacher signature: Christy Welch Date: 12 / 4 / 18

Principal approval: Mark C. Hagan Date: 12 / 7 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 12 / 21 / 18

Superintendent approval: [Signature] Date: 12 / 21 / 18

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

SCHEDULE AT A GLANCE

NORTH CAROLINA Elementary/Junior

- Due to the availability of space and number of participants, the schedule is subject to change. The final program will be published online two weeks prior to the convention.
- When registering students for competitions, be mindful that some competitions overlap.
- **ELEMENTARY 4TH & 5TH GRADE** **JUNIOR 6TH, 7TH & 8TH GRADE**

Tuesday, February 5, 2019

8:00 AM - 9:30 AM	Registration
8:00 AM	Performing Arts Preliminaries - Solo, Duo, Trio
9:30 AM	Coordinator Meeting
10:00 AM	State Officer Meeting
10:30 AM	Living Literature Candidate Meeting
10:30 AM - 11:00 AM	Check In - Elementary - Visual Arts; Club Trading Pin
11:00 AM	Check In & Interview - Elementary & Junior - Two Dimensional Design, Three Dimensional Design, Portfolio, Service Learning Showcase
11:30 AM - 12:30 PM	Academic Tests - Junior Language Arts Science Math Social Studies Physical Education Technology
12:00 PM	Speech - Elementary & Junior Songfest Preliminaries
12:30 PM - 1:30 PM	View - Elementary Visual Arts; Elementary & Junior - Two Dimensional Design, Three Dimensional Design, Portfolio, Service Learning Showcase (PICK UP 1:30 PM)
1:00 PM - 2:00 PM	Academic Tests - Elementary Language Arts Science Math Social Studies Physical Education
1:00 PM - 2:30 PM	Poetry Creative Writing

SCHEDULE AT A GLANCE

NORTH CAROLINA
Elementary/Junior

Tuesday, February 5, 2019

2:00 PM - 3:00 PM		Marketing and Communication Book Battle Quiz Bowl Written Test Check In - Junior Visual Arts
2:30	PM	Robotics Showcase
3:00	PM	Performing Arts Preliminaries - Group
4:00 PM - 5:00 PM		Engineering Quiz Bowl Finals
5:00 PM - 6:00 PM		Viewing - Junior Visual Arts (PICK UP AT 6:00 PM)
6:30 PM		FIRST GENERAL SESSION Campaign Rally Performing Arts Finals- Solo, Duo, Trio Awards Presentation - Elementary Division
8:30 PM		Sponsor Hospitality Beta Mixer

Wednesday, February 6, 2019

8:00 AM		Sponsor Breakfast/Meeting
10:00 AM		SECOND GENERAL SESSION Installation of New Officers Performing Arts Finals - Group Songfest Finals Awards Presentation - Junior Division

Parent/Guardian Field Trip Information and Consent

- I. **Description of Trip** (an itinerary that provides the same information may be attached instead of filling out items A-E below) See section V if this is a multiple trip permission form.

A. Date/Purpose of trip February 5-6 - NC Junior Beta
Convention

- B. Trip destination and activities planned, including an itinerary and description of potentially hazardous activities, including but not limited to swimming/wading/boating.

see attached

C. Means of transportation Activity bus Cost 150

- D. Arrangements for student supervision (include specific details if this trip includes activities without direct supervision such as at theme parks, museums or malls; or high risk/water activities.):

1:5 student adult ratio
mix of staff and parents

- E. Arrangements for meals during trip:

Tues - school lunch, pizza dinner Wed - breakfast +
lunch at hotel

II. Conditions for participation

- A. All school rules and policies apply for this trip. The principal and/or trip sponsor may establish additional rules as deemed necessary to protect student safety and preserve the educational value of the trip for all participants.
- B. If the student violates school rules or policies or the instructions of teachers or other chaperones in a way that warrants his/her removal from the trip, the student's parent/guardian will immediately come take the student home at their expense upon the request of the trip sponsor.
- C. In the event the trip is postponed or cancelled, a refund of fees and deposits paid in advance is not guaranteed. However, the school will refund costs for which it is reimbursed by other parties or which are not paid by the school.
- D. By signing this form, the parent/guardian consents to the trip sponsor taking or arranging any emergency medical procedures or treatment that may be required during the trip, and accepts responsibility for the costs of any such treatment.

III. Student information

- A. Special instructions for this child – allergies, swimming ability if applicable to trip, disabilities or health concerns, etc.

- B. Medications: This student does _____ does not _____ have a medical condition that requires medication on a routine basis or in case of an emergency related to that condition. *If so, please attach a completed medication administration form.*

IV. Parent/guardian Consent and Contact Information

I have read and understood all of this form. I acknowledge that my child is not covered by any insurance provided through the school system and that I am responsible for the costs of any illness or injury resulting from my child's participation on this trip. By my signature below, I acknowledge and agree to all the above terms and conditions and give consent for my child, _____, to participate in this field trip.

Signature of parent/guardian

Date

Emergency contacts: *Please provide two emergency contacts for your child*

Name: _____ Relationship to student: _____

Best daytime phone #: _____ Other phone #: _____

Name: _____ Relationship to student: _____

Best daytime phone #: _____ Other phone #: _____

V. Multi-Trip Parent/Guardian Consent and Contact Information

A teacher may elect to send one consent form home for multiple **in-county**, day trips. The information for each trip (including purpose, activities, mode of transportation, supervision, meals, and cost) must be sent home at the same time with this form. You may give consent for all, some, or none of the trips listed here by your signature on each line.

Field Trip Name/Destination	Date	Parent Signature Giving Informed Consent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Seth Freeman School: WHS

Cell phone number: 704-718-3636 Grade(s): 9-12 Number of students: 20

Departure date: 4/24/19 Return date: 4/26/19

Departure time: TBD Return time: TBD

Educational purpose:

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

Greensboro, NC - First National Bank Field (Greensboro Grasshoppers),
hotel, restaurants, UNCG

Purpose of trip and how it relates to the curriculum: Easter Break baseball tournament @
Greensboro Grasshoppers FNB Field. ~~Wed~~ Wed-Fri, one game/day
We also plan to tour UNCG campus and possibly watch a UNCG
baseball practice/game.

Supervision and Safety:

Names of all school staff chaperones: Seth Freeman, Jason Phelps, Ethan Greene,
Shawn Clements

Names of all non-school chaperones: Craig Scheffler

All chaperones have a background check completed:

Sponsoring teacher initials: SWF

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

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Seth Freeman Round trip mileage: 250 # of buses needed: 1

Total cost per student \$ 0 Source of funds: Baseball

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

Approval/Signatures:

Sponsoring teacher signature: Seth Freeman Date: 12 / 20 / 18

Principal approval: Andrew Date: 12 / 20 / 18

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 1 / 2 / 19

Superintendent approval: [Signature] Date: 1 / 8 / 19

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Randy McDougall School: Watauga High
Cell phone number: 828-964-0099 Grade(s): 9-12 Number of students: 10
Departure time/date: 1/18/19 12:00 Return time/date: 1/19/19 10pm

Educational purpose:

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

Liberty University, VA

Purpose of trip and how it relates to the curriculum: Indoor track athletes will be competing in the Liberty Invitational.

Supervision and Safety:

Names of all school staff chaperones: Thomas McDougall, Randy McDougall

Names of all non-school chaperones: Kathleen Mansure

All chaperones have a background check completed:

Sponsoring teacher initials: Rm

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

accommodated for site access and transportation? No students with disabilities will be attending.

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

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

Total cost per student \$ — Source of funds: Entry fee - Athletic Dept.

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

Approval/Signatures:

Sponsoring teacher signature: Rm Date: 1 / 4 / 19

Principal approval: _____ Date: ____ / ____ / ____

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 1 / 7 / 19

Superintendent approval: [Signature] Date: 1 / 8 / 19

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Olivia Tarnowski School: Watauga High School
Cell phone number: 828 963 0178 Grade(s): 9-12 Number of students: approx. 40
Departure date: March 14, 2019 Return date: March 16, 2019
Departure time: early morning Return time: late afternoon

Educational purpose:

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

Greensboro, NC: Koury Convention Center
3121 W Gate City Blvd Greensboro, NC 27

Purpose of trip and how it relates to the curriculum: This trip is for the NC DECA Career Development Conference which is the state competition.

