



# Watauga County Board of Education

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

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

## WATAUGA COUNTY BOARD OF EDUCATION MEETING

September 10, 2018

5:30 P.M.

- |      |     |   |  |
|------|-----|---|--|
| 5:30 | 1.  | <b>CALL TO ORDER</b>  | Board Chair                            |
| 5:32 | 2.  | <b>CLOSED SESSION</b>   |  |
|      |     | A. Approval of Minutes  |  |
|      |     | B. Reportable Offenses – N.C.G.S.115C-288(g)  |  |
|      |     | C. Student Records - N.C.G.S.143-318.11(a)(1)   |  |
|      |     | D. Personnel – N.C.G.S.143-318.11(a)(6)   |  |
|      |     | E. Attorney Client - G.S. 143-318.11(a)(3)  |  |
|      |     | F. Discussion of the Acquisition of Real Property by Purchase, Option, Exchange, or Lease – G.S. 143-318.11(a)(5)       |  |
| 6:00 | 3.  | <b>OPEN SESSION/WELCOME/MOMENT OF SILENCE</b>   | Board Chair                            |
| 6:03 | 4.  | <b>DISCUSSION AND ADJUSTMENT OF AGENDA</b>  | Board Chair                            |
| 6:06 | 5.  | <b>PUBLIC COMMENT</b>   | Board Chair                            |
|      |     | <b>Note: Anyone who wishes to address the Board should sign the Public Comment Roster</b>                               |  |
| 6:08 | 6.  | <b>SUPERINTENDENT'S REPORT</b>  | Dr. Scott Elliott                      |
| 6:13 | 7.  | <b>STUDENTS' REPORT</b>   | Ms. Isabel Trew<br>Ms. Emerson Hagaman |
| 6:18 | 8.  | <b>PUBLIC RECOGNITION</b>   |  |
|      |     | A. North Carolina Governor's School Participants  | Ms. Leigh Lyall                        |
|      |     | B. FFA Nationals Recognitions   | Ms. Olivia Haigler                     |
| 6:28 | 9.  | <b>CONSENT AGENDA</b>   |  |
|      |     | A. Approval of Minutes for 8/13/18  | Dr. Scott Elliott                      |
|      |     | B. Field Trip Approval  |  |
|      |     | C. Surplus Declaration Request  |  |
|      |     | D. Agreement between Watauga County Board of Education and Town of Blowing Rock for the School Resource Officer Program |  |
|      |     | E. Personnel Report   |  |
| 6:38 | 10. | <b>PRESENTATION OF 2018-2019 BUDGET RESOLUTION</b>  | Ms. Ly Marze                           |

**6:48 11. AUXILLARY SERVICES UPDATE**

Ms. Monica Bolick  
Mr. Danny Clark  
Mr. Jeff Lyons

**7:18 12. CURRICULUM UPDATE: MATH RESOURCES**

Ms. Tamara Stamey

----- BREAK -----

**7:55 13. POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ**

Dr. Wayne Eberle

3565-8307	Title I Program Comparability of Services
5010	Parent Organizations
5070-7350	Public Records – Retention, Release, and Disposition
8300	Fiscal Management Standards
8325	Daily Deposits
8510	School Finance Officer
9125	Participation by Minority Businesses
3460	Graduation Requirements

**7:15 14. BOARD OPERATIONS**

**7:20 15. BOARD COMMENTS**

**7:25 16. ADJOURNMENT**

**17. MISCELLANEOUS INFORMATION**

Calendar Committee Meeting notes and Minutes



# Watauga County Board of Education

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

**PRESENT:**

Ron Henries, Brenda Reese  
Jay Fenwick, Jason K. Cornett, and  
Gary Childers  
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 5:24.

## **CLOSED SESSION**

Mr. Henries called the meeting to order in closed session under N.C.G.S.143-318.11(a)(6) Personnel, and N.C.G.S.143-318.11(a)(1) Student Records

## **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.

## **DISCUSSION AND ADJUSTMENT OF AGENDA**

Dr. Elliott noted that there was a revised agenda and an addendum to the personnel report. The revised agenda was approved by common consent.

## **PUBLIC COMMENT**

There were no public comments at the August 2018 meeting.

## **SUPERINTENDENT'S REPORT**

Dr. Elliott welcomed the board members and administrators, and thanked the district staff, principals and teachers for all of the work that had occurred during the summer to prepare for the new year. He thanked Danny Clark and the maintenance staff for all of their facility work over the summer. He noted that on August 14<sup>th</sup>, Convocation would be held at 9 AM at Watauga High and would open with a light breakfast, and benefit and health fairs beginning at 7:30 AM. Board Chair, Mr. Henries, Mr. Norman, the Principal of the Year, and Ms. Terri Hodges, the Teacher of the Year, would speak, in addition to Dr. Elliott. He welcomed all to visit the schools as they open in one week. He stated that an invitation to host the Chamber's Wakeup Watauga radio broadcast at Dan'l Boone Inn had been issued and accepted for August 24<sup>th</sup> at 7:30AM. He invited everyone to attend.

## **CONSENT AGENDA**

Jason Cornett moved to approve items A through F of the consent agenda, which was seconded by Gary Childers. The vote to approve these items was unanimous.

## **CURRENT EXPENSE AND CAPITAL EXPENSE OUTLAY**

Ms. Marze stated that the Finance Committee had reconvened and made some changes to the proposed budget. The updated, but un-finalized version was presented. It included a reduction of approximately \$450,000 from the previous budget version.

It included funding for some additional teaching and classroom support staff, and additional school nurse and counseling staff.

The Pre-K program has had cost savings due to ASU's Lucy Brock program acquiring management of the pre-school at Cove Creek.

There were also cost savings due to negotiation for previously estimated items.

Dr. Elliott spoke about the potential grant which will allow savings for security and safety issues.

There were additional increases in safety management costs due to entrance renovation and visitor registration systems. He noted current year needs for flood remediation and Bethel Pre-K startup.

Funding from various sources in the amount of \$2,399,200 allows the expenses to be met.

This is a summary of the changes from April until now. The budget will be presented for approval in September.

## **PRESENTATION OF STUDENT ACHIEVEMENT DATA**

Ms. Tamara Stamey presented the preliminary test data for the 2017-2018 year. Six schools participated in the re-test of certain students who missed grade level proficiency. There was an approximate 19% pass rate on the retest. Twenty-two students in third grade were eligible to participate, six participated in addition to students from other grades, and two reached proficiency. It was determined that a second administration was advantageous to the district.

For 17-18, Dr. Eberle looked further into changes that were made: more online testing, a 2<sup>nd</sup> administration of the test, and grades 4<sup>th</sup> and 5<sup>th</sup> participating in benchmark testing. Math I students in middle school did not participate in 8<sup>th</sup> grade Math EOGs, and FLEX was introduced at Watauga High which gave opportunities for intervention and remediation throughout the year.

In second administration, there was a 40% pass rate out of 270 assessments that were provided.

Students in fifth through eighth grade science experience a 60% pass rate, 48 students re-taking the English/Language Arts test experienced a 42.3% pass rate, and third through eighth grade math showed a 37.2% pass rate.

Growth data will be available in October. District comparisons (ranking) will be available in September.

Following a brief break, the meeting resumed at 7:35.



**POLICIES: SUBSTANTIVE CHANGES FOR FIRST READ**

3565-8307	Title I Program Comparability of Services
5010	Parent Organizations
5070-7350	Public Records – Retention, Release, and Disposition
8300	Fiscal Management Standards
8325	Daily Deposits
8510	School Finance Officer
9125	Participation by Minority Businesses
3460	Graduation Requirements

Dr. Wayne Eberle presented the policies for first read. Dr. Childers had questions about 5010 and Dr. Elliott suggested that Mr. Henning, Board Attorney, could provide some background about the changes. All of these policies, including those with changes will be brought before the Board for second read in September.

**POLICIES: SUBSTANTIVE CHANGES FOR SECOND READ**

4316	Student Dress Code
4328	Gang-Related Activity
4400	Attendance
6420	Contracts with the Board
6421	Pre-Audit and Disbursement Certifications
8220	Gifts and Bequests

Dr. Wayne Eberle presented the policies for second read. Jason Cornett moved to approve the above policies with the correctly stricken changes to 4400. The motion was seconded by Brenda Reese. Following discussion and a vote, the policies were unanimously approved.

**BOARD OPERATIONS**

Mr. Henries issued an invitation to the board to apply for NCSBA Board membership.

**BOARD COMMENTS**

Ms. Reese and Mr. Henries spoke about the safety entrance renovations and were glad to see the upgrades. Dr. Childers enjoyed the safety presentation at the High School during the previous week, and appreciates the Superintendent's proactive programs. Mr. Cornett was happy about the grant for the School Resource officer.

**ADJOURNMENT**

Gary Childers moved to adjourn which was seconded and approved by all members at 8:03.

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R. Ivan Henries, Board Chair

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Dr. Scott Elliott, Superintendent

## WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

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Sponsoring teacher: (Print) Sarah Holt  
Zachary Strickland School: Blowing Rock  
Cell phone number: 828-493-6117 Grade(s): 4 Number of students: 35  
Departure date: 10/3/18 5:30 AM Return date: 10/5/18  
Departure time: 5:30 AM Return time: 5:30 PM

### Educational purpose:

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

Sound to Sea at Trinity Center, Salter Path, NC

Purpose of trip and how it relates to the curriculum: Students will learn about adaptations of plants and animals throughout history and learn about biodiversity. They will learn about NC history and the impact that these historical events (pirates, Revolutionary War) had on the barrier islands of NC.

### Supervision and Safety:

Names of all school staff chaperones: Marcia Winkler, James Byrne

Names of all non-school chaperones: \_\_\_\_\_

All chaperones have a background check completed: N/A Sponsoring teacher initials: SH

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

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

**Transportation plan:**

Mode of transportation: \_\_\_\_\_ Yellow bus with wheelchair 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) Sunway Charters - Winston Salem, NC  
(If applicable, bus request form must be attached)

Driver/s: \_\_\_\_\_ Round trip mileage: 685 # of buses needed: 1

Total cost per student \$ 270 Source of funds: Parents and additional fundraisers

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

**Approval/Signatures:**

Sponsoring teacher signature: Sarah Holt Date: 8 / 30 / 18

Principal approval: Petral Suber Date: 8 / 30 / 18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8 / 30 / 18

Superintendent approval: [Signature] Date: 9 / 4 / 18

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

## WATAUGA COUNTY FIELD TRIP REQUEST FORM

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Sponsoring teacher: (Print) Olivia Haigler School: WHS  
Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 8  
Departure date: Monday, February 18<sup>th</sup>, 2019 Return date: Tuesday, February 19<sup>th</sup>, 2019  
Departure time: 3:45 pm Return time: 6:00 pm

### Educational purpose:

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

NC FFA Legislative Day, NC Legislative Building, Raleigh, NC

Purpose of trip and how it relates to the curriculum: We will be traveling to our state capital to attend our state FFA legislative day with other FFA members across the state. Members will learn about how our state government works, agriculture policy, and will have the opportunity to meet with our local state representative & senator.

\*More than likely this will not be an overnight trip but this is more for precautionary measures if it is not feasible to make it a day trip.

### Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

All chaperones have a background check completed: ☒

Sponsoring teacher initials: OH

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

Sponsoring Teacher Initials \_\_\_\_\_ (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: Olivia Round trip mileage: 374 # of buses needed: 1

Total cost per student \$ TBD Source of funds: FFA/CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: [Signature] Date: 8 / 28 / 18

Principal approval: [Signature] Date: 8 / 30 / 18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8 / 31 / 18

Superintendent approval: [Signature] Date: 9 / 4 / 18

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

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Sponsoring teacher: (Print) Olivia Haigler School: WHS  
 Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 12-20  
 Departure date: October 23<sup>rd</sup>, 2018 Return date: October 27<sup>th</sup>, 2018  
 Departure time: 7:00 am Return time: 9:00 pm

**Educational purpose:**

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

National FFA Convention & Expo, Indianapolis, IN

Purpose of trip and how it relates to the curriculum: We will be attending the 91<sup>st</sup> National FFA Convention & Expo. Our state winning parliamentary procedure team will be competing on the national level, a student will be participating in the national FFA chorus, another student will be serving as one of our state delegates, we have three students who received national proficiency awards, and we will be recognized as a national chapter.

**Supervision and Safety:**

Names of all school staff chaperones: Olivia Haigler, Jamie Ward

Names of all non-school chaperones: Dustin Haigler



All chaperones have a background check completed: ☒

Sponsoring teacher initials: OH

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

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

**Transportation plan:**

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

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

(If applicable, bus request form must be attached)

Driver/s: Olivia Haigler Round trip mileage: 924 # of buses needed: 1  
Total cost per student \$ 500 Source of funds: FFA/CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: Olivia Haigler Date: 8/27/18  
Principal approval: [Signature] Date: 8/27/18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8/31/18  
Superintendent approval: [Signature] Date: 9/4/18  
Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\* I have spoken with Jeff Lyons about taking an activity bus rather than chartering a bus. With our hectic schedule in competing, it would be more feasible to have the ability to drive ourselves instead of paying a charter bus driver to wait all day long at the convention center on us.

Revised: March 23, 2018

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Sponsoring teacher: (Print) Olivia Haigler School: WHS  
Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 8  
Departure date: November 26<sup>th</sup>, 2018 Return date: November 27<sup>th</sup>, 2018  
Departure time: 3:00 pm Return time: 8:00 pm

**Educational purpose:**

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

NC FFA Livestock Evaluation CDE, Hunt Horse Complex, Raleigh, NC.  
We will be staying at the Holiday Inn Express @ NCSU

Purpose of trip and how it relates to the curriculum: Students will be testing their  
evaluation & critical thinking skills in selecting sheep, goats, beef  
cattle, & swine. This is supported in Agriscience Applications Comp. 4.00

**Supervision and Safety:**

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler



All chaperones have a background check completed: ☒ Sponsoring teacher initials: OH

Are all site(s) accessible to students with disabilities? yes no How will students with disabilities be accommodated for site access and transportation? N/A

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

**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: Olivia Haigler Round trip mileage: 364 # of buses needed: 1  
Total cost per student \$ 50 Source of funds: FFA/CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: Olivia Haigler Date: 8/16/18  
Principal approval: [Signature] Date: 8/27/18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8/31/18  
Superintendent approval: [Signature] Date: 9/4/18  
Board of Education approval: \_\_\_\_\_ Date:    /   /

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Sponsoring teacher: (Print) Olivia Haigler School: WHS  
 Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 12  
 Departure date: March 5<sup>th</sup>, 2019 Return date: March 6<sup>th</sup>, 2019  
 Departure time: 3 pm Return time: 8 pm

**Educational purpose:**

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

NC FFA Ag. Business Competitions at the University of Mount Olive in  
Mt. Olive, NC.

Purpose of trip and how it relates to the curriculum: Students will apply accounting, math, &  
Sales skills used in managing businesses within the agriculture sector.  
This is related to Ag. Apps. Comp. 1.00, Hort. I Comp. 2.00, &  
Hort. II Comp. 2.00.

**Supervision and Safety:**

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

All chaperones have a background check completed: ☒

Sponsoring teacher initials: OM

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

**Transportation plan:**

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

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

(If applicable, bus request form must be attached)

Driver/s: Olivia Haigler Round trip mileage: 510 # of buses needed: 1  
Total cost per student \$ 50 Source of funds: FFA/CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: Olivia Haigler Date: 8/17/18  
Principal approval: [Signature] Date: 8/27/18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8/31/18  
Superintendent approval: [Signature] Date: 9/4/18  
Board of Education approval: \_\_\_\_\_ Date:    /   /



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Sponsoring teacher: (Print) Olivia Haigler School: WHS  
 Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 12  
 Departure date: March 9<sup>th</sup>, 2019 Return date: March 10<sup>th</sup>, 2019  
 Departure time: 7:00 am Return time: 4:00 pm

### Educational purpose:

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

FFA members will be attending the NC FFA MEGA State Leadership Conference at the Greensboro-High Point Marriott Hotel.

Purpose of trip and how it relates to the curriculum: Students will develop their leadership skills for goal planning post graduation planning, and advancement within our organization as officers.

### Supervision and Safety:

Names of all school staff chaperones:

Olivia Haigler

Names of all non-school chaperones:

Dustin Haigler

All chaperones have a background check completed: ☒ Sponsoring teacher initials: OH  
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 N/A (If applicable) A safety/supervision plan for high risk and/or water activities has been shared with the parents. Please attach a copy of the plan to this form if applicable.

**Transportation plan:**

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

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

(If applicable, bus request form must be attached)

Driver/s: Olivia Haigler Round trip mileage: 222 # of buses needed: 1  
Total cost per student \$ 100 Source of funds: FFA/CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: Olivia Haigler Date: 8 / 17 / 18  
Principal approval: [Signature] Date: 8 / 27 / 18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8 / 31 / 18  
Superintendent approval: [Signature] Date: 9 / 4 / 18  
Board of Education approval: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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Sponsoring teacher: (Print) Olivia Haigler School: WHS  
Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 20-30  
Departure date: June 17<sup>th</sup>, 2019 Return date: June 20<sup>th</sup>, 2019  
Departure time: 12:00 pm Return time: 5:00 pm

**Educational purpose:**

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

NC FFA State FFA Convention, Raleigh Convention Center, Raleigh, NC

Purpose of trip and how it relates to the curriculum: Students will be competing in state FFA events along with being recognized with awards earned this year within the organization.

**Supervision and Safety:**

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

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

Sponsoring Teacher Initials OH (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: Olivia Haigler Round trip mileage: 382 # of buses needed: 1  
Total cost per student \$ 100 Source of funds: FFA/CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: Olivia Haigler Date: 8 / 17 / 18  
Principal approval: [Signature] Date: 8 / 27 / 18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8 / 31 / 18  
Superintendent approval: [Signature] Date: 9 / 4 / 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 ☒ 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 Haigler School: WHS  
 Cell phone number: (828) 387-0856 Grade(s): 10-12 Number of students: 1-2  
 Departure date: July 9<sup>th</sup>, 2019 Return date: July 14<sup>th</sup> 2019  
 Departure time: 8:00 am Return time: 12:00 pm

### Educational purpose:

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

FFA Washington Leadership Conference in Washington DC - Omni Shoreham Hotel

Purpose of trip and how it relates to the curriculum: WLC is the national leadership conference that FFA members can attend. Students choose which of the 7 weeks in the summer they can attend & spend a week learning leadership development, teamwork, community service & citizenship. Students also get the opportunity to tour our nation's capitol & meet with their congressmen & senators. Students attending will be going based off of winning/interviewing for a full ride scholarship through NC FFA.

### Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: \_\_\_\_\_



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

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

**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) \*Flight CLT to DCA DCA to CLT

Name of charter bus company (if checked above) \_\_\_\_\_  
(If applicable, bus request form must be attached) \*Parents will take student(s) to airport

Driver/s: \_\_\_\_\_ Round trip mileage: \_\_\_\_\_ # of buses needed: 0  
Total cost per student \$ \_\_\_\_\_ Source of funds: CTE/FFA

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

**Approval/Signatures:**

Sponsoring teacher signature: [Signature] Date: 8 / 17 / 18  
Principal approval: [Signature] Date: 8 / 27 / 18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8 / 31 / 18  
Superintendent approval: [Signature] Date: 9 / 4 / 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 \_\_\_ 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 Haigler School: WHS  
 Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 12-20  
 Departure date: July 14<sup>th</sup>, 2019 Return date: July 19<sup>th</sup>, 2019  
 Departure time: 12:00 pm Return time: 6:00 pm

### Educational purpose:

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

NC FFA Center, White Lake, NC - FFA Rec Camp

Purpose of trip and how it relates to the curriculum: FFA members will be participating in competitive recreational events against other NC FFA chapters while learning teamwork & leadership skills.

### Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler

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

Sponsoring Teacher Initials BH (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. - Lifeguard on duty

**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: Olivia Haigler Round trip mileage: 508 # of buses needed: 1  
Total cost per student \$ 250 Source of funds: FFA/CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: Olivia Haigler Date: 8 / 17 / 18  
Principal approval: [Signature] Date: 8 / 27 / 18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8 / 31 / 18  
Superintendent approval: [Signature] Date: 9 / 4 / 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 ☐ 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 Haigler School: WHS  
 Cell phone number: (828) 387-0856 Grade(s): 9-12 Number of students: 12  
 Departure date: July 28<sup>th</sup>, 2019 Return date: August 2<sup>nd</sup>, 2019  
 Departure time: 12:00 pm Return time: 6:00 pm

### Educational purpose:

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

NC FFA Center, White Lake, NC State Leadership Conference

Purpose of trip and how it relates to the curriculum: FFA members will prepare & plan for the school year by learning facilitation skills, goal planning, & other leadership skills.

### Supervision and Safety:

Names of all school staff chaperones: Olivia Haigler

Names of all non-school chaperones: Dustin Haigler



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

Sponsoring Teacher Initials OH (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. - Lifeguard on Duty

**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: Olivia Haigler Round trip mileage: 506 # of buses needed: 1  
Total cost per student \$ 250 Source of funds: FFA/CTE

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

**Approval/Signatures:**

Sponsoring teacher signature: Olivia Haigler Date: 8/17/18  
Principal approval: [Signature] Date: 8/27/18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8/31/18  
Superintendent approval: [Signature] Date: 9/4/18  
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 \_\_\_ overnight & out of state trip

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Sponsoring teacher: (Print) Will Selle School: Hardin Park

Cell phone number: 828.553.1323 Grade(s): 7/8 Number of students: Approx 40

Departure date: May 10, 7am Return date: May 10

Departure time: 7am Return time: 9pm

### **Educational purpose:**

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

Carowinds Festival of Music, Charlotte NC

Purpose of trip and how it relates to the curriculum: Students will perform appropriate level repertoire for renowned Clinicians at the Carowinds Festival of Music. Students will be rewarded for their musical growth through the performance, ratings, and feedback recieved at the festival, and will also spend free time in the Park.

### **Supervision and Safety:**

Names of all school staff chaperones: Watauga County Band/Orchestra directors: Judd Pinnix, Taryn Wooten  
Beaver Robinette, Daniel Rash, Andrew Chapman, Will Selle

Names of all non-school chaperones: TBD-Select Parent Chaperons, will complete background check prior

All chaperones have a background check completed: yes

Sponsoring teacher initials: WGS

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

**Transportation plan:**

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

Name of charter bus company (if checked above) STI Tours

(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: WGS

**Approval/Signatures:**

Sponsoring teacher signature: William Selle Date: 8 / 17 / 18

Principal approval: Small Date: 8 / 17 / 18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8 / 23 / 18

Superintendent approval: [Signature] Date: 8 / 27 / 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 \_\_\_ overnight & out of state trip

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Sponsoring teacher: (Print) Randy McDonough School: Watauga High School  
Cell phone number: 828-964-0099 Grade(s): 9-12 Number of students: 70  
Departure date: 9/7/18 Return date: 9/8/18  
Departure time: 1:00 pm Return time: 4:30

### Educational purpose:

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

Kernersville, NC  
Winston-Salem

Purpose of trip and how it relates to the curriculum: The cross country teams will be competing in the "Friday Night Lights" Invitational on Friday night. On Saturday they will be doing a long run at Salem Lake in Winston. After that they will be going to an entertainment center for some bowling and arcade games.

### Supervision and Safety:

Names of all school staff chaperones: Randy McDonough, Thomas McDonough  
Dan McAnay, Kristie Beach

Names of all non-school chaperones: Kathleen Mertes, Julia Roberts,  
Jason Beach, Matt Anderson



All chaperones have a background check completed: yes 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? We will not have any students with disabilities with us.

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) \_\_\_\_\_

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

(If applicable, bus request form must be attached)

Driver/s: Randy McDonough, Dan McAtulay Round trip mileage: 220 # of buses needed: 2

Total cost per student \$ 35 Source of funds: Athletics, students

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

**Approval/Signatures:**

Sponsoring teacher signature: RM Date: 8/10/18

Principal approval: CA Be Date: 8/10/18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8/23/2018

Superintendent approval: [Signature] Date: 8/23/2018

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) Gail Richards and Brittany Ball School: Green Valley School

Cell phone number: 828-773-7294 Grade(s): Eighth Number of students: 53

Departure time/date: 7:00 am April 17, 2019 Return time/date: 11:00 pm April 19, 2019

### Educational purpose:

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

We will visit Monticello near Charlottesville Virginia on our way to Washington DC where we will spend most of our time, see attached Itinerary.

Purpose of trip and how it relates to the curriculum: It relates to portions of the Social Studies, Language Arts, and Science curricula, see attached standards

### Supervision and Safety:

Names of all school staff chaperones: seven different school employees including Brittany Ball, Laura LaPointe, and Gail Richards

Names of all non-school chaperones: various parents who have a background check

All chaperones have a background check completed: They will

Sponsoring teacher initials: gr

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

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

**Transportation plan:**

Mode of transportation:    Activity bus    Rental car/mini-van X Charter bus    Other:   

(If applicable, bus request form must be attached)

Driver/s: H & R Round trip mileage: 875 # of buses needed: one

Total cost per student \$ 325.00 Source of funds: fundraisers and student families

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

**Approval/Signatures:**

Sponsoring teacher signature: Mel Richards Date: 8 / 21 / 18

Principal approval: [Signature] Date: 8 / 22 / 18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8 / 24 / 18

Superintendent approval: [Signature] Date: 8 / 27 / 18

Board of Education approval:    Date:    /    /



**Highland Tours, LLC**  
**130 Pickatree Lane**  
**Boone, North Carolina**

**GREEN VALLEY SCHOOL / WASHINGTON, DC**  
**APRIL 17 – 19, 2019**

**DAY 1: Wednesday, April 17, 2019**

6:30 AM Coach arrives at Green Valley School for loading  
7:00 AM Depart Boone and travel to Monticello with ample rest stops enroute  
lunch (on own) picnic lunch brought from home  
MONTICELLO – home of Thomas Jefferson  
3:30 PM depart Monticello for travel on to DC  
7:00 PM Dinner (included) MAGILL'S PIZZA with TOKENS  
9:00 PM Hotel check-in: Fairfield Inn Woodbridge, VA

**DAY 2: Thursday, April 18, 2019**

7:00 AM Breakfast (included) continental in hotel  
8:00 AM Depart hotel  
Capitol Hill drop-off  
**CAPITOL TOUR**  
Lunch (included) **HARD ROCK CAFE**  
**FORD THEATRE** for Ranger Talk  
**NATURAL HISTORY MUSEUM**  
**HOLOCAUST MUSEUM**  
6:00 PM Dinner (included) **\$10.00 cash REAGAN FOOD COURT**  
**VIETNAM, LINCOLN, KOREAN, WWII Memorials**  
9:30 PM Return to hotel  
10:00 PM Private security guard on duty until 6:00 AM

**DAY 3: Friday, April 19, 2019**

7:30 AM Breakfast (included) continental in hotel  
8:15 AM Depart hotel  
**ARLINGTON CEMETERY**  
**FDR MEMORIAL**  
**MARTIN LUTHER KING MEMORIAL**  
**AMERICAN HISTORY MUSEUM**  
Lunch (included) \$15.00 to be used in museum cafeteria  
3:00 PM Depart DC for travel homeward with ample rest and meal stops enroute  
Dinner (included) \$10.00 cash for fast food enroute  
11:00 PM eta arrival at Green Valley School

**NICKIE SPINKS**

office: 828-264-5417

cell: 828-964-2707

[nickiespinks@att.net](mailto:nickiespinks@att.net)

## **Eighth Grade Essential Standards/Common Core Correlations to Washington, D.C. Trip**

Specific **Social Studies** objectives reinforced and expanded upon in Washington D.C. are:

### **Monticello, the home of Thomas Jefferson:**

8.C&G.1 Analyze how democratic ideals shaped government in North Carolina and the United States.

8.C&G.1.2 Evaluate the degree to which democratic ideals are evident in historical documents from North Carolina and the United States (e.g. the Mecklenburg Resolves, the Halifax Resolves, the Declaration of Independence, the Articles of Confederation, the Bill of Rights and the principles outlined in the US Constitution and North Carolina Constitutions of 1776, 1868 and 1971).

8.C&G.1.1 Summarize democratic ideals expressed in local, state, and national government (e.g. limited government, popular sovereignty, separation of powers, republicanism, federalism and individual rights).

### **Vietnam, Korean, and Lincoln Memorials:**

8.H.2 Understand the ways in which conflict, compromise and negotiation have shaped North Carolina and the United States.

8.H.2.1 Explain the impact of economic, political, social, and military conflicts (e.g. war, slavery, states' rights and citizenship and immigration policies) on the development of North Carolina and the United States.