Supervision and Safety:

Names of all school staff chaperones: Olivia Tarnowski, Chris Tarnowski, Kay Anderson, Andrew Wilson, Savannah Smith, Alana Patterson

Names of all non-school chaperones: _____

All chaperones have a background check completed:

Sponsoring teacher initials: DT

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? The Koury Convention Center is

equipped with wheelchair accessible features.

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

Transportation plan:

Mode of transportation: ☐ Yellow bus with wheelchair lift ☐ Yellow bus without wheelchair lift
☐ Activity bus with wheelchair lift ☐ Activity bus without wheelchair lift ☐ Rental car/mini-van
☐ Charter bus Other (Please explain) BUS #s 9118 & 9143

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Klay Anderson & Chris Tarnowski Round trip mileage: 218 # of buses needed: 2

Total cost per student \$ 200.00 Source of funds: Student responsibility

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

Approval/Signatures:

Sponsoring teacher signature: Chris Tarnowski Date: 12 / 20 / 18

Principal approval: [Signature] Date: 1 / 7 / 19

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 1 / 8 / 19

Superintendent approval: [Signature] Date: 1 / 8 / 19

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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

Sponsoring teacher: (Print) Olivia Tarnowski School: Watauga High School

Cell phone number: 828-943-0178 Grade(s): 9-12 Number of students: approx. 20

Departure time/date: April 27, 2019 early morning Return time/date: April 30, 2019 afternoon

Educational purpose:

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

Orlando, FL : Orange County Convention Center
Walt Disney World

Purpose of trip and how it relates to the curriculum: This trip is for the International Career Development Conference which is the international DECA Competition.

Supervision and Safety:

Names of all school staff chaperones: Olivia Tarnowski, Laura Carson, Klay Anderson

Names of all non-school chaperones: _____

All chaperones have a background check completed:

Sponsoring teacher initials: DT

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? All facilities are equipped with wheelchair accessible features.

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

Transportation plan:

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

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

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

Total cost per student \$ approx. \$1000 Source of funds: DECA fundraising
student responsibility

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 1 / 7 / 19
Principal approval: [Signature] Date: 1 / 7 / 19

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 1 / 8 / 19
Superintendent approval: [Signature] Date: 1 / 8 / 19
Board of Education approval: _____ Date: ____ / ____ / ____

Declaration of Surplus Items - January 2019

Date Approved:

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	1	Band Cart	1	
	1	Metal Computer Lab Cart	1	
8000654	1	Sharp TV 25"		1
	1	Plastic Wagon		1
	1	Overhead Projector Cart	1	
701158	1	Black & Decker Matrix Cordless Drill		1
400604	1	Dell Optiplex 745 Desktop		1
	1	Wooden Teacher Desk	1	
	2	Tech Desk	2	
	1	Large Table	1	
	1	Student Chair	1	
100461	1	Justrite HazMat Storage Cabinet	1	
	3	Metal File Cabinets		3
	1	Overhead Projector		1
	1	Box of Various Drills		1
	1	Teacher Desk	1	
	2	Wooden Book Shelves	2	
	1	Wooden Rolling Stand	1	
	<u>22</u>		<u>13</u>	<u>9</u>

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
200074	1	Dell Optiplex 745 Desktop		1
	1	Computer Cart	1	
	<u>2</u>		<u>1</u>	<u>1</u>

Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
500841	1	Swingline Paper Shredder		1
500484	1	Kenwood RS-12A Two-way Radio		1
500069	1	Dell Optiplex 755 Desktop		1
	1	Buhl Overhead Projector	1	
500963	1	HP 2512 Deskjet Printer		1
500865	1	Allegra 39" Security Monitor		1
500086	1	Smartboard 680		1
500076	1	Smartboard 680		1
500233	1	Smartboard 680		1
500079	1	Smartboard 680		1
500439	1	Fujipla LPE6510 Laminator		1
	<u>11</u>		<u>1</u>	<u>10</u>

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
300157	1	HP Color Laserjet CP3525n Printer	1	
300661	1	HP Laserjet P2055dn Printer	1	
	3	Student Desks		3
	1	6ft Table		1
	5	4 Drawer File Cabinets		5
	1	Pre-K Wooden Block Set	1	
	1	Pre-K Play Wooden Bunk Beds	1	
	1	Wooden Toy Sink	1	
	1	Kitchen Play Set	1	
301365	1	Genie 20 Gallon Shop Vac	1	
	1	Magic Chef Ice Maker		1
300900	1	Haier Window Air Conditioner Unit		1
		Fridgidaire Window Air Conditioner		
300753	1	Unit		1
		Whirlpool Window Air Conditioner		
300525	1	Unit		1
300420	1	Hoover Wind Tunnel Vacuum		1
	5	Student Chairs	5	
	<u>26</u>		<u>12</u>	<u>14</u>

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
800589	1	Dell Optiplex 745 Desktop		1
904778	1	HP Elitebook Folio 9470m		1
902908	1	Dell Optiplex 380 Desktop		1
903099	1	Whirlpool Duet Washer		1
28407	1	Aerohive AP170 Access Point		1
903102	1	HP Color Laserjet CP2025 Printer		1
903851	1	Epson Perfection 2580 Photo Scanner	1	
	1	Dell Dimension C521 Desktop		1
904060	1	Samsung VCR/DVD Player		1
	<u>9</u>		<u>1</u>	<u>8</u>

CTE @ Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
80221	1	Lisle Drill Sharpener		1
903007	1	Pedispa Pedicure Chair	1	
	<u>2</u>		<u>1</u>	<u>1</u>

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
500070	1	Dell Optiplex 755 Desktop		1
33881	1	Acer ChromeTab 10 Tablet		1
	<u>2</u>		<u>0</u>	<u>2</u>

Transportation Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
50956	1	Varitronics Profinish Laminator 24"		1
51354	1	Seon Trooper TL4 Bus Camera		1
51008	1	Century Battery Charger		1
51429	1	Royal Vacuum Cleaner		1
	<u>4</u>		<u>0</u>	<u>4</u>

Child Nutrition

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	1	Dell Optiplex 755 Desktop		1
	1	Scotchman Ice Machine		1
	1	Hobart Slicer		1
	<u>3</u>		<u>0</u>	<u>3</u>



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: January 14, 2019

RE: 2018-19 Budget Amendment #2

Attached is Budget Amendment #2 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:

<u>Fund</u>	<u>Adopted Budget</u>	<u>Amendments</u>	<u>Amended Budget</u>
Local Current Expense	\$ 13,880,455	\$ 0	\$ 13,880,455
State Public School	30,157,373	271,332	30,428,705
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	 \$ 51,881,887	 \$ 271,332	 \$ 52,153,219

Watauga County Schools
BUDGET AMENDMENT #2
January 14, 2019

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

BA #2-1 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #17-25.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.001.121	Classroom Teachers	(40,606)
1.5110.003.162	Non-Instructional Support	(2,701)
1.5110.007.121	Instructional Support	(4,188)
1.5120.013.121	Career and Technical Education - MOE	(4,092)
1.5120.014.121	Career and Technical Education - Program	612
1.5350.016.121	Summer Reading Camp	(27,987)
1.5110.024.121	Disadvantaged Students Supplemental Fund	(406)
1.5110.027.142	Teacher Assistants	(3,047)
1.5260.034.121	Academically & Intellectually Gifted	(645)
1.6550.056.165	Transportation	357,462
1.5110.061.411	Classroom Materials and Supplies	(367)
1.5310.069.142	At-Risk Student Services	(2,239)
1.5110.130.412	State Textbooks	(464)
Total Appropriations		271,332

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	271,796
1.3211.130	State Textbooks	(464)
Total Revenues		271,332

The Watauga County Board of Education (the "board") and each member of the board recognize that they~~All members of the Watauga County Board of Education (the "board")~~ are subject to North Carolina's the criminal laws related to conflicts of interest in public office and that a board member may not use his or her office for personal benefit. The board and each member of the board further recognize that they are subject to the standards established by the federal government for recipients of federal grants as specified in policy 8305, Federal Grant Administration,; including strict restrictions against having a pecuniary interest in any business of the board. The board and each member of the board understand that violation of state and federal laws and regulations on conflicts of interest may result in conviction of a crime, may render a contract of the board void, or may result in loss of federal funds. ~~In addition, board members~~ In keeping with the ethical duties specified in policy 2120, Code of Ethics for School Board Members, board members will not let any personal or business interest interfere with their duties as public officials,; including ethical duties as specified in policy 1320, Code of Ethics for School Board Members. If a board member has an actual or potential conflict of interest in a matter before the board, the board member should declare that interest as soon as possible and the provisions in policy 1442, Voting Methods will be followed.