8.C&G.2.2 Analyze issues pursued through active citizen campaigns for change (e.g. voting rights and access to education, housing and employment).

8.C&G.2 Understand the role that citizen participation plays in societal change.

8.C&G.2.3 Explain the impact of human and civil rights issues throughout North Carolina and United States history.

### **FDR Memorial:**

8.E.1.2 Use economic indicators (e.g. GDP, inflation and unemployment) to evaluate the growth and stability of the economy of North Carolina and the United States.

8.E.1.3 Explain how quality of life is impacted by personal financial choices (e.g. credit, savings, investing, borrowing and giving).

### **Capital Hill:**

8.C&G.1 Analyze how democratic ideals shaped government in North Carolina and the United States.

8.C&G.1.1 Summarize democratic ideals expressed in local, state, and national government (e.g. limited government, popular sovereignty, separation of powers, republicanism, federalism and individual rights).

8.C&G.1.3 Analyze differing viewpoints on the scope and power of state and national governments (e.g. Federalists and anti-Federalists, education, immigration and healthcare).

8.C&G.2.2 Analyze issues pursued through active citizen campaigns for change (e.g. voting rights and access to education, housing and employment).

**National Air and Space Museum:**

8.H.3 Understand the factors that contribute to change and continuity in North Carolina and the United States.

8.H.3.2 Explain how changes brought about by technology and other innovations affected individuals and groups in North Carolina and the United States (e.g. advancements in transportation, communication networks and business practices).

8.H.3.3 Explain how individuals and groups have influenced economic, political and social change in North Carolina and the United States.

**Arlington National Cemetery:**

8.H.2 Understand the ways in which conflict, compromise and negotiation have shaped North Carolina and the United States.

8.H.2.1 Explain the impact of economic, political, social, and military conflicts (e.g. war, slavery, states' rights and citizenship and immigration policies) on the development of North Carolina and the United States.

**National History Museum:**

8.H.3 Understand the factors that contribute to change and continuity in North Carolina and the United States.

8.H.3.2 Explain how changes brought about by technology and other innovations affected individuals and groups in North Carolina and the United States (e.g. advancements in transportation, communication networks and business practices).

8.H.3.3 Explain how individuals and groups have influenced economic, political and social change in North Carolina and the United States

8.H.3.4 Compare historical and contemporary issues to understand continuity and change in the development of North Carolina and the United States.

**Ford Theater:**

4.04: "Evaluate the importance of the roles played by individuals at the state and national levels during the Civil War and Reconstruction Period."

**Lincoln Museum:**

8.H.2.2 Summarize how leadership and citizen actions influenced the outcome of key conflicts in North Carolina and the United States.

8.H.2.3 Summarize the role of debate, compromise, and negotiation during significant periods in the history of North Carolina and the United States.

8.H.3 Understand the factors that contribute to change and continuity in North Carolina and the United States.

**National Archives:**

8.H.1.3 Use primary and secondary sources to interpret various historical perspectives.

8.H.1.4 Use historical inquiry to evaluate the validity of sources used to construct historical narratives (e.g. formulate historical questions, gather data from a variety of sources, evaluate and interpret data and support interpretations with historical evidence).

8.H.1.1 Construct charts, graphs, and historical narratives to explain particular events or issues.

8.H.1.2 Summarize the literal meaning of historical documents in order to establish context.

**Holocaust Museum/African American History Museum:**

8.C.1 Understand how different cultures influenced North Carolina and the United States.

8.C.1.3 Summarize the contributions of particular groups to the development of North Carolina and the United States (e.g. women, religious groups, and ethnic minorities such as American Indians, African Americans, and European immigrants).

8.H.1.3 Use primary and secondary sources to interpret various historical perspectives.

8.H.1.4 Use historical inquiry to evaluate the validity of sources used to construct historical narratives (e.g. formulate historical questions, gather data from a variety of sources, evaluate and interpret data and support interpretations with historical evidence).

Specific **Language Arts** objectives reinforced and expanded upon in Washington D.C. are:

**Holocaust Museum:**

**Key Ideas and Details:**

1. Cite the textual evidence that most strongly supports an analysis of what the text says explicitly as well as inferences drawn from the text.

### **Dinner Theatre-:**

#### **Integration of Knowledge and Ideas:**

7. Analyze the extent to which a filmed or live production of a story or drama stays faithful to or departs from the text or script, evaluating the choices made by the director or actors.

9. Analyze how a modern work of fiction draws on themes, patterns of events, or character types from myths, traditional stories, or religious works such as the Bible, including describing how the material is rendered new.

Specific **Science** objectives reinforced and expanded upon in Washington D.C. are:

### **National History Museum and National Air and Space Museum:**

8.P.2.2 Explain the implications of the depletion of renewable and nonrenewable energy resources and the importance of conservation.

8.E.1.2 Summarize evidence that Earth's oceans are a reservoir of nutrients, minerals, dissolved gases, and life forms:

- Estuaries
- Marine ecosystems
- Deep ocean technology and understandings gained

8.E.2.1 Infer the age of Earth and relative age of rocks and fossils from index fossils and ordering of rock layers (relative dating and radioactive dating).

8.E.2.2 Explain the use of fossils, ice cores, composition of sedimentary rocks, faults, and igneous rock formations found in rock layers as evidence of the history of the Earth and its changing life forms.

8.L.1.1 Summarize the basic characteristics of viruses, bacteria, fungi and parasites relating to the spread, treatment and prevention of disease.

8.L.1.2 Explain the difference between epidemic and pandemic as it relates to the spread, treatment and prevention of disease.

8.L.2.1 Summarize aspects of biotechnology including:

- Specific genetic information available
- Careers
- Ethical issues
- Implications for agriculture

8.L.3.1 Explain how factors such as food, water, shelter and space affect populations in an ecosystem.



8.L.3.2 Summarize the relationships among producers, consumers, and decomposers including the positive and negative consequences of such interactions.

8.L.3.3 Explain how the flow of energy within food webs is interconnected with the cycling of matter (including water, nitrogen, carbon dioxide and oxygen).

8.L.4.1 Summarize the use of evidence drawn from geology, fossils, and comparative anatomy to form the basis for biological classification systems and the theory of evolution.

8.L.4.2 Explain the relationship between genetic variation and an organism's ability to adapt to its environment.

## 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) Caitlin Zirkle School: Watauga High  
Cell phone number: 540.686.5244 Grade(s): 11-12 Number of students: 3  
Departure time/date: 6:00 AM on Sept. 6 Return time/date: 6:00 PM on Sept. 7

### Educational purpose:

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

Charlotte, NC  
Yearbook Creativity Workshop Itinerary attached.

Purpose of trip and how it relates to the curriculum: This workshop provides  
creative collaboration time with professionals &  
other students in Western NC. This is an  
invitation based only workshop for successful  
yearbook programs.  
Students will learn new photography &  
journalism techniques.

### Supervision and Safety:

Names of all school staff chaperones: Caitlin Zirkle

Names of all non-school chaperones: \_\_\_\_\_

All chaperones have a background check completed: ☒

Sponsoring teacher initials: CK2

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

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) County car

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

(If applicable, bus request form must be attached)

Driver/s: Caitlin Zirkle 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: CK2

**Approval/Signatures:**

Sponsoring teacher signature: Caitlin Zirkle Date: 8/15/18

Principal approval: CK2 Date: 8/20/18

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 8/24/18

Superintendent approval: [Signature] Date: 8/27/18

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



## 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 9/6 - 9/7

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

please see attached.

C. Means of transportation County car Cost \_\_\_\_\_

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.):

I will be with students at all times.

E. Arrangements for meals during trip: Lunch provided /  
Students need \$ for dinner.

**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.

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- 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



## LOCATION

The Yearbook Creativity Workshop is located at The Art Institute of Charlotte and gives yearbook staffs an opportunity to visit the school while working on the 2019 yearbook.

## PARTICIPATION

The workshop is limited to key decision makers, approximately five or six students per staff. Total number of schools participating in the workshop is limited to facilitate a personal environment. Advisers are required to attend with their students.

## PRESENTATION

While there will be brief instructional presentations, the focus will be on intensive planning and refining of your concept, coverage, and design for your 2019 yearbook.

## EXPECTATION

Staffs are required to bring laptops. Internet access will be available at no charge. Those not using online programs need to come prepared with InDesign loaded.

## INVITATION

While the workshop is sponsored by Jostens, extreme yearbookers, working with any company are welcome.

## INSPIRATION

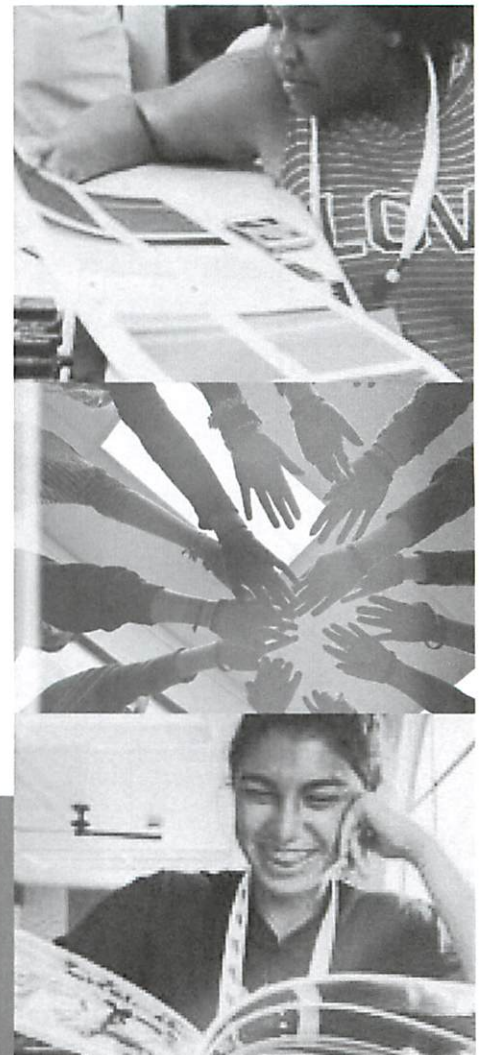
A collection of current magazines and award-winning yearbooks will be available for your reference and inspiration.

## REGISTRATION

The \$140 per student registration fee covers instructional materials, lunch and snacks on both days. There is no fee for advisers that bring two or more students. Lodging is not provided.

To register, please email [jeff.moffitt@jostens.com](mailto:jeff.moffitt@jostens.com) by August 1, 2018.

Include the number of students attending and their names.



*Jostens*

# CREATIVITY WORKSHOP

SEPTEMBER 6-7, 2018



AS A YEARBOOKER YOU REPRESENT THE  
CULTURE, THE ACTIVITIES AND THE PEOPLE  
THAT MAKE YOUR SCHOOL ONE OF A KIND.  
WHEN YOU DO THIS EXCEPTIONALLY WELL,  
YOU CREATE A BOOK THAT IS TRULY YOURS.

YOURS TRULY  
YEARBOOK

CHARLOTTE 2018



## THE CREATIVITY WORKSHOP

is an intense two day workshop created for and geared to scholastic journalism programs. This workshop will provide collaboration time for each staff and more personalized attention with instructors. It focuses on high-level concepts that differentiate the most successful yearbooks from the rest. This invitation is being sent to a small group of highly successful yearbook programs and you're part of that group.



# YOUR TRULY YEARBOOK

**CHARLOTTE 2018**

**09.06.18**  
**THURSDAY**

**9 a.m. - Noon**

Welcome, expectations,  
yearbook Show & Tell,  
instructional presentation,  
staff work time

**Noon - 1:00 p.m.**

Lunch break, provided

**1:00 p.m. - 3:30 p.m.**

Staff work time,  
professional consultations

**3:30 - 4:00 p.m.**

Snack break, provided

**4:00 - 6:00 p.m.**

Staff work time,  
professional consultations

**6:00 p.m.**

Workshop concludes for  
the day, dinner and staff  
work time on your own

**09.07.18**  
**FRIDAY**

**9 a.m. - 11:30 a.m.**

Instructional presentation,  
staff work time, professional  
consultations

**11:30 - 12:30 p.m.**

Lunch break, provided

**12:30 p.m. - 2:00 p.m.**

Staff staff work time

**2:00 p.m. - 3:00 p.m.**

Show & Tell

**3:00 p.m.**

Wrap up & departure,  
workshop concludes

*Jostens®*

## INSTRUCTORS

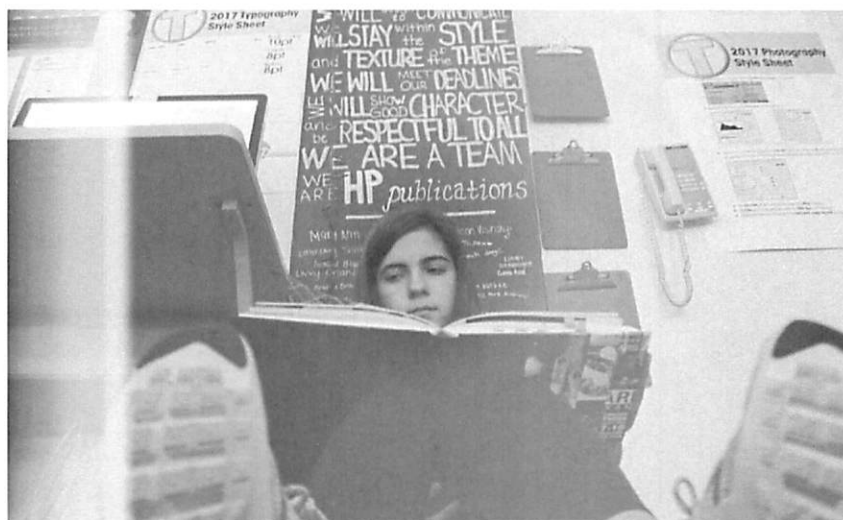
### MARTHA AKERS

Martha Akers, the 2005 JEA Yearbook Adviser of the Year, has been advising yearbook and teaching photojournalism at Loudoun Valley High School in Purcellville, Virginia, for three decades. The Saga has received NSPA Pacemakers, CSPA Gold Crowns and VHSL's Trophy. Akers speaks at and directs conventions and workshops nationwide and is a contributor to various scholastic journalism publications. She co-authored CSPA's Scholastic Yearbook Fundamentals and the CSPA yearbook critique.

### JEFF MOFFITT

Moffitt, MJE, is a Jostens Creative Account Manager. He advised the award-winning Torch yearbook and Oracle newspaper at Olympia High School in Orlando, FL for 11 years. He was a National Board Certified teacher in career and technical education. Moffitt was OHS's 2007 Teacher of the Year. JEA named him a Special Recognition Yearbook Adviser in 2010 and a Rising Star in 2006. In seventh grade, Moffitt began his yearbook journey. Since then, he has shared his design, writing, photography, and marketing skills with yearbook staffs around the globe, teaching at local, state, national and international conventions and workshops.

**ADDITIONAL INSTRUCTORS WILL BE ADDED BASED ON ENROLLMENT AND NEED**



### CONTACT

**JEFF MOFFITT**

3708 Northview LN  
Dallas, TX 75229  
407.579.7485  
jeff.moffitt@jostens.com

### LOCATION

**ART INSTITUTE OF CHARLOTTE**

Three Lake Pointe Plaza  
2110 Water Ridge Parkway  
Charlotte, NC 28217-4536  
www.artinstitutes.edu



# REGISTRATION

YOURS TRULY  
YEARBOOK

CHARLOTTE 2018

School:

Address:

Adviser:

	First Name	Last Name	Food Allergies
1	ML	Sprague	
2	Abigail	Marlett	
3	Marley	Forester	
4			
5			
6			

Please email this information to [jeff.moffitt@jostens.com](mailto:jeff.moffitt@jostens.com) by  
Tuesday, August 21, 2018. Thank you.

*Jostens*

## Declaration of Surplus Items - September 2018

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
<b>Central Office</b>	1	Exmax Wireless Tour Guide Receiver UHG-938		1
	<u>1</u>		<u>0</u>	<u>1</u>
<b>Bethel</b>	1	Battery Minder Charger 244CEC1		1
	1	3 Tier Rolling TV Cart	1	
	1	Metal Tech Table	1	
	4	Motorola MR350R Two Way Radio		4
	1	Midland GXT1000 Two Way Radio	1	
	1	Green Metal Rolling Cart	1	
	<u>9</u>		<u>4</u>	<u>5</u>
<b>Green Valley</b>	1	Windsor Admiral Carpet Cleaner ADM8		1
	1	Minuteman Floor Scrubber/Vacuum Cleaner	1	
	1	Nobles Speedshine 2000 Floor Burnisher		1
	<u>3</u>		<u>1</u>	<u>2</u>
<b>Hardin Park</b>	1	Wooden Chair		1
	1	Blue and Red Bean Table		1
	1	Green Chair		1
	1	Mini Refrigerator		1
	1	Wooden Shelf		1
	3	Power Poles	3	
	1	Wooden Table	1	
	2	Rolling Computer Cart		2
	1	Four Drawer File Cabinet	1	
	1	Wooden Desk/Table		1
	1	AL Cook N1YF Propane Floor Buffer		1
	1	Pullman Hold HS20F Buffer		1
	2	Plastic Rolling Cart	2	
	1	Snugseat Giraffe Stander with Table		1
	1	Folding Table		1
	2	Table		2
	1	Skutt 1027-208 Electric Kiln		1
	1	Paragon A100B Electric Kiln		1

1	Snugseat Giraffe Standing Frame		1
1	Rifton KS17 Gait Trainer		1
25		7	18

### Mabel

1	Air Temp B3J12E2A AC Window Unit		1
1	SnapAV UPS EP400 Surge Protector		1
1	Black and Decker Cordless Drill		1
1	Emerson VHS/DVD Player	1	
1	Samsung 25" Color Monitor	1	
1	Tracor Paktroni Crystal Alloy Injector	1	
1	Therm-O-Vac Vacuum Former	1	
1	Justrite Flammable Materials Cabinet 60 Gallon	1	
3	3 Tier Brown Rolling Cart	3	
11		8	3

### Valle Crucis

1	ASUS Chromebit CS10		1
1	NEC VT695 Projector		1
1	SMART Senteo Response System		1
1	HP Laserjet 1300n Printer		1
1	Cisco Flip Ultra HD U260 Camcorder		1
1	Cisco Flip Ultra HD Camcorder	1	
1	Pure Digital Flip Ultra U1120B Camcorder	1	
3	Flip Video Flip Cam Ultra Camcorder	3	
1	Dell Monitor		1
3	Texas Instruments TI-84 Graphing Calculator		3
1	Samsung Galaxy 2 Tablet		1
5	3' x 6' Wooden Table		5
4	File Cabinet		4
4	2 Drawer File Cabinet		4
1	Kitchen Cabinet	1	
1	Texas Instruments TI-81 Calculator		1
1	Whirlpool AC Window Unit		1
1	HP Laserjet 4000n Printer		1
1	Kenmore AC Window Unit		1
1	New Air AI-210W Ice Maker		1
1	Alpha Smart 3000 Computer Cart	1	

1	Magnavox TV		1
1	Awanti Mini Refrigerator		1
1	Holmes Space Heater		1
1	Gym Balance Beam	1	
1	Large Metal Cart		1
1	Scienceware Plastic Hood		1
1	Pre-K Wooden Bunk Bed	1	
1	Pre-K Bookshelf	1	
1	Pre-K Play Sink	1	
1	Kenmore Stove	1	
1	3' x 6' Wooden Desk	1	
2	Wooden Work Tables with Lockers	2	
1	Samsung AC Unit		1
49		15	34

**Watauga High  
School**

1	Grizzly Feeder on Spindle Shaper FA904822	1	
1	Grizzly Overarm Wood Router G8030	1	
1	Rockwell Table Saw	1	
1	70" Vizio TV		1
1	Enco Bench Lathe 110-1340		1
1	Baldor Belt Sander 2" x 48"		1
6		3	3

**Technology**

1	Dell Poweredge R420 Server		1
1		0	1



**AGREEMENT between  
Watauga County Board of Education and  
Town of Blowing Rock for the Police School  
Resource Officer Program**

This Agreement, entered into this 14 day of August, 2018, between Watauga County Board of Education, a public body corporate organized and existing under the Constitution and laws of the State of North Carolina, hereinafter referred to as the "School Board," and the Town of Blowing Rock, a municipal corporation organized and existing under the laws of the State of North Carolina, through its Police Department, hereinafter referred to as the "Police Agency",

Witness that:

The School Board and Police Agency mutually agree as follows:

**1. THAT THE SCHOOL BOARD SHALL:**

- a. Provide office space, access to telephone and internet, and basic office supplies.
- b. Develop desired schedule of work for the School Resource Officer, understanding that the School Resource Officer will comply with the Town of Blowing Rock Personnel Policies as a Town of Blowing Rock employee.

**2. THAT THE POLICE AGENCY SHALL:**

- a. Cause to be provided, at Police Agency expense, for and on behalf of the School Board one School Resource Officer to carry out the duties and responsibilities listed in this agreement. The School Board or their representatives will approve the officer to be assigned.
- b. Assist school officials in lawfully responding to any law enforcement requests for confidential student and employee records pursuant to state law, federal law, and School Board Policy 5120 and associated procedures. If, during the course of service pursuant to this Agreement the Police Agency or the School Resource Officer should obtain any information pertaining to official student records, this Agreement shall not be construed to constitute a waiver of, or to in any manner diminish the provisions for, confidentiality of student records.
- c. For the purpose of reviewing the School Resource Officer's performance as contemplated herein, allow full access to the personnel file of the School Resource Officer to the Superintendent or the Superintendent's 's designee, provided the Resource Officer consents and signs a written release in accordance with N.C.G.S. 160A-168(c)(6), and provided that the information in such file is kept confidential and not further disclosed.
- d. Provide, to the extent that Police Agency resources permit, an officer to temporarily perform School Resource Officer duties on occasions that the assigned School Resource Officer is unavailable to work.

**3. REPORTING AUTHORITY:**

- a. For issues of school policy, the School Resource Officer will follow recommendations and coordinate activities with the administration of Blowing Rock School.

- b. For all other law enforcement duties and general supervision as per Town of Blowing Rock and Blowing Rock Police Department Personnel Policy, the School Resource Officer will report to the Blowing Rock Police Department.

#### **4. TERM OF AGREEMENT:**

**This agreement shall remain in effect from August 14, 2018, until June 30, 2019, unless terminated sooner pursuant to Section 9 of this Agreement.**

#### **5. PERFORMANCE RESPONSIBILITIES:**

The purpose of the School Resource Officer position is to create a safe, inviting, and engaging learning environment for all students and school staff members.

In addition to the specific duties set forth in sections 6-8 below, the general duties of the School Resource Officer shall include:

- a. Protect students, staff, visitors and property of the school.
- b. Investigate criminal activity on school property.
- c. Assist other law enforcement agencies as requested.
- d. Assist social services and mental health agencies at Blowing Rock School as requested.
- e. Patrol areas of school campus as directed or needed.
- f. Assist in medical emergencies as needed.
- g. Counsel school staff in crisis prevention and intervention.
- h. Conduct informal counseling with students and families.
- i. Coordinate with school administration to ensure the appropriate delineation of roles and duties between law enforcement and school administration. As such, the School Resource Officer:
  - i. Will be trained in the legal standards governing searches and interrogations of minors by law enforcement officers pursuing criminal investigations, including the standards of juvenile *Miranda*;
  - ii. Will report issues of routine school discipline to school officials and not independently investigate issues of school discipline;
  - iii. Will not ask school officials to initiate a search or interrogation for purely law enforcement purposes;
  - iv. Will not be asked to participate in the investigation of routine school discipline by school officials unless necessary to protect the safety of persons;
  - v. Will promptly notify school officials whenever a student is questioned on school premises for a law enforcement purpose and/or when law enforcement action is taken against any student unless such notice would compromise an active investigation; further, the School Resource Officer will consult with school officials as to whether the parent(s) or guardian of a minor should be contacted with respect to any of the foregoing; and
  - vi. Will assist school officials in lawfully responding to any law enforcement requests for confidential student and employee records consistent with state and federal law.

#### **6. PREVENTION:**

- a. Establish positive relationships between the officer and the student population.
- b. Assist other agencies such as social services, mental health and other organizations which provide services and care to school system employees, students and families.

- c. Receive training in Conflict Resolution and Peer Mediation.
- d. Assist students and teachers through Conflict Resolution classroom activities, assemblies and informal discussion.
- e. Work with training team to conduct staff development in Conflict Resolution strategies.
- f. Assist in training students in Peer Mediation.
- g. Serve as a resource for parents and students.
- h. Maintain a crime prevention tip-line or website.

## **7. INTERVENTION:**

- a. Identify causes of violence in the schools.
- b. Educate students with respect to the consequences of violence and criminal behavior.
- c. Investigate criminal activity against school property, personnel, students and visitors.
- d. Provide and/or coordinate law enforcement at school activities.
- e. Assist local law enforcement authorities in school-related matters as requested.
- f. Serve as liaison between law enforcement and school officials, students and parents.
- g. Keep a log of activities relating to class, student and parent contacts.
- h. Review and access school security video limited to the investigation of suspected crimes.
- i. Any other duties assigned by the Blowing Rock Police Department.

## **8. CRITICAL KNOWLEDGE, TRAINING OR CERTIFICATION:**

- a. Basic Law Enforcement training.
- b. Certified as a North Carolina Law Enforcement Officer sworn by the Blowing Rock Police Department.
- c. General experience in law enforcement with specialized knowledge of and/or experience in dealing with substance abuse, juvenile law and operating standards of accepted School Resource Officer procedures.
- d. Crisis Prevention and Intervention training.
- e. Successful completion of School Resource Officer Certification from the NC Justice Academy.

## **9. TERMINATION:**

(a) Either party may terminate this Agreement without cause on 90 days notice in writing to the other party;

(b) Either party may terminate this Agreement immediately for cause, upon giving written notice to the other party, in the event that the general counsel of the party terminating the Agreement provides a written statement that in his or her good faith legal opinion it is not legally permissible for that party to continue to substantially comply with this Agreement.

(c) In the event the School Board is dissatisfied with the performance of the assigned SRO, the Board shall consult with the Blowing Rock Chief of Police and the parties shall negotiate in good faith so as to reasonably satisfy the Board, either by improvement in the performance of the SRO or by assignment of a different officer to serve as SRO. In the event the Board remains dissatisfied despite the foregoing efforts, the Board may terminate this Agreement upon 30 days written notice.


In the event of termination, for whatever cause, the School Board shall provide funding as specified herein, prorated through the effective date of the termination.

IN WITNESS WHEREOF, the parties set their hands and seals in Blowing Rock, Watauga County, North Carolina.

TOWN OF BLOWING ROCK

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Town Manager

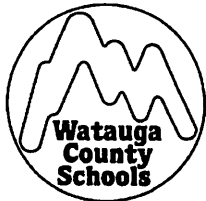
WATAUGA COUNTY  
BOARD OF EDUCATION

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Superintendent





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# Watauga County Board of Education

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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: September 10, 2018

RE: 2018-19 Budget Resolution

Attached is the Budget Resolution for Watauga County Schools for fiscal year 2018-19.