All board members will abide by the following conflict of interest rules.~~A member of the board will not do any of the following:~~

1. A board member will not derive a personal benefit from a contract with the school system in violation of state law G.S. 14-234. Specifically, a board member will not:
 - a. 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;
 - b. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board when the board member will obtain a direct benefit from the contract; or
 - c. 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;

For purposes of G.S. 14-234, a board member 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. A board member is involved in making a contract if he or she participates in the development of the specifications or terms of the contract or participates in the preparation or award of the contract. A board member is also involved in making a contract if the board takes action on the contract, even if the specific board member did not actually participate in that action, unless the contract is approved under an exception to the law under which the board member is allowed to benefit and is prohibited from voting.

A board member derives a direct benefit from a contract if the board member 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 a board member. However, the board member involved will not deliberate or vote on the spouse's employment contract or attempt to influence any other person who is involved in making or administering the contract.

2. A board member will not deliberate on, vote on, or otherwise engage in the selection, award, or administration of a contract supported in whole or part by federal funds when he or she has a real or apparent conflict of interest under federal rules as provided in 2 C.F.R. 200.318(c)(1) and policy 8305, Federal Grant Administration. For purposes of this paragraph, a conflict of interest arises when a board member or his or her spouse, immediate family member, or partner, or the employer or pending employer of any of those persons, has a financial or other interest in or receives a tangible personal benefit from a firm considered for the contract. Any such conflict must be disclosed to the awarding agency.

For purposes of the previous paragraph, 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.

3. A board member will not solicit or accept trips, meals, gratuities, gifts, favors, or anything of monetary value from (i) current contractors, subcontractors, or suppliers; (ii) any contractor, subcontractor or supplier that has performed under a contract with the board within the past year; or (iii) any contractor, subcontractor, or supplier 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, subcontractor, or supplier may not exceed an aggregate value of \$100 in a twelve-month period.

- ~~0. accept a gift or favor from any person or group desiring to do or doing business with the school system, unless such gifts are instructional products or advertising items of nominal value that are widely distributed; or~~

- 1.4. A board member will not solicit or accept any gifts from a current or any potential provider of E-rate services or products in violation of applicable federal E-rate program gifting rules.

5. A board member will not misuse information in violation of G.S. 14-234.1. Specifically,

a board member will not use knowledge of contemplated board action, or information known to the member in his or her official capacity and not made public, to:

- a. acquire a financial interest in any property, transaction, or enterprise or gain any financial benefit which may be affected by the information or contemplated action;
or
- b. intentionally aid another to acquire a financial interest or gain a financial benefit.

~~A board member 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. A board member is involved in making a contract if he or she participates in the development of the specifications or terms of the contract or participates in the preparation or award of the contract.~~

~~A board member derives a direct benefit from a contract if the board member 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 of education and the spouse of a board member. However, the board member involved will not deliberate or vote on the spouse's employment contract or attempt to influence any other person who is involved in making or administering the contract.~~

Legal References: ÷ 2 C.F.R. 200.112 and 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; 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: Code of Ethics for School Board Members (policy 1320), Voting Methods (policy 1442), Ethics and the Purchasing Function (policy 6401/9100), Employee Conflict of Interest (policy 7730), Federal Grant Administration (policy 8305)

Adopted: October 12, 2015

Replaces: Board policy 3.08.90, Conflict of Interest (in part related to board members)

Revised: January 28, 2016;

The Watauga County Board of Education (the “board”) believes that an effective testing and assessment program evaluates the progress of individual students and helps ensure that educational goals and objectives are being met for every child. A testing program also assists in the continued refinement of the instructional program. In addition, data from tests and assessments provide measures of student learning that are useful for evaluating educator effectiveness.

Every effort will be made to ensure that the testing program contributes to the learning process rather than detracts from it. Efforts also will be made to use only culture-free or culture-fair tests in order to ensure that measurements are reasonably accurate.

A. ADMINISTRATION OF TESTS, SCREENINGS, AND OTHER ASSESSMENTS

The superintendent shall provide for the proper administration of all state-required tests, screenings, and other assessments and any state-required remedial instruction and/or retesting in accordance with all requirements established by law or the State Board of Education. The superintendent, in consultation with the school principals, shall determine how results from such measures will be used in determining students’ final grades, provided that the requirements described in Section B, below, and any other applicable state requirements are met.

The superintendent shall provide for the online administration of state-required tests to the extent required by the State Board of Education or the Department of Public Instruction, and otherwise as feasible within available resources. The superintendent shall keep the board informed of any resources or other measures needed to support online test administration.

Students may participate in field testing and other sample testing as designated by the State Board or the Department of Public Instruction.

The superintendent shall develop security and administration procedures for the state testing program and other assessments that are consistent with State Board of Education requirements and relevant law. The superintendent shall ensure that all relevant personnel are instructed in such procedures. All testing personnel, teachers, and school administrators are required to be familiar with and adhere to all applicable testing manuals, handbooks, and guides, including the Testing Code of Ethics, for state and locally-required tests. Failure to follow procedures may result in disciplinary sanctions, including termination or revocation of administrative and/or teaching licenses.

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

High school students must take all end-of-course (EOC) tests, NC Final Exams, and Career and Technical Education State Assessments (CTE Post-Assessments) required by the State Board of Education. For all students, including English Learner students in their first year in a U.S. school and students following the Occupational Course of Study Pathway, the

results of EOC tests, NC Final Exams, and CTE Post-Assessments will count as 25% percent of a student's final grade in each high school course for which there is an EOC test, NC Final Exam, or CTE Post-Assessment. ~~This requirement does not apply to. However, the results of such assessments will not factor into a student's final grade in a course during the initial implementation year of a new assessment for that course where scores are not immediately available due to standard setting.~~ EOC tests for students following the Occupational Course of Study Pathway. Further, CTE students who earn a credential that is approved under Department of Public Instruction guidelines as evidence of technical skill attainment will not be required to take the CTE Post-Assessment in the course.

C. MINIMIZING TIME SPENT TESTING

The superintendent or designee shall ensure that the time students spend taking standardized state and local tests and the frequency of field testing at a particular school are minimized. Specifically, the superintendent shall ensure the following.

1. Schools will devote no more than two days of instructional time per year to the taking of practice tests that do not have the primary purpose of assessing current student learning.
2. Students will not be subject to field tests or national tests during the two-week period preceding their school's administration of end-of-grade tests, end-of-course tests, or regularly scheduled final exams.
3. No school will participate in more than two field tests at any one grade level during a school year.
4. All annual assessments of student achievement adopted by the State Board of Education pursuant to G.S. 115C-174.11(c)(1) -or other applicable law and all final exams for courses will be administered within the final ten instructional days of the school year for year-long courses and within the final five instructional days of the semester for semester courses. Exceptions will be permitted on an individual basis to accommodate a student's individualized education program or Section 504 plan and for the administration of final exams for courses with national or international curricula required to be held at designated times; for make-up testing; and as otherwise permitted by the Department of Public Instruction.

Legal References: The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, -h; 34 C.F.R. pt. 99; G.S. 115C, art. 10A; 115C-47, -83.5, -83.6, -174.11, -174.12, -174.13, -174.15, -174.22, -174.25, -276, -288, -307, -402.5; State Board of Education Policy series TEST and GRAD; EVAL-006; EVAL-025 through -031

Cross References: Professional and Staff Development (policy 7800), Goals and Objectives of the Educational Program (policy 3000), Student Promotion and Accountability (policy 3420), Student Records (policy 4700), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Other References: *NC Final Exams Test Administrators' Guides*, available at <http://www.dpi.state.nc.us/accountability/testing/common-exams/http://www.dpi.state.nc.us/accountability/common-exams/>; *North Carolina Test Coordinators' Policies and Procedures Handbook*, available at <http://www.dpi.state.nc.us/accountability/policies/generalinfo>

Adopted: August 3, 2015

Revised: June 13, 2016; July 10, 2017; March 15, 2018 (Legal references only);

Replaces: Board policy 4.01.60, Student Assessment and policy 4.03.35, Accountability Standards (in part)

A. PURPOSE

The Watauga County Board of Education (the “board”) believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time as they need to be proficient at a particular level of study. Students will be promoted to the next level of study as described in this policy.