A summary budget for all funds is as follows:

Local Current Expense Fund	\$ 13,880,455
State Public School Fund	29,417,019
Federal Grants Fund	2,084,731
School Nutrition Fund	1,766,500
Extended Learning Centers Fund	465,291
Capital Outlay Fund	2,399,200
Special Revenue Fund	610,784
Total	\$ 50,623,980

# **WATAUGA COUNTY PUBLIC SCHOOL SYSTEM**

## **BUDGET RESOLUTION**

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

Section 1 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

5100 Regular Instructional Services	\$ 4,600,770
5200 Special Populations Services	400,595
5400 School Leadership Services	946,735
5500 Co-Curricular Services	302,864
5800 School-Based Support Services	593,139
6100 Curricular Support Services	330,682
6400 Technology Support Services	579,989
6500 Operational Support Services	2,758,699
6600 Financial and Human Resource Services	2,258,740
6700 Accountability Services	16,000
6900 Policy, Leadership, and Public Relations Services	601,202
8100 Payments to Charter Schools	491,040

**TOTAL LOCAL CURRENT EXPENSE FUND APPROPRIATION** **\$ 13,880,455**

Section 2 – The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

**TOTAL LOCAL CURRENT EXPENSE FUND REVENUE** **\$ 13,880,455**

Section 3 – The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

5100 Regular Instructional Services	\$ 22,321,481
5200 Special Populations Services	3,423,767
5300 Alternative Programs and Services	228,513
5400 School Leadership Services	1,343,880
5800 School-Based Support Services	514,914
6200 Special Populations Support and Development Services	562,171
6500 Operational Support Services	1,020,432
6700 Accountability Services	1,861

**TOTAL STATE PUBLIC SCHOOL FUND APPROPRIATION** **\$ 29,417,019**

Section 4 – The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

**TOTAL STATE PUBLIC SCHOOL FUND REVENUE** **\$ 29,417,019**

Section 5 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

5100 Regular Instructional Services	\$ 180,422
5200 Special Populations Services	1,068,549
5300 Alternative Programs and Services	835,760

TOTAL FEDERAL GRANTS FUND APPROPRIATION	\$ 2,084,731
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Section 6 – The following revenues are estimated to be available to the Federal Grants Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

TOTAL FEDERAL GRANTS FUND REVENUE	\$ 2,084,731
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Section 7 – The following amounts are hereby appropriated for the operation of the school administrative unit in the School Nutrition Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

7200 Nutrition Services	\$ 1,766,500
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TOTAL SCHOOL NUTRITION FUND APPROPRIATION	\$ 1,766,500
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Section 8 – The following revenues are estimated to be available to the School Nutrition Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

Local Funds, Receipts, and Transfers	\$ 654,500
Federal Funds	1,112,000

TOTAL SCHOOL NUTRITION FUND REVENUE	\$ 1,766,500
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Section 9 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Extended Learning Centers Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

7100 Extended Learning Centers	\$ 465,291
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TOTAL EXTENDED LEARNING CENTERS FUND APPROPRIATION	\$ 465,291
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Section 10 – The following revenues are estimated to be available to the Extended Learning Centers Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

Local Funds and Receipts	\$ 465,291
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TOTAL EXTENDED LEARNING CENTERS FUND REVENUE	\$ 465,291
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Section 11 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

Category I Projects (Acquisition of land and acquisition, construction, or renovation of buildings and other structures)	\$ 1,792,000
Category II Projects (Acquisition or replacement of furnishings and equipment)	440,200
Category III Projects (Acquisition of school buses, activity buses and other motor vehicles)	167,000

TOTAL CAPITAL OUTLAY FUND APPROPRIATION	\$ 2,399,200
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Section 12 – The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

Local Funds	\$ 289,200
State Lottery Funds	2,110,000

TOTAL CAPITAL OUTLAY FUND REVENUE	\$ 2,399,200
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Section 13 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Special Revenue Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

5100 Regular Instructional Services	\$ 139,161
5300 Alternative Programs and Services	356,623
5800 School-Based Support Services	115,000

TOTAL SPECIAL REVENUE FUND APPROPRIATION	\$ 610,784
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Section 14 – The following revenues are estimated to be available to the Special Revenue Fund for the fiscal year beginning July 1, 2018, and ending June 30, 2019:

Restricted Funds	\$ 610,784
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TOTAL SPECIAL REVENUE FUND REVENUE	\$ 610,784
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Section 15 – All appropriations shall be paid first from revenues restricted as to use and then from general unrestricted revenues.



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

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

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

Adopted this 10<sup>th</sup> day of September 2018.

Chair  
Watauga County Board of Education

CURRENT EXPENSE FUND 2018-19					9/10/2018
DESCRIPTION		2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
<b>5100</b>	<b>REGULAR INSTRUCTIONAL SERVICES</b>				
1	Salary - Local Positions	2,822,381	2,826,928	4,547	0.16%
2	Salary - JROTC	151,425	160,400	8,975	5.93%
3	JROTC Program Funds	-	15,000	15,000	100.00%
4	PreK Program	55,000	55,000	-	0.00%
5	Substitute Teacher Salaries	50,000	50,000	-	0.00%
	Substitutes for 3D Assessments/Area Level Meetings	37,000	37,000	-	0.00%
6	Mentor Stipends	36,000	41,000	5,000	13.89%
7	District-wide Supplies/Materials	20,000	25,000	5,000	25.00%
	New Classroom Needs Due to Increased Enrollment	50,000	-	(50,000)	-100.00%
8	Student Planners for K-8	4,000	-	(4,000)	-100.00%
9	Piano Tuning and Repairs	2,400	2,500	100	4.17%
10	Instrument Repairs	4,500	4,400	(100)	-2.22%
11	Itinerant Teacher Travel	8,000	8,000	-	0.00%
12	Homebound Services	5,000	5,000	-	0.00%
13	Workers Compensation Insurance	70,000	75,000	5,000	7.14%
14	Unemployment Insurance	10,000	5,000	(5,000)	-50.00%
15	Life Insurance	5,000	5,000	-	0.00%
16	Employee Assistance Program	3,500	3,500	-	0.00%
17	Disability	5,000	5,000	-	0.00%
18	Social Security	258,329	239,853	(18,477)	-7.15%
19	Retirement Cost	557,385	567,182	9,797	1.76%
20	Hospital Insurance	463,651	470,008	6,357	1.37%
		4,618,572	4,600,770	(17,802)	-0.39%
<b>5200</b>	<b>SPECIAL POPULATIONS SERVICES</b>				
21	Salary - Exceptional Children	233,215	258,752	25,537	10.95%
22	Social Security	17,841	19,795	1,954	10.95%
23	Retirement Cost	39,950	48,801	8,851	22.15%
24	Hospital Insurance	64,559	73,248	8,689	13.46%
		355,565	400,595	45,030	12.66%
<b>5400</b>	<b>SCHOOL LEADERSHIP SERVICES</b>				
25	Salary - Principals	30,537	35,543	5,006	16.39%
26	Travel - Principals	10,800	10,800	-	0.00%
27	Salary - Assistant Principals	52,878	57,596	4,718	8.92%
28	Salary - Office Personnel	422,629	440,738	18,109	4.28%
29	Longevity	3,077	3,077	-	0.00%
30	Media Center Supplies and Materials				
	Bethel	1,188	1,092	(96)	-8.08%
	Blowing Rock	1,884	1,924	40	2.12%
	Cove Creek	1,576	1,524	(52)	-3.30%
	Green Valley	1,992	1,968	(24)	-1.20%
	Hardin Park	3,980	4,076	96	2.41%
	Mabel	1,164	1,192	28	2.41%
	Parkway	2,644	2,672	28	1.06%
	Valle Crucis	1,824	2,016	192	10.53%
	Watauga High	5,840	5,908	68	1.16%

CURRENT EXPENSE FUND 2018-19		2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	9/10/2018 PERCENT INCREASE
DESCRIPTION					
31	School Needs, Staff Development, and Supplies				
	Bethel	5,972	5,348	(624)	-10.45%
	Blowing Rock	10,496	10,756	260	2.48%
	Cove Creek	8,494	8,156	(338)	-3.98%
	Green Valley	11,198	11,042	(156)	-1.39%
	Hardin Park	24,120	24,744	624	2.59%
	Mabel	5,816	5,998	182	3.13%
	Parkway	15,436	15,618	182	1.18%
	Valle Crucis	10,106	11,354	1,248	12.35%
	Watauga High	36,210	36,652	442	1.22%
32	Social Security	39,774	41,903	2,129	5.35%
33	Retirement Cost	87,212	101,270	14,057	16.12%
34	Hospital Insurance	96,839	103,768	6,930	7.16%
		893,686	946,735	53,049	5.94%
5500	CO-CURRICULAR SERVICES				
35	Middle School Athletics				
	Coaching Supplements	35,000	35,000	-	0.00%
	Transportation	20,000	24,000	4,000	20.00%
	Catastrophic Insurance	6,175	6,175	-	0.00%
	Supplies	9,000	14,000	5,000	55.56%
	Contract Services	15,000	16,000	1,000	6.67%
36	WHS Athletics				
	Coaching Supplements	100,000	100,000	-	0.00%
	Transportation	20,000	20,000	-	0.00%
	Catastrophic Insurance/NCSHAA Dues	13,500	13,300	(200)	-1.48%
	Athletic Complex - WHS Athletics	27,630	20,000	(7,630)	-27.61%
	Athletic Drug Testing	3,000	3,000	-	0.00%
37	Cultural Arts Program	7,000	15,600	8,600	122.86%
38	Social Security	10,328	10,328	-	0.00%
39	Retirement Cost	23,126	25,461	2,336	10.10%
		289,758	302,864	13,106	4.52%
5800	SCHOOL-BASED SUPPORT SERVICES				
40	Salary - School Nurses	30,220	39,000	8,780	29.05%
41	Salary - School Counselors (2 New Positions)	-	81,720	81,720	100.00%
42	Salary - Student Office /Data Manager	174,409	169,908	(4,501)	-2.58%
43	Longevity	2,592	2,592	-	0.00%
44	WHS/ASU Assessment Center	30,000	30,000	-	0.00%
45	Student Assistance and Risk Assessment Program	4,000	4,000	-	0.00%
46	Mountain Alliance Partnership	9,000	9,000	-	0.00%
47	Supplies and Materials for School Nurses	2,000	2,000	-	0.00%
48	Supplies and Materials for Social Workers	500	500	-	0.00%
49	Safe Schools Program	2,000	2,000	-	0.00%
50	OSHA/Employee Safety	700	700	-	0.00%
51	ASU Clinical Screenings	700	700	-	0.00%
52	SACS Accreditation	1,000	8,000	7,000	700.00%
53	Staff Development for Departments and Programs				
	Administrative	6,000	6,000	-	0.00%
	Countywide	10,000	10,000	-	0.00%
	National Board Academy	3,000	3,000	-	0.00%
	K-3 Staff Development	12,000	12,000	-	0.00%
	4-8 Staff Development	12,000	12,000	-	0.00%
	9-12 Staff Development	2,000	2,000	-	0.00%

CURRENT EXPENSE FUND 2018-19		2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	9/10/2018 CHANGE	PERCENT INCREASE
DESCRIPTION					
	MTSS Staff Development	6,000	6,000	-	0.00%
	ITF/Media Staff Development	3,000	3,000	-	0.00%
	AIG	2,000	2,000	-	0.00%
	Science and Chemical Safety	5,500	1,500	(4,000)	-72.73%
	School Nurses	3,000	3,000	-	0.00%
54	Staff Development/Travel for Departments and Directors				
	Superintendent	5,000	5,000	-	0.00%
	Assistant Superintendent/Personnel	3,450	3,450	-	0.00%
	K-3 Curriculum	2,000	2,000	-	0.00%
	4-8 Curriculum	1,500	1,500	-	0.00%
	Curriculum Support	2,000	2,000	-	0.00%
	Instructional Support	1,000	1,000	-	0.00%
	Testing	1,500	1,500	-	0.00%
	Student Services	3,600	3,600	-	0.00%
	Exceptional Children	2,000	2,000	-	0.00%
	Finance	2,800	2,800	-	0.00%
	Technology	9,000	9,000	-	0.00%
	Maintenance	7,000	7,000	-	0.00%
	Transportation	4,800	4,800	-	0.00%
	School Nutrition	1,500	3,000	1,500	100.00%
	Public Relations	750	1,200	450	60.00%
55	Social Security	19,069	22,431	3,362	17.63%
56	Retirement Cost	42,700	55,301	12,601	29.51%
57	Hospital Insurance	46,952	54,936	7,984	17.00%
		478,242	593,139	114,896	24.02%
6110	CURRICULAR SUPPORT SERVICES				
58	Salary - District Personnel	242,072	246,913	4,841	2.00%
59	Social Security	18,519	18,889	370	2.00%
60	Retirement Cost	39,530	46,568	7,038	17.80%
61	Hospital Insurance	16,977	18,312	1,335	7.86%
		317,098	330,682	13,584	4.28%
6400	TECHNOLOGY SUPPORT SERVICES				
62	Salary - Technology	227,961	238,534	10,573	4.64%
63	Longevity	2,134	2,134	-	0.00%
64	Technical Operating Contracts	150,000	150,000	-	0.00%
65	Communication Systems	36,500	45,000	8,500	23.29%
66	Technology Repairs, Supplies and Wiring Needs	25,000	25,000	-	0.00%
67	Maintenance Agreements	25,000	25,000	-	0.00%
68	Social Security	17,602	18,411	809	4.60%
69	Retirement Cost	39,415	45,390	5,975	15.16%
70	Hospital Insurance	30,812	30,520	(292)	-0.95%
		554,425	579,989	25,564	4.61%
6500	OPERATIONAL SUPPORT SERVICES				
71	Salary - Maintenance	614,935	613,715	(1,220)	-0.20%
72	Salary - Transportation	56,305	57,431	1,126	2.00%
73	Longevity	10,848	10,848	-	0.00%
74	Electricity	650,000	650,000	-	0.00%
75	Heating Fuel	275,000	275,000	-	0.00%
76	Water/Sewer	50,000	50,000	-	0.00%
77	Solid Waste Services	20,000	20,000	-	0.00%



CURRENT EXPENSE FUND 2018-19		2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	9/10/2018 PERCENT INCREASE
DESCRIPTION					
78	Telephone/Data - Central Office and Administrators	22,000	22,000	-	0.00%
79	Telephone/Data - Schools	140,000	140,000	-	0.00%
80	Postage	6,000	6,000	-	0.00%
81	Maintenance Supplies	186,000	186,000	-	0.00%
82	Maintenance Fees	153,000	153,000	-	0.00%
83	Custodial Supplies	95,000	105,000	10,000	10.53%
84	AHERA Inspection of Asbestos	4,000	4,000	-	0.00%
85	Elevator Maintenance	7,440	7,440	-	0.00%
86	Water System Maintenance	32,500	32,500	-	0.00%
87	Painting	40,000	40,000	-	0.00%
88	Digitizing Facility Plans	3,500	-	(3,500)	-100.00%
89	Transportation - Service and License Agreements	24,600	24,600	-	0.00%
90	Hazardous Waste Disposal	2,500	2,500	-	0.00%
91	Garage/Transportation Supplies	2,300	2,300	-	0.00%
92	Vehicle Repair Parts	19,300	19,300	-	0.00%
93	Gas	35,000	35,000	-	0.00%
94	Oil	1,000	1,000	-	0.00%
95	Tires	3,500	3,500	-	0.00%
96	License/Title Fees	2,800	3,000	200	7.14%
97	Drug Testing	4,000	8,000	4,000	100.00%
98	Bus Lift Maintenance	2,000	2,000	-	0.00%
99	Social Security	52,180	52,173	(7)	-0.01%
100	Retirement Cost	116,842	128,624	11,782	10.08%
101	Hospital Insurance	105,642	103,768	(1,874)	-1.77%
		2,738,191	2,758,699	20,507	0.75%
<b>6600</b>	<b>FINANCIAL AND HUMAN RESOURCE SERVICES</b>				
102	Salary - Finance	143,936	153,600	9,664	6.71%
103	Salary - Personnel	70,840	72,257	1,417	2.00%
104	Classified Salary Revision	90,000	90,000	-	0.00%
105	Supplements				
	Certified Staff	937,876	937,876	-	0.00%
	Classified Staff	241,576	241,576	-	0.00%
	School Administrators	80,130	80,130	-	0.00%
	Directors	37,910	37,910	-	0.00%
	School Nutrition	35,487	35,487	-	0.00%
106	Finance Office Supplies	5,000	10,000	5,000	100.00%
107	Recruitment	13,000	13,000	-	0.00%
108	Teacher License Renewal Fees	3,500	3,000	(500)	-14.29%
109	Workers Comp Drug Screenings	-	1,000	1,000	100.00%
110	Pre-employment Screenings	1,000	1,000	-	0.00%
111	Awards Program	8,000	9,500	1,500	18.75%
112	Beginning Teachers Program	4,000	4,000	-	0.00%
113	NC New Teacher Support Program	-	11,000	11,000	100.00%
114	Liability Insurance (General and Cyber)	6,000	13,100	7,100	118.33%
115	Vehicle Insurance	18,000	22,033	4,033	22.41%
116	Property Insurance	65,000	70,900	5,900	9.08%
117	Fidelity Bonds	1,500	1,500	-	0.00%
118	Social Security	118,403	119,251	848	0.72%
119	Retirement Cost	265,130	293,996	28,866	10.89%
120	Hospital Insurance	29,345	36,624	7,279	24.80%
		2,175,633	2,258,740	83,107	3.82%

CURRENT EXPENSE FUND 2018-19					9/10/2018
DESCRIPTION		2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
6700	ACCOUNTABILITY SERVICES				
121	Supplies and Materials for Testing Department	6,000	16,000	10,000	166.67%
		6,000	16,000	10,000	166.67%
6900	POLICY, LEADERSHIP, AND PUBLIC RELATIONS SERVICES				
122	Salary - District Personnel	290,264	296,069	5,805	2.00%
123	Board of Education Staff Development	20,000	20,000	-	0.00%
124	Board of Education Compensation	23,000	23,000	-	0.00%
125	Board of Education Travel	7,500	7,500	-	0.00%
126	Legal Services	50,000	50,000	-	0.00%
127	Audit Services	42,000	42,000	-	0.00%
128	Membership Fees	60,000	60,000	-	0.00%
129	Public Relations Supplies	3,900	3,500	(400)	-10.26%
130	Social Security	24,538	24,983	444	1.81%
131	Retirement Cost	49,722	55,839	6,116	12.30%
132	Hospital Insurance	17,607	18,312	705	4.00%
		588,532	601,202	12,671	2.15%
8100	PAYMENT TO OTHER GOVERNMENTAL UNITS				
133	Transfer to Charter Schools	479,909	491,040	11,132	2.32%
TOTAL CURRENT EXPENSE BUDGET		13,495,610	13,880,455	384,845	2.85%

<b>CURRENT EXPENSE FUND 2018-19</b>					<b>9/10/2018</b>
		<b>2017-18 ADOPTED BUDGET</b>	<b>2018-19 PROPOSED BUDGET</b>		<b>PERCENT INCREASE</b>
<b>SOURCE OF FUNDS</b>				<b>CHANGE</b>	
	Fines and Forfeitures	323,000	323,000	-	0.00%
	County Appropriation - General	12,515,197	12,969,825	454,628	3.63%
	County Appropriation - COLA Reserve	177,505	96,590	(80,915)	-45.58%
	County Appropriation - Charter Schools*	479,909	491,040	11,132	2.32%
	<b>CURRENT EXPENSE REVENUE TOTAL</b>	<b>13,495,610</b>	<b>13,880,455</b>	<b>384,845</b>	<b>2.85%</b>
	Local Revenue	13,015,702	13,389,415		
	Allotted ADM per DPI	4,475	4,690		
	Local Revenue per ADM	2,909	2,855		
	Projected Charter School ADM	165	172		
	Total Budget for Charter Schools*	479,909	491,040		
		<b>2017-18 ADOPTED BUDGET</b>	<b>2018-19 PROPOSED BUDGET</b>	<b>CHANGE</b>	<b>PERCENT INCREASE</b>
	<b>Current Expense County Appropriation</b>	<b>13,172,610</b>	<b>13,557,455</b>	<b>384,845</b>	<b>2.92%</b>

<b>CAPITAL PROJECTS 2018-19</b>		<b>9/10/2018</b>	
<b>Safety and Security Upgrades to all Schools</b>		<b>Amount</b>	<b>Total</b>
1	Double Entry Vestibule System	145,000	
2	Expand Access Control	95,000	
3	Visitor Management System	19,200	
4	Security Cameras	75,000	
			334,200
<b>Recurring Capital Needs</b>			
1	1:1 Devices	204,000	
2	Classroom Presentation Technology	79,500	
3	Activity Bus Replacements	92,000	
4	Staff and Local Vehicle Replacements	75,000	
5	Custodial Floor Equipment	15,000	
6	Facilities - Furniture/Equipment	72,500	
7	Band/Arts Program Equipment	35,000	
8	Roof Maintenance	45,000	
9	Pavement Repair	160,000	
10	Carpet & Tile Replacements	30,000	
11	Door Replacements	20,000	
12	HVAC / Sewer Pump Replacements	10,000	
13	Gym Floor Replacements/Recoat	75,000	
14	Cafeteria Tables Replacements	15,000	
15	Replace Kitchen/Cafeteria Equipment	60,000	
			988,000
<b>Current School Year Needs</b>			
1	Flood Remediation - Valle Crucis	37,000	
2	Pre-K Start Up - Bethel	40,000	
			77,000
<b>Facilities Study Plan</b>			
1	Facilities Study Planning	1,000,000	
			1,000,000
<b>Total Needs for 2018-19</b>		<b>2,399,200</b>	<b>2,399,200</b>

CAPITAL OUTLAY FUND 2018-19		9/10/2018
DESCRIPTION		2018-19 PROPOSED BUDGET
<b>CATEGORY I</b>		
1 Double Entry Vestibule System	Lottery	145,000
2 Expand Access Control	Lottery	95,000
3 Carpet & Tile Replacements	Lottery	30,000
4 Facilities Study Planning	Long Term Capital	1,000,000
5 Pavement Repair	Long Term Capital	160,000
6 Roof Maintenance	CIP Reserves	45,000
7 Security Cameras	CIP Reserves	75,000
8 Door Replacements	CIP Reserves	20,000
9 HVAC / Sewer Pump Replacements	CIP Reserves	10,000
10 Gym Floor Replacements/Recoat	CIP Reserves	75,000
11 Replace Kitchen/Cafeteria Equipment	CIP Reserves	60,000
12 Flood Remediation - Valle Crucis	CIP Reserves	37,000
13 Pre-K Start Up - Bethel	CIP Reserves	40,000
<b>TOTAL CATEGORY I</b>		<b>1,792,000</b>
<b>CATEGORY II</b>		
1 Visitor Management System	Lottery	19,200
2 Classroom Presentation Technology	CIP Reserves	79,500
3 Facilities - Furniture/Equipment	CIP Reserves	58,500
4 1:1 Devices	Current Capital	204,000
5 Custodial Floor Equipment	Current Capital	15,000
6 Maintenance Equipment	Current Capital	8,000
7 Transportation Equipment	Current Capital	6,000
8 Band Equipment	Current Capital	20,000
9 Arts Programs	Current Capital	15,000
10 Replace Cafeteria Tables District-wide	Current Capital	15,000
<b>TOTAL CATEGORY II</b>		<b>440,200</b>
<b>CATEGORY III</b>		
1 Activity Bus Replacement	Current Capital	92,000
2 Staff Vehicle Replacement	Current Capital	75,000
<b>TOTAL CATEGORY III</b>		<b>167,000</b>
<b>CAPITAL OUTLAY BUDGET TOTAL</b>		<b>2,399,200</b>



CAPITAL OUTLAY FUND 2018-19					9/10/2018	
SOURCE OF FUNDS			2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
NC Public School Building Lottery Fund			401,800	289,200	(112,600)	-28.02%
County Appropriation			1,270,000	2,110,000	840,000	66.14%
CAPITAL OUTLAY TOTAL			1,671,800	2,399,200	727,400	43.51%

CURRENT EXPENSE AND CAPITAL OUTLAY FUND REVENUE 2018-19					9/10/2018
SOURCE OF FUNDS	2017-18 ADOPTED BUDGET	2018-19 PROPOSED BUDGET	CHANGE	PERCENT INCREASE	
Fines and Forfeitures	323,000	323,000	-	0.00%	
NC Public School Building Lottery Fund	401,800	289,200	(112,600)	-28.02%	
County Appropriation	14,442,610	15,667,455	1,224,845	8.48%	
<b>TOTAL</b>	<b>15,167,410</b>	<b>16,279,655</b>	<b>1,112,245</b>	<b>7.33%</b>	

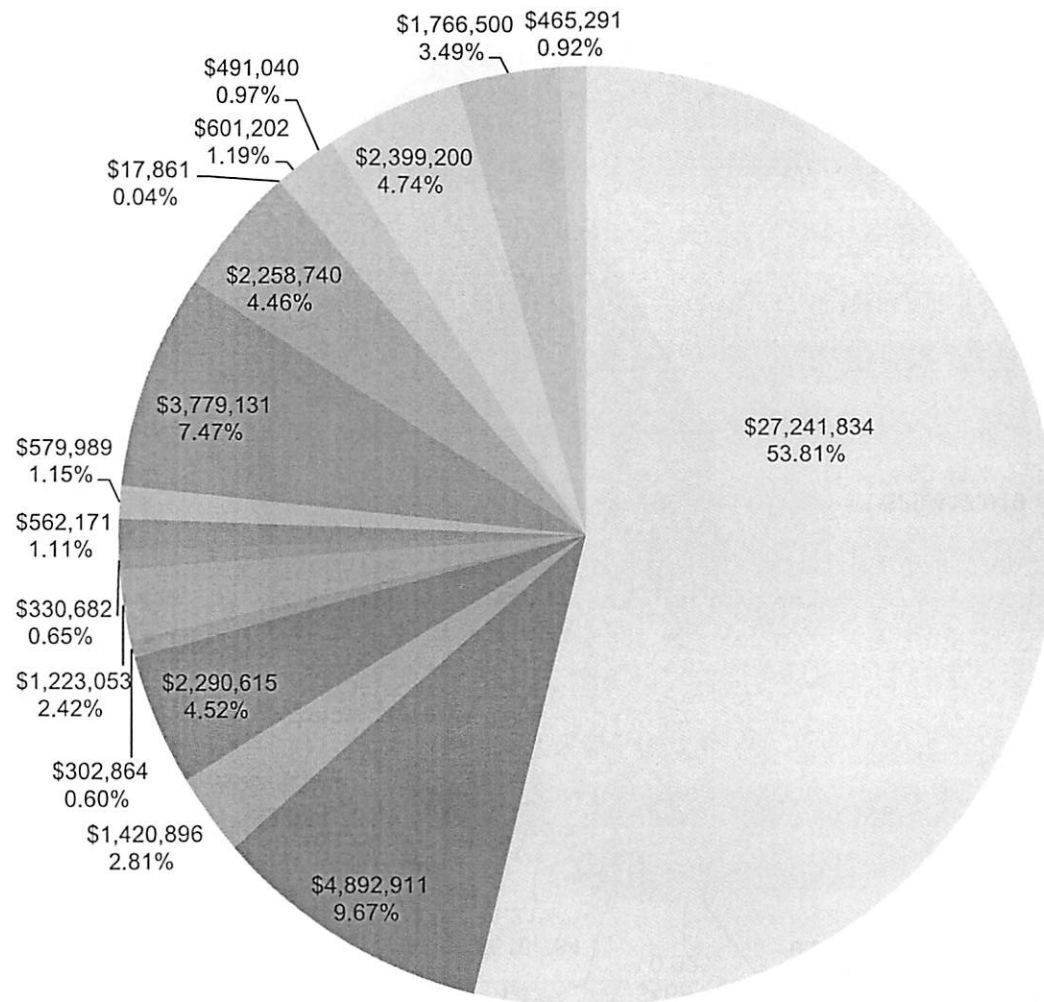
<b>SPECIAL REVENUE FUND 2018-19</b>		<b>9/10/2018</b>
<b>DESCRIPTION</b>		
<b>1</b>	<b>NC PRE-K PROGRAM</b>	
	Salaries/Benefits/Program	356,623
	<b>NC PRE-K BUDGET TOTAL</b>	<b>356,623</b>
<b>2</b>	<b>DHHS SCHOOL NURSE CONTRACT</b>	
	Salaries/Benefits	50,000
	<b>DHHS SCHOOL NURSE BUDGET TOTAL</b>	<b>50,000</b>
<b>3</b>	<b>ABC ALCOHOL EDUCATION PROGRAM</b>	
	Salaries/Benefits	65,000
	<b>ABC ALCOHOL EDUCATION BUDGET TOTAL</b>	<b>65,000</b>
<b>4</b>	<b>CAREER AND COLLEGE PROMISE AGREEMENT</b>	
	Salaries/Benefits	139,161
	<b>CAREER AND COLLEGE PROMISE AGREEMENT BUDGET TOTAL</b>	<b>139,161</b>
<b>SPECIAL REVENUE FUND TOTAL EXPENSES</b>		<b>610,784</b>
<b>SOURCE OF FUNDS</b>		
	NC Pre-K / Children's Council Agreement	356,623
	DHHS School Nurse Contract	50,000
	ABC Revenue Restricted-Alcohol Education	65,000
	Caldwell Community College Agreement	139,161
<b>SPECIAL REVENUE FUND TOTAL REVENUES</b>		<b>610,784</b>