B. STUDENT PROMOTION STANDARDS

The superintendent shall develop (1) proposed promotion standards and (2) a process to be used in determining a student’s readiness to progress to the next level of study and shall submit the standards and process to the board for approval. The standards will be based, in part, upon proficiency in reading. The standards and process must provide multiple criteria for assessing a student’s readiness to progress to the next level of study, such as standardized test scores, formative and diagnostic assessments, grades, a portfolio or anthology of the student’s work, and, when appropriate, accepted standards for assessing developmental growth. The standards and process will incorporate all state law and State Board of Education policy requirements, including those for the assessment and promotion of third grade students as described in G.S. 115C-83.6 *et seq.* and State Board of Education Policies KNEC-002 and -003.

Principals shall ensure that the promotion standards are used by teachers and school administrators in assessing each student’s readiness to progress to the next level of study. Principals have the authority to promote or retain students based upon the standards approved by the board and any applicable standards set by the State Board of Education.

To reduce the number of students who do not meet promotion standards, the board directs school administrators and teachers to address the needs of students who are not making adequate academic progress as required by policy 3405, Students at Risk of Academic Failure.

C. DIPLOMA STANDARDS

To receive a North Carolina high school diploma, a student must complete the requirements set forth in policy 3460, Graduation Requirements.

D. APPEALS OF PROMOTION DECISIONS**1. Appeal to the Superintendent**

Within five workdays of receiving the principal’s written decision to promote or retain a student, the student’s parents may appeal the decision to the superintendent.

The superintendent may overturn the principal's decision only upon a finding that the principal's decision was arbitrary and capricious (i.e., without a rational basis) or was otherwise an abuse of discretion.

The superintendent must render a decision within 10 workdays of receiving the appeal. The superintendent may support the principal's decision, remand it back to the principal for consideration of additional issues, or reverse the decision.

The superintendent's findings must be in writing and must be provided to the parents.

2. Appeal to the Board of Education

The superintendent's decision to promote or retain a student may be appealed to the board in accordance with the procedures set forth in subsection E.5 of policy 4010, Student and Parent Grievance Procedure.

E. READING CAMPS

The board will provide reading camp opportunities as required by law at no fee for students who have not yet demonstrated reading proficiency on a third grade level at the end of third grade and for first and second grade students whose demonstrated reading comprehension is below grade level. The superintendent or designee shall encourage parents of eligible students to enroll their students in a reading camp. To the extent resources permit, the board will offer fee-based reading camp opportunities to students who have successfully demonstrated reading proficiency appropriate for a third grade student and to first and second grade students who have demonstrated appropriate developmental abilities in reading comprehension. Annually, the board will establish criteria for priority enrollment in its fee-based reading camps and will set the attendance fee at an amount not to exceed the statutory limit. The superintendent or designee shall notify interested parents of the application procedure for the fee-based reading camps.

F. PROMOTION STANDARDS FOR STUDENTS WITH DISABILITIES

To the extent possible, students with disabilities must be held to the same promotion standards as all other students. However, for students who take alternative assessments in lieu of the end-of-grade (EOG) or end-of-course (EOC) tests, promotion decisions must be based on criteria recommended by the IEP team. The IEP Team shall make a recommendation to the principal for special placement. The principal shall determine the student's placement. The superintendent/designee shall review the recommendation before special placement is made. The school principal has the ultimate responsibility for placement and grading of students in accordance with federal, state, and local regulations.

All intervention strategies and other opportunities, benefits, and resources that are made available to students without disabilities must be made available to those students with disabilities who are subject to the student promotion standards. Such opportunities must

be in addition to the special education services provided to the student.

G. CREDIT BY DEMONSTRATED MASTERY

The superintendent shall provide opportunities for students in grades 9 through 12 to earn course credit by demonstrating mastery of course material without first completing the regular period of classroom instruction in the course. Students in grades 6 through 8 may earn credit by demonstrated mastery for high school courses offered in middle school. To earn credit by demonstrated mastery, students must demonstrate a deep understanding of the content standards and application of knowledge through a multi-phase assessment, in accordance with standards established by the State Board of Education and any additional standards established by the superintendent.

H. CREDIT RECOVERY

Students who fail a high school course may retake parts of the course through credit recovery to earn credit for the course. Credit recovery delivers a subset of the blueprint of the original course in order to specifically address deficiencies in a student's mastery of the course and target specific components of a course necessary for completion. A pre-assessment of the student's understanding of the course material will be administered at the beginning of the course and the credit recovery will be tailored to meet the needs of the individual student. The length of a credit recovery course is dictated by the skills and knowledge the student needs to recover and not a fixed length of seat time.

Any EOC exam associated with the credit recovery course will be administered no later than 30 days upon completion of the credit recovery course. The credit recovery will be graded as pass or fail and will not impact the student's grade point average. The original grade for the course will remain on the student's transcript.

The superintendent shall develop procedures addressing the implementation of credit recovery opportunities across the school system.

H.I. REPEATING A COURSE FOR CREDIT

1. Repeating a Previously Failed Course

As provided in State Board of Education policy CCRE-001, high school students who fail a course for credit may repeat that course. To take advantage of this option, the student must repeat the entire course. Beginning with the 2015-16 school year, when a student initially fails a high school course and successfully repeats the course for credit, the new course grade will replace the original failing grade for the course on the student's transcript and in calculations of the student's GPA, class rank, and honor roll eligibility. The superintendent may develop procedures for students to indicate their intent to repeat a course for credit under this paragraph and may establish any other rules as necessary and consistent with State Board policy.

2. Repeating a Course for which Credit was Earned (Grade Replacement)

The board recognizes that high school students may need to repeat a course for which they have earned credit in order to increase their understanding of the course content, to improve skill mastery, or to meet postsecondary goals. Students may repeat a course for which they have previously earned credit, subject to the following preconditions and any other reasonable rules established by the superintendent:

- a. the student must have earned a letter grade of C or lower in the course on the first attempt;
- b. the student must make a written request to repeat the course;
- c. the principal or designee must approve the request;
- d. there must be space available after seats have been assigned to students who are taking the course for the first time or repeating a previously failed course;
- e. the course to be repeated must be a duplicate of the original class and must be taken during the regular school day ~~at a high school in this school system or through the North Carolina Virtual Public School~~;
- f. upon completion of the repeated course, the new course grade will replace the student's original grade on the student's transcript and in calculations of the student's GPA, class rank, and honor roll eligibility, regardless of whether the later grade is higher or lower than the student's original mark;
- g. credit towards graduation for the same course will be given only once;
- h. a course may be repeated only one time; and
- i. students may repeat a maximum of four previously passed courses during their high school careers.

The superintendent shall require notice to students and parents of these preconditions and of any other relevant information deemed advisable by the superintendent.

I.J. ACCELERATION

Some students may need less time to learn the curriculum. Teachers are encouraged to challenge these students by expanding the curriculum, providing opportunities to explore subjects in greater detail or providing different types of educational experiences. To challenge a student sufficiently, the principal may reassign the student to a different class

or level of study and/or may identify concurrent enrollment or other curriculum expansion options (see policy 3101, Dual Enrollment).

The principal, after consulting with the professional staff and the student's parents, may determine that skipping a grade level is appropriate.

J.K. REPORTING REQUIREMENTS

1. Superintendent's Report to the Board

At least on an annual basis, the superintendent shall provide the board with the following information for each school:

- a. aggregate student performance scores on state-mandated tests and any other standardized tests used by a school or the school system;
- b. the number and percentage of students retained and/or not meeting the standards for their grade level;
- c. the number and percentage of third grade students exempt from mandatory third grade retention by category of exemption as listed in state law; and
- d. remedial or additional educational opportunities provided by the school system and the success of these efforts in helping students meet promotion standards.

2. Report to the North Carolina State Board of Education and Department of Public Instruction

Pursuant to statutory requirements and standards established by the Department of Public Instruction, all required information regarding student performance will be provided annually to the State Board of Education and the Department of Public Instruction.

3. Publication on the School System Website

Information about the reading performance of first, second, and third grade students will be posted on the school system website in accordance with state law.

K.L. RESOURCES

Consistent with the objective of improving student performance, the board will provide schools with maximum flexibility in the allocation of state funds. School personnel are expected to budget financial resources in a manner that will meet the standards established in this policy. The board will consider requests to transfer funds from other funding allotment categories to intervention strategies as part of the school improvement plan submitted by school officials. All funds will be used in a fiscally sound manner in

accordance with policy 8300, Fiscal Management Standards.

L.M. NOTIFICATION TO PARENTS

The superintendent or designee shall provide information regarding promotion standards to all students and parents. In addition, if a kindergarten, first grade, second grade, or third grade student (1) is demonstrating difficulty with reading development or (2) is not reading at grade level, the student's teacher shall provide the student's parents timely written notice advising that if the student is not demonstrating reading proficiency by the end of third grade, the student will be retained, unless exempt from mandatory retention for good cause. Parents are encouraged to help their children meet the promotion standards and will have opportunities to discuss the promotion standards and procedures with teachers and the principal. Information provided to parents should be in the parents' native language when appropriate foreign language resources are readily available.

The teacher of a student who does not meet promotion standards must notify the student's parents that the student has failed to meet the standards for progression to the next level of study and must provide the parents with information concerning retesting, intervention, review, and appeal opportunities. When a student is to be retained, the principal shall provide the student's parents written notice of the retention and, if the student will be retained in accordance with G.S. 115C-83.7(a) for failure to demonstrate reading proficiency, (1) written notice of the reason the student is not eligible for a good cause exemption as provided in G.S. 115C-83.7(b) and (2) a description of proposed reading interventions that will be provided to the student to remediate identified areas of reading deficiency. Teachers shall provide parents of students retained under G.S. 115C-83.7(a) at least monthly written reports on student progress toward reading proficiency. The evaluation of a student's progress will be based upon the student's classroom work, observations, tests, assessments, and other relevant information.

M.N. CHILDREN OF MILITARY FAMILIES

As required by the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and policy 4155, Assignment to Classes, school administrators have the authority to exercise flexibility in waiving course or program prerequisites or other preconditions for the placement of children of military families in courses or programs offered by the school system.

Legal References: G.S. 115C-36, -45(c), -47, -81.5, -83.2, -83.3, -83.6, -83.7, -83.8, -83.9, -83.10, -83.11, -105.21, -174.11, -288(a), -407.5; State Board of Education Policies CCRE-001, KNEC-002, KNEC-003

Cross References: Student and Parent Grievance Procedure (policy 4010), Goals and Objectives of the Educational Program (policy 3000), Dual Enrollment (policy 3101), Students at Risk of Academic Failure (policy 3405), School Improvement Plan (policy 3430), Graduation Requirements (policy 3460), Extracurricular Activities and Student Organizations (policy 3620), Children of Military Families (policy 4050), Assignment to Classes (policy 4155), Fiscal Management Standards (policy 8300)

Other Resources: *Guidelines for Testing Students Identified as English Learners*, (N.C. Department of Public Instruction), available at <http://www.dpi.state.nc.us/docs/accountability/policyoperations/lep/testinglep1314.pdf>; *North Carolina Read to Achieve: A Guide to Implementing House Bill 950/S.L. 2012-143 Section 7A* (N.C. Department of Public Instruction), available at <http://www.dpi.state.nc.us/docs/k-3literacy/resources/guidebook.pdf>

Adopted: July 11, 2016

| Revised: July 10, 2017; March 15, 2018 (Legal references only):

A. PRINCIPLES

Principals, assistant principals, teachers, and other instructional staff at each school are responsible for designing and implementing strategies to reach the educational goals of the Watauga County Board of Education (the “board”). Input from the school community, including parents, students, and representatives from businesses and other agencies, is critical in developing an educational program that will meet the needs of the students and the community.

The board affirms the General Assembly’s belief that all children can learn and that the mission of public schools is to challenge, with high expectations, each child to learn, achieve, and fulfill his or her potential.

Accordingly, the board has established in its policies its vision, standards, and means of accountability for the educational program. The superintendent shall provide guidance and establish any other standards necessary for effective implementation of the board’s policies. Principals shall lead each school in implementing the policies. The school improvement plan is one tool that school administrators should use to draw upon the creativity and innovation of the staff and the community. This plan, in its two parts, should identify the school’s efforts to improve student performance and reach the educational goals of the board.

B. THE SCHOOL IMPROVEMENT PLAN: STATE PROGRAM FOR SCHOOL-BASED MANAGEMENT AND ACCOUNTABILITY

The board endorses the principles set forth by the State Board of Education that all children need to master basic skills and knowledge and build upon this foundation for lifelong learning. Therefore, in developing their school improvement plans, all schools should ensure, to the extent possible, that sufficient resources and curricula are directed toward meeting the goal of having all students performing at grade level or higher in the basic subject and skill areas identified by the State Board.

1. School Improvement Team

Each school must have a school improvement team that develops the school improvement plan. The school improvement team will consist of the principal, representatives of the assistant principals, instructional personnel, instructional support personnel and teacher assistants assigned to the school building, and parents of students attending the school. Each group of school personnel shall elect representatives from their respective group by secret ballot. Parents are to be elected in accordance with G.S. 115C-105.27(a). The school improvement team is encouraged to involve and seek assistance from central office personnel. The school improvement team, especially at the middle and high schools, also is encouraged to seek input from students. The superintendent shall provide guidance

to principals to ensure that the principals establish and work together with school improvement teams to develop, review, and amend school improvement plans.

The school improvement team shall follow all legal requirements in developing and obtaining school approval of the school improvement plan. School improvement team meetings will be held at a convenient time to facilitate substantial parent participation. The principal shall ensure that the school improvement team, as a public body, complies with the Open Meetings Law in regard to its meetings. Deliberations on the school safety components of the plan must be in closed session in accordance with G.S. 143-318.11(a)(8).

The Superintendent will adopt a timeline for schools to complete the School Improvement Plan process. Should situations impede or prohibit the timeline, a revised timeline may be provided.

2. Mandatory Components of the State Plan

A school improvement plan must include the following components.

- a. The plan must specify the effective instructional practices and methods to be used to improve the academic performance of students identified as at risk of academic failure or at risk of dropping out of school.
- b. The plan must take into consideration the minimum annual performance goal established by the State Board and the goals set out in the mission statement for public schools adopted by the State Board of Education.
- c. The plan must be, to the greatest extent possible, data driven. The team shall use the Education Value Added Assessment System (EVAAS) or a compatible and comparable system approved by the State Board of Education to analyze student data to identify root causes for problems and determine actions to address them and to appropriately place students in courses such as Math I. The plan must contain clear, unambiguous targets, explicit indicators and actual measures, and expeditious time frames for meeting measurement standards.
- d. The plan must identify how staff development funds allocated to the school will be used.
- e. The plan must provide a duty-free lunch period for every teacher on a daily basis or as otherwise approved by the school improvement team.
- f. The plan must provide duty-free instructional planning time for every full-time assigned classroom teacher, with the goal of providing an average of at least five hours of planning time per week.
- g. The plan must attempt to identify and eliminate unnecessary and redundant

reporting requirements for teachers and, to the extent practicable, streamline the school's reporting system and procedures, including requiring forms and reports to be in electronic form when possible and incorporating relevant documents into the student accessible components of the Instructional Improvement System.

- h. As part of the school system's efforts to maintain safe and orderly schools, the plan must address safety and discipline concerns. These concerns include any special conditions at the school. The plan should include the components of any positive behavior management or positive behavior support programs that have been adopted at the school and should comply with the requirements of policy 4200/7270, School Safety, and all protocols established by the superintendent or designee under that policy.
- ~~h. For schools identified by the Department of Public Instruction as Focus or Priority schools, the plan must identify the interventions the school will implement to address students' academic needs. Such interventions must include strategies to address the needs of all children, particularly the lowest achieving, and how those needs will be met in a timely and effective manner. If the school is identified as a Focus school as a result of not meeting participation rates in the state assessment program, the plan must include interventions to improve participation.~~
- i. In accordance with policy 4002, Parental Involvement, the plan must identify the goals and strategies for parents to be involved in their child's education and in the educational program of the school.
- j. The plan must include a process by which the school improvement team will review the school improvement plan at least once a year. The annual review process must include (1) a review of student scores on all state- and board-mandated tests and (2) a means for the school improvement team to modify the plan, if necessary, when the school has not met the expected growth score established by the state.
- k. The plan must require the principal to notify the superintendent if the school improvement team modifies a board-accepted school improvement plan.