SCHOOL NUTRITION FUND 2018-19			9/10/2018
<b>PROGRAM EXPENSES</b>			
5.7200.035.151	CLERICAL SALARY		37,000
5.7200.035.165	SUBSTITUTES		10,000
5.7200.035.174	SALARY-CAFETERIA WORKER		345,000
5.7200.035.176	SALARY-MANAGER		235,000
5.7200.035.184	LONGEVITY PAY		5,000
5.7200.035.185	BONUS ANNUAL LEAVE		1,000
5.7200.035.188	ANNUAL LEAVE		3,000
5.7200.035.189	SHORT-TERM DISABILITY		6,500
5.7200.035.199	OVERTIME PAY		2,500
5.7200.035.211	EMPLOYERS SOC SEC COST		48,000
5.7200.035.221	EMPLOYERS RETIREMENT COST		105,000
5.7200.035.231	EMPLOYERS HOSP INS COST		155,000
5.7200.035.233	UNEMPLOYMENT INSURANCE		500
5.7200.035.311	CONTRACTED SERVICES		7,500
5.7200.035.312	WORKSHOP EXPENSES		1,000
5.7200.035.313	ADVERTISING FEES		500
5.7200.035.314	PRINTING/BINDING		1,000
5.7200.035.326	CONTRACTED REPAIRS/MATERIALS		1,000
5.7200.035.332	TRAVEL		4,500
5.7200.035.342	POSTAGE		500
5.7200.035.361	MEMBERSHIP DUES		500
5.7200.035.411	OFFICE SUPPLIES		2,500
5.7200.035.418	SOFTWARE		1,000
5.7200.035.422	REPAIR PARTS/MATERIALS		5,000
5.7200.035.451	FOOD PURCHASED		590,000
5.7200.035.452	USDA COMMODITY FOODS USED		111,000
5.7200.035.453	FOOD PROC. SUPPLIES		52,000
5.7200.035.541	EQUIPMENT		15,000
5.7200.035.571	DEPRECIATION		20,000
<b>Grand Total Expenses</b>			<b>1,766,500</b>
<b>PROGRAM REVENUES</b>			
5.3811.035.000	USDA GRANTS		975,000
5.3814.035.000	USDA GRANTS SUMMER FEEDING		26,000
5.3815.035.000	USDA GRANTS/COMM.FOODS		111,000
5.4311.035.000	PAID STUDENT BREAKFASTS		34,000
5.4314.035.000	SALES LUNCH FULL PAY		345,000
5.4315.035.000	LUNCH REDUCED PREPAID		20,000
5.4316.035.000	LUNCH ADULT CASH		40,000
5.4318.035.000	SUPPLEMENTAL SALES		198,000
5.4321.035.000	CATERED BREAKFASTS		500
5.4322.035.000	CATERED LUNCHES		1,500
5.4323.035.000	CATERED SUPPERS & BANQUETS		2,000
5.4324.035.000	CATERED SUPPLEMENTS		6,000
5.4341.035.000	STATE REIMBURSEMENT BREAKFAST		6,500
5.4430.035.000	CONTRIBUTIONS & DONATIONS		500
5.4820.035.000	DISPOSITION SCHOOL FIXED ASSETS		500
<b>Grand Total Revenues</b>			<b>1,766,500</b>

EXTENDED LEARNING CENTERS FUND 2018-19										
		Blowing	Cove	Green	Hardin			Valle	Holiday/	
<u>Expenses</u>	<u>Bethel</u>	<u>Rock</u>	<u>Creek</u>	<u>Valley</u>	<u>Park</u>	<u>Mabel</u>	<u>Parkway</u>	<u>Crucis</u>	<u>Snowday</u>	<u>Total</u>
Salaries	11,854	31,008	20,540	18,382	52,653	25,493	58,671	21,531	16,163	256,295
Longevity		247				678	382	341		1,648
Social Security	907	2,391	1,571	1,406	4,028	2,002	4,518	1,673	1,236	19,733
Retirement					3,450	3,225	3,900			10,575
Health Insurance					5,869	5,869	5,869			17,607
<b>subtotal, personnel</b>	<b>12,761</b>	<b>33,646</b>	<b>22,111</b>	<b>19,788</b>	<b>66,000</b>	<b>37,267</b>	<b>73,340</b>	<b>23,545</b>	<b>17,399</b>	<b>305,858</b>
Snacks	1,287	3,910	2,650	1,908	6,360	1,700	6,955	2,800	1,100	28,670
Center Supplies	300	750	550	500	1,600	350	1,600	550	300	6,500
Field Trips/presenters	200	200	200	200	200	200	200	200	200	1,800
Telephone				165	165		165	365		860
<b>subtotal, program</b>	<b>1,787</b>	<b>4,860</b>	<b>3,400</b>	<b>2,773</b>	<b>8,325</b>	<b>2,250</b>	<b>8,920</b>	<b>3,915</b>	<b>1,600</b>	<b>37,830</b>
Site Total Costs	14,548	38,506	25,511	22,561	74,325	39,517	82,260	27,460	18,999	343,688
Administrative and Other Program Costs										121,603
<b>Grand Total Expenses</b>										<b>465,291</b>
<b>Revenues</b>										
17-18 surplus from general fund										16,947
<b>Grand Total Revenues</b>	<b>8,748</b>	<b>42,652</b>	<b>36,637</b>	<b>33,853</b>	<b>121,128</b>	<b>16,093</b>	<b>124,997</b>	<b>44,940</b>	<b>19,297</b>	<b>465,291</b>
<b>Administrative Costs</b>				<b>Other Program Costs</b>						
704.113 ELC Director		43,144		704.311 Contracted Services			1,400			
704.151 Office Personnel		27,609		704.312 Workshop expenses			1,400			
704.184 Longevity		1,500		704.332 Travel			1,800			
704.211 Social Security		5,527		704.342 Postage			200			
704.221 Retirement		13,344		704.399 Other purchased services			895			
704.231 Health Insurance		12,208		704.411 Supplies			948			
		103,332		704.418 Software			939			
<b>Key Factors/Assumptions:</b>				704.461 Computer Equipment			3,000			
State mandated personnel increases				704.462 Furniture & Equipment			7,689			
Increased snack costs							18,271			
Increased professional development										

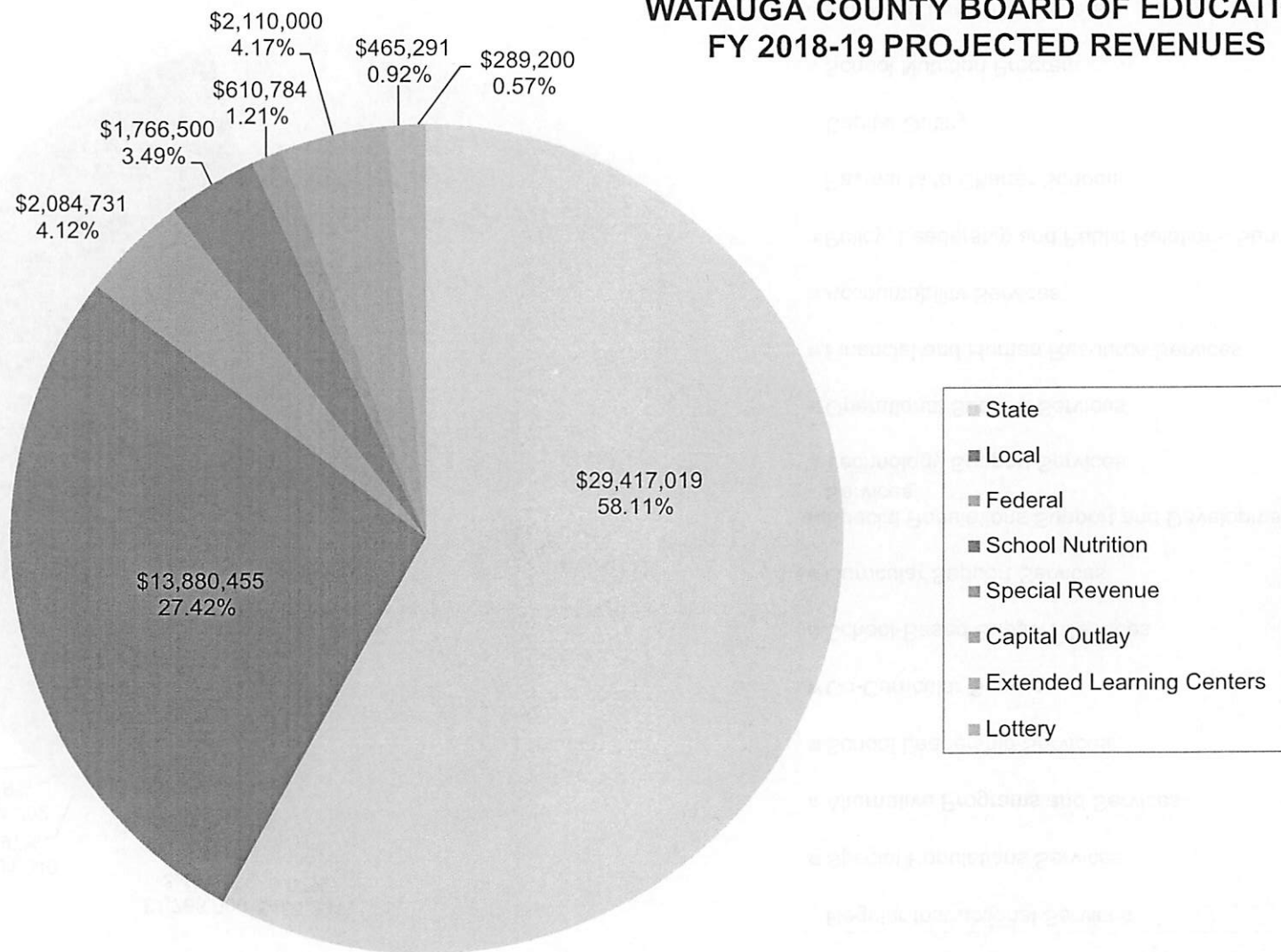


## WATAUGA COUNTY BOARD OF EDUCATION FY 2018-19 PROJECTED EXPENDITURES



- Regular Instructional Services
- Special Populations Services
- Alternative Programs and Services
- School Leadership Services
- Co-Curricular Services
- School-Based Support Services
- Curricular Support Services
- Special Populations Support and Development Services
- Technology Support Services
- Operational Support Services
- Financial and Human Resource Services
- Accountability Services
- Policy, Leadership and Public Relations Services
- Payments to Charter Schools
- Capital Outlay
- School Nutrition Program
- Extended Learning Centers

# **WATAUGA COUNTY BOARD OF EDUCATION FY 2018-19 PROJECTED REVENUES**



## **TITLE I PROGRAM COMPARABILITY OF SERVICES**

*Policy Code:*     **3565/8307**

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To improve the academic achievement of educationally and economically disadvantaged children, the Watauga County Board of Education (the "board") will participate in the federal Title I program.

### **A.     TITLE I MAINTENANCE OF EFFORT**

The school system will maintain fiscal effort with state and local funds as required to be eligible for the receipt of funds through Title I, Part A of the Elementary and Secondary Education Act, as amended.

### **B.     USE AND ALLOCATION OF TITLE I FUNDS**

Title I funds will be used to supplement, and not to supplant, non-federal funds that would otherwise be used for the education of students participating in the Title I program. Accordingly, state and local funds will be allocated to each school receiving Title I funds in a manner that ensures that each such school receives all of the state and local funds it would otherwise receive in the absence of Title I funding.

### **C.     COMPARABILITY OF SERVICES**

State and local funds will be used in schools receiving Title I funds to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds, or, if all schools receive Title I funds, to provide services that are substantially comparable in each school. The board will ensure equivalence among schools in the allocation of state and local resources for (1) teachers, administrators, and other staff, and (2) curriculum materials and instructional supplies. In addition, the board will establish and implement system-wide salary scales that are applicable to all staff whether assigned to Title I or non-Title I schools.

### **D.     COMPARABILITY TESTING**

The superintendent shall direct the Title I ~~coordinator~~director, in conjunction with the finance officer, to conduct comparability testing before November 1 of each school year to assess the equivalent distribution of state and local resources among schools. The Title I director will determine annually whether to compare student enrollment to instructional staff or to instructional staff salary and also whether schools will be examined on a grade-span basis or on a school-by-school basis. The following will be excluded when determining comparability: (1) any resources paid with federal or private funds; (2) supplemental state or local funds expended for programs that meet the intent and purpose of Title I; (3) staff salary differentials for years of employment; (4) unpredictable changes in student enrollment or personnel assignments that occur after the beginning of a school year; (5) state and local funds expended for language instruction programs; and (6) excess

costs of providing services to students with disabilities. Comparability testing will be completed using the forms, measures, methodologies, and following the other guidance created as specified by the North Carolina Department of Public Instruction (NCDPI) for the calculation of comparability. Schools may be examined on either a grade span or school-by-school basis. The superintendent or designee shall submit the comparability testing report annually to NCDPI by the deadline established by that agency.

**E. CORRECTION OF NONCOMPLIANCE**

If comparability testing identifies any instances of variance greater than 10%, the Title I ~~coordinator-director~~ shall notify the superintendent or designee without delay. The superintendent or designee shall promptly make adjustments as needed to ensure comparability. These adjustments may include, but need not be limited to, reallocation of materials or supplies, or reassignment of personnel.

**F. DOCUMENTATION OF COMPLIANCE WITH TITLE I FISCAL REQUIREMENTS**

The superintendent or designee shall provide in a timely manner ~~all~~ any assurances, additional documentation, or other information required by the State Board of Education/NCDPI to demonstrate the school system's compliance with Title I fiscal requirements.

**G. RECORDS MAINTENANCE**

The superintendent or designee shall maintain reports and other documentation demonstrating compliance with the requirements of this policy, including documentation to demonstrate that any needed adjustments to staff assignments were made annually, for review by the North Carolina Department of Public Instruction or auditors upon request.

The superintendent shall ensure that all other requirements for receiving Title I funds are fulfilled in an accurate and timely manner and shall develop, or cause to be developed, any additional procedures necessary to implement this policy.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200

Cross References:

Other Resources: *Non-Regulatory Guidance, Title I Fiscal Issues*, U.S. Department of Education (February 2008), available at <http://www2.ed.gov/programs/titleiparta/fiscalguid.pdf>

Adopted: December 12, 2016

Revised: \_\_\_\_\_

**A. PRINCIPLES**

The Watauga County Board of Education (the “board”) encourages the development and participation of parent organizations that support the goals of the board and the school system. The board recognizes that parent organizations are an effective means of involving parents in their children’s schools. The superintendent and school administrators shall inform parent organizations of specific goals for each school and shall help these parent organizations identify opportunities to assist the school in achieving those goals. Subject to the provisions of board policy and superintendent regulations, school personnel are encouraged to work with parent organizations when projects or activities are to be conducted for the benefit of the school and will not interfere with normal operation of the school.