3. Optional Components of the State Plan

The school improvement plan may include any or all of the following components.

- a. The plan may include a request to transfer state funds from one allotment category to another, as permitted by state law. The request must identify the funding allotment categories involved in the transfer and identify how the transfer will facilitate improving student performance.

- b. The plan may include a comprehensive conflict resolution plan, as provided in G.S. 115C-81.15, in order to help create a safe school.
- c. The plan may provide for the use of textbooks that have not been adopted by the State Board.

4. Development and Review of the Plan

School improvement teams should review student performance data from the preceding school year in developing the school improvement plan. Based on the availability of data and when specific school standards are established by the State Board, the superintendent shall establish the date by which school improvement plans must be submitted.

The principal first shall present the proposed school improvement plan to all of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants assigned to the school building for their review and vote by secret ballot. The principal then shall submit the school improvement plan to the superintendent only if the proposed school improvement plan has the approval of a majority of the staff who voted on the plan.

The superintendent or designee shall review the plans and seek legal review as necessary prior to presenting the plans with written recommendations to the board. If the superintendent intends to recommend that a plan be rejected, the superintendent shall notify the principal of the school and explain the reasons for the decision. The school improvement team may then submit a modified plan, approved by staff vote, to the superintendent. The superintendent should submit all school improvement plans to the board at the earliest possible date.

The board will review the school improvement plans. The review of the school safety components of the plans must be in closed session. The board shall make findings on the safety components of the plan. Neither the safety components of the plans nor the board's findings on the safety components of the plans may be set out in the minutes of the board.

After review of the school improvement plans, the board will accept or reject each school improvement plan. If a plan is rejected, the board will explain the specific reason(s) for the rejection.

Any plan modified by the school improvement team after being rejected by the board must be resubmitted to the school personnel for vote and, upon majority approval, resubmitted to the superintendent for review. The superintendent shall resubmit the modified plan to the board with his or her recommendations as soon as is practical. The board will review the modifications along with any recommendations from the superintendent and accept or reject the plan.

If the board and the school improvement team cannot reach agreement on the plan within 60 days after its initial submission, the board or school may request to use the dispute resolution process developed by the State Board under G.S. 115C-105.20(b)(5). Alternatively, if use of the dispute resolution process is not requested, the board may develop a school improvement plan for the school.

A school improvement plan may be in effect for no more than two years. The plan must be reviewed at least annually by the school improvement team in accordance with the review process established in the school's plan. If the State has deemed a school as low-performing, the principal must submit to the superintendent and the board a report of the school improvement team. The report must explain the reasons for the standard(s) not being met and describe any modifications that will be made in the school improvement plan. After considering any recommendations of the superintendent, if the board is not satisfied with the response of the school improvement team, the board may suggest modifications to the plan or may vacate those portions of the plan that impede student performance and require the school improvement team to revise the plan. If a school is a continually low-performing school as defined by G.S. 115C-105.37A, the school's improvement plan must be reviewed and approved by the State Board of Education.

5. Elimination of Redundant or Unnecessary Reporting Requirements

If, at any time before or after the board approves the school improvement plan, the school improvement team identifies a more expeditious manner of providing information to the board that will eliminate a redundant or unnecessary reporting requirement for teachers at its school, the team may make a written request to the superintendent to eliminate the redundant or unnecessary report. The superintendent shall recommend to the board whether the reporting requirement should be eliminated for that school. If the superintendent does not recommend elimination of the reporting requirement, the school improvement team may request a hearing by the board as provided in policy 1600, Hearings Before the Board.

6. Compliance with Requirements

Any employee, parent, or other interested party is encouraged to notify the principal of any concerns regarding compliance with this policy or G.S. 115C-105.27. In addition, any employee, parent, or other interested party may submit in writing to the superintendent concerns regarding compliance with this policy or G.S. 115C-105.27. The superintendent shall make a good faith effort to investigate the concern and shall provide a written response upon request.

C. POSTING THE SCHOOL IMPROVEMENT PLAN ONLINE

The school improvement plan, except for its school safety components which are not public record, must be posted on the school's website. The names and positions of the members of the school improvement team, along with the date of each member's election to the team,

must also be posted on the website.

D. STAFF DEVELOPMENT

The superintendent shall develop a process by which schools can learn from other schools' improvement plans. The superintendent and the schools are encouraged to use staff development resources to provide training to staff on the development, implementation, and evaluation of school improvement plans.

School administrators must be evaluated by their supervisors on the school-based management process as required by board policy and state law and on the effectiveness of the school improvement plan.

Legal References: ~~U.S. Department of Education approval of Elementary and Secondary Education Act (ESEA) Flexibility Request (May 29, 2012); G.S. 115C-47(38), -81.15, -84.2, -98, -105.20, -105.21, -105.25, -105.26, -105.27, -105.32, -105.35, -105.37, -105.41(b), -301.1, -307(g); 143 art. 33C~~

Cross References: Parental Involvement (policy 4002), School Safety (policy 4200/7270), Compliance with the Open Meetings Law (policy 2320), Hearings Before the Board (policy 1600), Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Innovation in Curriculum and Instruction (policy 3110), Lesson Planning (policy 3120), Evaluation of Instructional Programs (policy 3140), School Calendar and Time for Learning (policy 3300), Students at Risk of Academic Failure (policy 3405), Student Promotion and Accountability (policy 3420)

Adopted: March 21, 2016

Revised: March 15, 2018 (Legal references only);

~~The Watauga County Board of Education (the "board") will~~ It is generally the Watauga County Board of Education's (the "board") policy to provide for the defense of any civil or criminal action or proceeding brought against an employee in his or her official or individual capacity, or both, on account of an act done or an omission so long as all of the following conditions are met.

1. The act or omission occurred in the scope and course of employment.
2. Defense of the action would not create a conflict of interest between the board and the employee.
3. The employee did not act or fail to act because of fraud, corruption or malice on his or her part.
4. All potential liability insurance carriers and/or liability coverage providers have provided written notification to the employee that the carrier(s) and/or liability coverage provider(s) will not provide a defense for the employee.

In order for the board to provide for the defense pursuant to this policy, the employee must provide a written request to the superintendent as soon as possible upon learning of the claim or action and receiving written notice from all potential insurers and/or liability coverage providers pursuant to item 4 above.

The superintendent, with advice from the board attorney, shall make a recommendation to the board as to whether the board will provide legal representation for the employee. Board approval of an employee's request to provide legal representation will only relate to the initial trial or proceeding. The employee must make an additional request in writing to the board for legal representation at each subsequent stage of the appeal of the action or proceeding.

If an employee's request for legal representation in any civil or criminal action or proceeding is denied and subsequently the employee is found not to be liable or guilty, the board may reimburse the employee a reasonable attorney's fee upon written request of the employee.

To protect its own financial resources, the board will provide for sufficient liability coverage for personnel, workers' compensation coverage and unemployment compensation insurance.

By enacting this policy, the board does not intend to create any contractual rights between the board and any employee and this policy should not be construed to create any contract term or substantive right whatsoever. Further, this policy should not be construed to waive any claim of immunity that the board might otherwise be entitled to make.

Legal References: G.S. 115C-43; Wray v. City of Greensboro, 370 N.C. 41 (2017)

Cross References:

Adopted: December 14, 2015

Replaces: Policy 3.11.02, Workers Compensation

The Watauga County Board of Education (the “board”) intends to administer federal grant awards efficiently, effectively, and in compliance with all requirements imposed by law, the awarding agency, and the North Carolina Department of Public Instruction or other applicable pass-through entity.

A. FINANCIAL MANAGEMENT SYSTEMS AND INTERNAL CONTROLS

The finance officer shall be responsible to the superintendent to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurance that the school system is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all 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 and any applicable state requirements, and shall be based on best practices.

The financial management and internal controls must provide for (1) identification of all federal funds received and expended and their program source; (2) accurate, current, and complete disclosure of financial data in accordance with federal requirements; (3) records sufficient to track the receipt and use of funds; (4) effective control and accountability over assets to assure they are used only for authorized purposes; and (5) comparison of expenditures against budget. In addition, written procedures must be established for cash management and for determining the allowability of costs, as required by the Uniform Guidance.

At a minimum, the systems and controls shall address the following areas.

1. Allowability

Costs charged by the school system to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance, including how charges made to the grant for personnel are to be determined. Costs will be charged to a federal grant only when the cost is (1) reasonable and necessary for the program; (2) in compliance with applicable laws, regulations, and grant terms; (3) allocable to the grant; (4) adequately documented; and (5) consistent with school system policies and administrative regulations that apply to both federally-funded and non-federally funded activities. Internal controls shall be sufficient to provide reasonable assurance that charges to federal awards for personnel expenses are accurate, allowable, and properly allocated and documented. Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments.

3. Procurement

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal, state and local laws and regulations, the Uniform Guidance, and the school system's written policies and procedures. The district shall avoid situations that unnecessarily restrict competition, as defined in 2 C.F.R. 200.319, and shall avoid acquisition of unnecessary or duplicative items. Noncompetitive procurement will be used only in the circumstances allowed by 2 C.F.R. 200.320. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, must be excluded from competing for such purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records must be sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

The requirements for conflicts of interest established below in subsection A.4 are applicable to all procurements.

4. Conflict of Interest

In addition to the prohibitions against self-benefitting from a public contract under G.S. 14-234 and accepting gifts and favors from vendors under G.S. 133-32 (see policies 2121, Board Member Conflict of Interest; 6401/9100, Ethics and the Purchasing Function; and 7730, Employee Conflict of Interest), the following standards of conduct apply when an employee, board member, or agent of the school system engages in the procurement of goods, services, or construction or repair projects funded in whole or part with federal financial assistance.

- a. No employee, board member, or agent of the school system may participate directly or indirectly in the selection, award, or administration of a contract

supported by a federal grant or award if he or she has a real or apparent conflict of interest.

~~Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award ("covered individual") and who has a potential conflict of interest shall disclose that conflict in writing to the superintendent. The superintendent shall disclose in writing any potential conflict of interest to the federal awarding agency in accordance with 2 C.F.R. 200.112.~~

~~For purposes of this paragraph, a A real or apparent conflict of interest exists would arise when (1) the employee, board member, or agent of the school system covered individual, (2) any member of his or her immediate family, (3) his or her partner, or (4) an organization which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict in accordance with this paragraph shall not participate in the selection, award, or administration of a contract supported by a federal grant or award. For purposes of this paragraph, "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. "Financial interest" 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.~~

Any employee, board member, or agent of the school system who has a potential conflict of interest shall disclose that conflict in writing to the superintendent. The superintendent shall disclose in writing the potential conflict of interest to the federal awarding agency in accordance with 2 C.F.R. 200.112.

- b. ~~Covered individuals shall not~~ No employee, board member, or agent of the school system may solicit or accept any trips, meals, gratuities, favors, gifts, or other items of monetary value from a contractor, supplier, or a party to a subcontract except that for a federal grant or award; however, covered individuals may accept (1) a single unsolicited item with a nominal value of (\$50 or less) or (2) multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$100 or less in a 12-month period may be accepted. Violations of this rule are subject to disciplinary action.

5. Mandatory Disclosures

The superintendent shall disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The superintendent shall fully address any such violations promptly and shall notify the board accordingly. The board may request the superintendent to develop a plan of correction for board approval in appropriate situations as determined by the board.

6. Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

7. Accountability and Certifications

All fiscal transactions must be approved by the finance officer and by the program manager or other person who can attest that the expenditure is allowable and approved under the federal program.

The finance officer shall submit all required certifications and is authorized to sign them on behalf of the board.

8. Monitoring and Reporting Performance

The superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant developments that arise between scheduled performance reporting dates, must be submitted as required by federal or state authorities.

B. AUDITS AND CORRECTIVE ACTION

1. An annual independent audit will be conducted as provided in policy 8310, Annual Independent Audit. The finance officer will prepare all financial statements, schedules of expenditures, and other documents required for the audit.
2. At the completion of the audit, the superintendent or designee shall prepare a corrective action plan to address any audit findings. The plan must identify the responsible party and the anticipated completion date for each corrective action to be taken. The superintendent shall present the plan to the board for approval.
3. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

C. TRAINING

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award.

D. OTHER APPLICABLE BOARD POLICIES

Other board policies provide additional controls over the administration of federal grants. These include, but are not necessarily limited to:

1. Educational programs policies (policies in the 3000 series)
2. School nutrition services policies (policies in the 6200 series)
3. Purchasing policies (policies in the 6400 series)
4. Equipment, materials, and supplies policies (policies in the 6500 series)
5. Personnel policies (policies in the 7000 series)
6. Fiscal management policies (policies in the 8000 series)

The board intends to comply with all requirements applicable to the use of federal funds. To the extent that any provision of a board policy is contrary to a federal law, regulation, term, or condition applicable to a federal award, employees must follow the applicable federal requirement.

E. REPORTING MISMANAGEMENT OF FEDERAL FUNDS

Any employee who reasonably believes that federal funds have been misused or that the school system is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter as provided in policy 7280, Prohibition Against Retaliation.

Legal References: 2. C.F.R. Part 200; G.S. 14-234; 133-32

Cross References: Prohibition Against Retaliation (policy 7280), Board Member Conflict of Interest (policy 2121), Ethics and the Purchasing Function (policy 6401/9100), Employee Conflict of Interest (policy 7730), Fiscal Management Standards (policy 8300)

Other References: *Standards for Internal Control in the Federal Government* ("The Green Book") (GAO), available at <http://www.gao.gov/greenbook/overview>; *Internal Control Framework* (Committee of Sponsoring Organizations of the Treadway Commission (COSO)), executive summary, available at <http://www.coso.org/ic.htm>; *Compliance Supplement, Part 6, Internal*

Control (Office of Management and Budget), available at
~~<https://www.whitehouse.gov/omb/financial-fin-single-audit>~~
https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/2017/Compliance_Supplement_2017.pdf

Adopted: July 11, 2016

Revised:

USE AND SELECTION OF ARCHITECTS, ENGINEERS, SURVEYORS, AND CONSTRUCTION MANAGERS AT RISK

Policy Code:

9110

A. USE OF ARCHITECTS AND/OR ENGINEERS

To the extent required by North Carolina General Statute 133-1.1, a registered architect or registered engineer, or both, will be used to design and inspect school system buildings being repaired or constructed. In addition, architects and/or engineers may be used for services, such as:

1. preparing feasibility studies for additions, alterations, or renovations of existing facilities;
2. providing consulting services on technical matters;
3. providing services related to long-range planning or facility design; and
4. assisting in the preparation and submission of any documents requested by other governmental agencies.

B. SELECTION PROCESS FOR ARCHITECTURAL, ENGINEERING, SURVEYING, AND CONSTRUCTION MANAGEMENT AT RISK SERVICES

Except as otherwise permitted under G.S. 115C-521(g), the procurement of architectural, engineering, surveying, or construction management at risk services for facility design, construction, and related services will be accomplished in accordance with the following requirements. Any purchase of services using federal funds must also 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.)

1. Projects with an Estimated Professional Fee of \$50,000 or More
 - a. The superintendent shall solicit proposals from service providers for selection based upon qualifications using the following or similar criteria:
 - 1) training and experience of the service provider, especially in school-related projects;
 - 2) planning ability and promptness;
 - 3) experience in specification writing, including reputation for accuracy and sufficiency of detail;

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- 4) experience in the construction of K-12 buildings;
 - 5) reputation for quality of design and construction in appearance and utility;
 - 6) history of thorough inspections and follow-through with jobs;
 - 7) timely completion of projects within the established budgets;
 - 8) relationships with contractors and designers; and
 - 9) any other factors the superintendent deems relevant.
- b. The superintendent shall provide a list of qualified service providers to the Watauga County Board of Education (the “board”) for consideration and selection unless the estimated professional fee for the project is within the superintendent’s authority to contract as provided in policy 6420, Contracts with the Board. The list shall not include any company whose name appears on the state treasurer’s lists of restricted companies, developed in accordance with G.S. 147, art. 6E or art 6G.
 - c. A North Carolina resident firm will be granted a preference over a nonresident firm if the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis, and to the same extent as the preference granted by the nonresident firm’s home state. The solicitation documents must require that nonresident firms disclose and describe any construction contract preferences granted by the firm’s home state.
 - d. Fees will be negotiated with the selected firm. If a fair and reasonable fee cannot be agreed upon, the board or superintendent will select the next best qualified firm and negotiate fees. The contract with the firm must be reviewed by the board attorney and meet all applicable laws and board policies. The contract must have board approval unless the board has delegated this authority to the superintendent in policy 6420.
2. Projects with an Estimated Professional Fee of Less than \$50,000
 - a. The process established in subsection B.1 is not required unless otherwise directed by the board or superintendent for a specific project.
 - b. When the estimated professional fee for a project is estimated to be within the superintendent’s authority to contract on behalf of the board as provided in policy 6420, Contracts with the Board, the superintendent shall have

authority to select the firm. Board approval of the firm is not required. The contract with the firm must meet all applicable laws and board policies and must be consistent with G.S. 147, art. 6E and art. 6G.

- c. When the professional fee is estimated to exceed the superintendent's authority to contract on behalf of the board as provided in policy 6420, Contracts with the Board, the superintendent shall recommend one or more firms to the board for consideration. The board will approve the selection of the firm. The contract with the firm must be reviewed by the board attorney, be approved by the board, meet all applicable laws and board policies, and be consistent with G.S. 147, art. 6E and art. 6G.

Legal References: 2 C.F.R. 200.317-200.326; G.S. 115C-521(g); 133, arts. 1 and 3; 143-64.31, -64.32; 147 art. 6E, art. 6G

Cross References: Contracts with the Board (policy 6420), Federal Grant Administration (policy 8305), Site Selection (policy 9010), Facility Design (policy 9020)

Adopted: April 11, 2016

Revised: May 9, 2016; February 13, 2017; February 12, 2018;

The Watauga County Board of Education (the “board”) strives to obtain high quality services at a reasonable price through the bidding process employed by the school system. This policy describes state and local requirements. Any contracts funded with federal funds must also 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.)

A. STANDARDS FOR PARTICIPATION IN CONSTRUCTION CONTRACTS

All contracts formally or informally bid will be awarded to the lowest responsible bidder, taking into consideration quality, performance, reliability, and the time specified in the bids for performance of the contract. Contracts will contain a provision stating that the contractor and contractor’s subcontractors, if any, must comply with the requirements of G.S. Chapter 64, Article 2. Prior to bidding, contractors may be required to prequalify if the board has elected to use this process. 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.

The board prohibits discrimination against any person or business on the basis of race, color, ethnic origin, sex, disability, or religion. In addition, in accordance with G.S. 143-133.5, the board prohibits discrimination against a bidder or contractor for being party to, refusing to be party to, adhering to, or refusing to adhere to an agreement with a labor organization. The superintendent is required to conduct contracting and purchasing programs so as to prevent such discrimination.

The superintendent, on behalf of the board, must certify that good faith efforts have been made to increase the participation in construction contracts by minority-owned and female-owned businesses, as required by policy 9125, Participation by Minority Businesses.

The board will grant a North Carolina resident firm providing architectural, engineering, surveying, construction management at-risk service, design-build services, or public-private construction services a preference over a nonresident firm, if the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis, and to the same extent as the preference granted by the nonresident firm’s home state. The school system’s bid documents will require that nonresident firms disclose and describe any construction contract preferences granted by the firm’s home state.

B. BIDDING METHODS

The board may request bids for contracts for building projects using single prime, multi-prime (separate prime), construction management at-risk, dual bidding, design-build,

design-build bridging, and public-private partnership methods, as permitted by law. The superintendent shall make a recommendation to the board as to the method(s) that should be used for a particular project.

If the superintendent believes the project cannot be reasonably completed under the methods authorized by G.S. 143-128, the superintendent shall so inform the board and make the recommendation to the board that it approve the use of alternative methods. Upon board approval, the superintendent shall submit to the State Building Commission a request to use an alternative contracting method along with supporting documentation.

C. FORMAL BIDDING

Construction and repair work requiring the estimated expenditure of \$500,000 or more will be advertised for bid and will be awarded through formal bidding procedures. Dividing contracts to lower the expenditure amounts so as to evade these requirements is prohibited. The board authorizes the use of newspaper advertisement, electronic advertisement, or both for formal bids; however, the superintendent has the authority to determine which method will be used for a specific purchase or categories of purchases. The superintendent shall establish formal bidding procedures consistent with this policy and applicable law and make the procedures available to all bidders or potential bidders.

D. INFORMAL BIDDING

Informal bids will be obtained for construction and repair contracts between \$30,000 and \$500,000. Quotations from contractors may be solicited by telephone or in writing. Informal bids are recommended, but not required, for construction and repair work costing less than \$30,000.

Dividing contracts to lower the expenditure amounts so as to evade the informal bidding requirements is prohibited. The superintendent shall develop informal bidding procedures consistent with this policy and applicable law and make the procedures available to all bidders and potential bidders.

E. APPROVAL

All formally bid construction contracts must be reviewed by the board attorney. The superintendent shall consult with the board attorney in developing standard form contracts for informally bid construction projects.

Any construction or repair contract involving expenditures in excess of \$90,000 must be approved in advance by the board unless provided otherwise in board policy. Unless otherwise prohibited by statute or regulation, the superintendent or designee is authorized to enter into construction or repair contracts involving amounts up to and including \$90,000. Change orders for construction and repair contracts will be subject to the requirements of policy 9030, Facility Construction, not this provision.

F. RECORDS AND REPORTING REQUIREMENTS

Records of all informal or formal bids received will be maintained and will be available for public inspection. Such records should include the date the bid is received, from whom it is received, and what project it is for. The records will document why the selected contractor was the lowest responsive, responsible bidder if the contractor was not the low bidder.

The superintendent must submit required reports to the State and provide reports to the board on the progress being made towards reaching the board's goals.

At least monthly, the superintendent shall report to the board all contracts approved by the superintendent under this policy that exceed \$30,000.

G. DISPUTE RESOLUTION PROCESS

The board establishes the following dispute resolution process to resolve issues arising out of construction and repair projects or contracts related to such projects. The dispute resolution process may be used by any party involved in the construction project for those disputes in which the amount in controversy is at least \$15,000.

Prior to initiating litigation concerning a dispute, parties to the dispute must do the following: (1) submit the dispute for review by the superintendent or other designated school official and the project architect, as appropriate, and (2) participate in mediation, if the matter cannot be resolved by school officials and the architect. The cost of the dispute resolution process will be divided between the parties to the dispute. If the board is a party to the dispute, the board will pay at least one-third of the cost.

Legal References: 2 C.F.R. 200.317-200.326; G.S. 64, art. 2; 115C-521, -522; 143-64.31 and art. 8; 147 art. 6E, art. 6G

Cross References: Contracts with the Board (policy 6420), Federal Grant Administration (policy 8305), Facility Construction (policy 9030), Prequalification of Bidders for Construction Projects (policy 9115), Participation by Minority Businesses (policy 9125)

Adopted: April 11, 2016

Revised: May 9, 2016; November 14, 2016; February 12, 2018; June 11, 2018;

Watauga County Schools

<i>Policy</i> CAREER TEACHERS	<i>Number</i> 3.03.10
	<i>Adopted</i> 6/3/85
	<i>Revised</i> 6/14/04

The Watauga County Board of Education shall follow these procedures in the election of teachers to career status:

1. When a probationary (new) teacher has been employed by the board of education for four consecutive years, the principal and superintendent shall recommend the employee for career status and continued employment or for termination of contract.
2. For the purpose of computing time for a probationary teacher, a year shall be not less than 120 working days as a full-time, permanent teacher in a normal school year.
3. The board of education shall vote to approve or disapprove the career status of recommended individual teachers and shall give written notice of its decision by June 15 of the fourth year of employment.
4. A career teacher coming to Watauga County from another school system in North Carolina shall be a probationary teacher for one year.
5. A career teacher with the Watauga County Schools who resigns and, within five (5) years, is reemployed shall be on probationary status for one (1) year.
6. A career teacher who has been granted a leave of absence shall maintain his/her career status if the person returns to his/her teaching position at the end of the authorized leave.

Legal Ref: G.S. 115C-325 (c) (1)

Revised: December 9, 1991
February 14, 2000
June 14, 2004