Participation in parent organizations is always voluntary. No student or parent will be required to participate in a parent organization as a condition of participation in a curricular or extracurricular school activity or program.

**B. CONDITIONS FOR ESTABLISHING PARENT ORGANIZATIONS**

Parent organizations, including PTAs, PTOs and booster clubs, are not considered a part of the school system and may not represent themselves to students, parents, or others as official representatives of a school or the school system. However, because these organizations and their activities reflect upon the school system, all parent organizations must comply with the following conditions in order to operate in conjunction with the schools.

1. All parent organizations must provide the principal with a document describing the purpose of the organization and the general rules and procedures by which it will operate. Any later modifications to the organization’s purpose or general rules and procedures also must be provided in writing to the principal.
2. Parent organizations must obtain prior approval from the principal for (a) any fund-raising event; (b) any purchase for the school; (c) any function involving the participation of students; or (d) any event that is likely to reflect upon the school or the school system.
3. Fliers and other literature displayed or distributed by parent organizations must comply with policy 5210, Distribution and Display of Non-School Material.
4. Parent organizations are responsible for maintaining their own financial records in accordance with the requirements of Section C. Employees of the school system are not permitted to manage the affairs of parent organizations during the workday.



5. Parent organizations are expected to consider the cultural diversity and economic differences of students and parents in planning school-related functions.

The principal shall grant or deny parent organizations approval to operate at each school. Parent organizations that do not comply with board policies may have approval to operate within the school revoked by the principal or the superintendent. The superintendent shall provide a list of the approved parent organizations to the board annually.

#### **C. FUNDS MANAGEMENT**

Parent organization funds may be used only for purposes consistent with the goals, rules, and procedures of the organization. Adequate financial records, including sales slips, receipts, invoices, and any other documentation of expenditures, must be maintained and be accessible to parents and school officials on request.

Parent organization funds may be deposited only in an account maintained by the organization. All checks must be signed by the organization treasurer and either the organization president or vice-president. The organization president should periodically review the organization bank records, which must be reconciled by the organization treasurer at least monthly.

All financial documents and accounts of the parent organization must be in the name of the parent organization and not in the name of the school, the school system, or a specific school team or program. Bank accounts should reflect the official name of the parent organization and carry the parent organization's tax identification number. The school system's tax identification number may not be used on a parent organization's bank account or financial documents. The school system does not have any financial responsibility for the payment of obligations incurred by a parent organization.

#### **C.D. ~~DONATIONS TO A SCHOOL OR THE SCHOOL SYSTEM~~**

~~Any item that a parent organization proposes to contribute to a school must meet all legal requirements, including safety codes. Before accepting a donation of equipment, supplies or funds to the school system from a parent organization, the principal must notify the superintendent and ensure that the donation complies with the must be made in accordance with the process and requirements of policy 8220, Gifts and Bequests.—All donated items become the property of the school system. While the intent of the donor will be considered, the school system reserves the right to modify the use of the donation if the needs of students or the school system change.~~

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

Cross References: Parental Involvement (policy 4002), Distribution and Display of Non-School Material (policy 5210), Gifts and Bequests (policy 8220)

Adopted: February 8, 2016

Replaces: Policy 2.04.10, Organizations

Revised:

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

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

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

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

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

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

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

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

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

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

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

**B. DESIGNATION OF RECORDS OFFICER**

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

**1. Duties of the Records Officer**

The duties of the records officer include the following:

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

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

## 2. Other Duties

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

- a. ~~reviewing all electronic data-processing systems being considered for lease or purchase to ensure that they will not impede the school system's ability to permit public inspection and examination of public records; and~~
- b. ~~ensuring that databases are indexed as required by law; and~~ provides a means of obtaining copies of such records.
- c. ~~conducting an inventory of electronic databases maintained by the school system on a regular basis.~~

## ~~C.~~ INDEXING OF COMPUTER DATABASES

~~All computer databases compiled or created after June 30, 1998 must be indexed as required by law. The form and content of the indexes must conform to the guidelines issued by the North Carolina Division of Archives and History.~~

~~Any computer database that is being considered for purchase or lease by the school system and that will be subject to the indexing requirements should include the statutorily required index provided by the vendor at no additional cost to the school system.~~

~~In addition, the school system will voluntarily index databases created or compiled prior to July 1, 1998, so long as the process is not unreasonably burdensome or costly. Any voluntary indexing does not have to meet statutory requirements or the guidelines issued by the North Carolina Division of Archives and History.~~

## ~~D.C.~~ REQUESTS FOR PUBLIC RECORDS

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

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

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

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

#### **F.E. ELECTRONIC MAIL LISTS**

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

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

School personnel shall comply with the *Records Retention and Disposition Schedule for Local Education Agencies* adopted by the N.C. Department of Cultural Resources, Division of Archives and History, unless otherwise required by statute, regulation, or other legal authority. The superintendent may establish regulations for the destruction of records in accordance with the approved schedule.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 14-113.8(6); 115C-47(40), -105.27(a2), -105.53, -105.54, -109.3, -174.13, -319 to -321, -402; 132-1 to -9; ~~Public Database Indexing Guidelines, N.C. Department of Natural and Cultural Resources (2014, available at [WATAUGA COUNTY BOARD OF EDUCATION POLICY MANUAL](http://archives.ncdcr.gov/For-Government/Digital-Records/Digital-Records-</a></del></p>
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~~Policies and Guidelines#digpres;—Records Retention and Disposition Schedule for Local Education Agencies, N.C. Department of Natural and Cultural Resources (1999), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules#localschedules> <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Local-Schedules>; N.C. Attorney General Advisory Opinion, letter to Elizabeth Buford, February 26, 1996, available at <http://www.ncdoj.gov/About-DOJ/Legal-Services/Legal-Opinions/Opinions/Public-Records-Computer-Database-Index.aspx>~~

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

Adopted: June 8, 2015

Revised: January 28, 2016;

In recognition of the trust and responsibility placed with the board to manage financial resources for the local educational program, the Watauga County Board of Education (the "board") establishes the following standards.

1. The board and all employees of the school system will manage and use available funds efficiently and effectively to meet the goals of the local board and State.
2. Effective Accounting, financial reporting and management control systems will be designed, and maintained, and periodically reviewed to (a) enable the board and school system to have access to accurate, reliable and relevant data; and to (b) provide assurance that school system obligations are paid in a timely manner and that accounts are not overspent; (c) provide assurance that funds and records are safeguarded at all times; and (d) permit audits and periodic reports adequate to show that those in charge have handled funds within legal requirements and in accordance with board policy.
3. The superintendent and finance officer shall keep the board sufficiently informed regarding the budget through periodic financial statements showing the financial condition of the school system, other periodic reports, and any other appropriate means so that the board can deliberate upon and evaluate the budget.
4. No moneys will be expended, regardless of the source (including moneys derived from federal, state, local or private sources), except in accordance with the board's budget resolution or amendments to the budget resolution. The superintendent is authorized to transfer moneys from one appropriation to another within the same fund, subject to such limitations and procedures as may be prescribed by board resolution or state or federal law or regulation. Any such transfers must be reported to the board at its next regular meeting and recorded in the minutes.
5. All receipts and disbursements shall be accounted for according to generally accepted accounting principles for governmental entities.
- 4.6. Each employee responsible for handling school system funds or funds of individual schools shall comply with all applicable state and federal laws and regulations, board policies, administrative procedures, and any applicable procedures, requirements, or guidelines established by the finance officer.
- 5.7. Principals and school improvement teams must be familiar with state and local board requirements related to managing and using fiscal resources and must comply with these requirements in developing and implementing school improvement plans.

Legal References: G.S. 115C-105.25, -425, -433

Adopted: February 8, 2016

**Replaces:** Policy 6.04, Management of Funds (in part)

| **Revised:**

Except as otherwise provided by law, all monies collected or received by an officer, employee or agent of the school system or an individual school must be deposited in accordance with this policy. Each officer, employee and agent of the school system or individual school whose duty it is to collect or receive any taxes or other monies shall ensure such collections and receipts are deposited daily, his or her collections and receipts. However, if the amount on hand is less than \$250.00, daily deposits are encouraged but are not required. On any day when the deposit exceeds \$250.00, the deposit shall be made on that day. Regardless of the amount on hand, all funds must be deposited at the end of each school week and on the last business day of each month. All deposits must be made with the finance officer or designee or in an official depository. Deposits in an official depository must be reported immediately to the finance officer or individual school treasurer by means of a duplicate deposit ticket.

Unless not feasible in a particular circumstance, the finance officer shall provide for sufficient segregation of duties to ensure that the individual making a deposit is not the same individual who collects, prepares, and/or records the deposit. All moneys collected, but not promptly deposited shall be kept in a secured drawer, cabinet, or safe with access limited to an authorized officer, employee, or agent. Authorized individuals shall be kept to the minimum necessary to achieve adequate internal controls and segregation of duties as determined appropriate by the finance officer.

The finance officer may at any time audit the accounts of any officer, employee or agent who collects or receives any taxes or other monies and may prescribe the form and detail of these accounts. The accounts of such an officer, employee or agent must be audited at least annually.

Legal References: G.S. 115C-445

Adopted: February 8, 2016

Replaces: Policy 6.04, Management of Funds (in part)

Revised:

**A. SELECTION AND EVALUATION**

The superintendent shall select and the Watauga County Board of Education (the "board") will approve a school finance officer. The finance officer serves at the pleasure of the superintendent. The superintendent shall evaluate the finance officer to help ensure that all duties as required by law, board policy, and/or the superintendent are met.

**B. DUTIES**

The school finance officer provides critical services for the effective planning and use of fiscal resources. The school finance officer shall be responsible to the superintendent for:

1. keeping the accounts of the school system in accordance with generally accepted principles of governmental accounting, board policy, the rules and regulations of the State Board of Education, and the rules and regulations of the Local Government Commission;
2. utilizing an encumbrance system for tracking obligations;
- ~~2.3.~~ giving the preaudit and disbursements certificates required by G.S. 115C-441(a1) and (d1), respectively, and establishing procedures to assure compliance with the preaudit requirements;
- ~~3.4.~~ approving or disapproving a disbursement, in accordance with G.S. 115C-441(b), when a bill, invoice, or other claim is presented and establishing procedures to assure compliance with all applicable legal requirements for disbursements;
5. establishing procedures, as described in 20 N.C.A.C. 03.0409(a)(3) and 20 N.C.A.C. 03.0410(a)(2), for preauditing obligations that will be incurred by electronic payment and for disbursing funds by electronic transaction;
6. ensuring that school system personnel are adequately trained about the procedures to be followed for electronic transactions;
- ~~4.7.~~ signing and issuing all checks, drafts, and state warrants by the school system;
- ~~5.8.~~ investing the cash balance of any funds, subject to board policy 8110, Budget Resolution;
- ~~6.9.~~ receiving and depositing all moneys accruing to the school system;
- ~~7.10.~~ preparing and filing a statement of the financial condition of the school system as often as requested by the superintendent;

- 8.11. preparing and filing a statement of the financial condition of the school system when requested by the board of education or the board of county commissioners, but only if such requests are in writing and copied to the superintendent;
- 9.12. providing a copy to the board and notice to the county commissioners of any report received from the Teachers' and State Employees' Retirement System containing a list of employees whose retirement in the upcoming year would likely result in an assessment to the board for additional employer contribution;
- 10.13. performing such other duties as may be assigned by law, by the superintendent, or by rules and regulations of the State Board of Education and the Local Government Commission;
- 11.14. submitting reports to the Secretary of the Local Government Commission as required by law;
- 12.15. receiving and accounting for all clear proceeds of fines, penalties, and forfeitures and notifying the superintendent and board of such funds;
- 13.16. reviewing school improvement plans that provide for the transfer of funds between funding allotments or lease purchase contracts;
- 14.17. evaluating all continuing contracts, including the principal and interest to be paid, and making recommendations to the superintendent and reports to the superintendent and board as provided in board policy 6425, Continuing Contracts;
- 15.18. assisting the superintendent in the development of the budget;
- 16.19. prescribing the form and detail of records maintained by the school treasurer;
- 17.20. making salary deductions as provided in policy 7620, Payroll Deductions;
- 18.21. maintaining custody of the facsimile signature device as provided in policy 8330, Facsimile Signatures; and
- 19.22. maintaining custody of insurance policy and programs as provided in policy 8340, Insurance.

### C. FIDELITY BOND

The finance officer shall carry a true accounting and faithful performance bond as provided in board policy 8530, Fidelity Bonds.

Legal References: G.S. 115C-105.25, -435, -436, -441, -442, -443, -445, -446, -448, -452, -528;  
20 N.C.A.C. 03.0409, 20 N.C.A.C. 03.0410



Cross References: Preaudit and Disbursement Certifications (policy 6421), Continuing Contracts (policy 6425), Payroll Deductions (policy 7620), Budget Resolution (policy 8110), Facsimile Signatures (policy 8330), Insurance (policy 8340), Fidelity Bonds (policy 8530)

Adopted: February 8, 2016

Replaces: Policy 6.04, Management of Funds (in part)

Revised: March 15, 2018;

The Watauga County Board of Education (the “board”) affirms the State’s commitment to encouraging the participation of minority businesses in the school system’s building construction contracts. A minority business is defined in accordance with G.S. 143-128.2 and is one in which (1) at least 51 percent is owned by minority persons or socially and economically disadvantaged individuals, and (2) the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it. Minority persons include African-Americans, those of Hispanic descent, Asian Americans, American Indians, and females.

**A. GOALS**

After notice and public hearing, the board hereby adopts an aspirational verifiable percentage goal of \_\_\_\_ percent for participation by minority businesses in the total value of work for each building project costing \$300,000 or more paid entirely from local or other non-state funds. In addition, the board adopts the state’s aspirational verifiable goal of 10 percent participation by minority businesses in the total value of work for each building project costing \$100,000 or more funded in whole or in part with state funds.

Only businesses holding current certification as a historically underutilized business will be considered eligible for inclusion in meeting the board’s participation percentage goals. Lack of certification, however, will not be considered in making a contract award decision.

**B. SCHOOL SYSTEM GOOD FAITH EFFORTS**

The board establishes the following guidelines for contracts subject to Section A to ensure that the school system will make good faith efforts to reach diverse contractors and to encourage participation in the school system’s construction contracts by such contractors. Before awarding a contract, the superintendent or designee shall:

1. make information about the school system’s formal and informal bidding process readily available;
2. develop and implement a minority business participation outreach plan to identify minority businesses that can perform building projects and to implement outreach efforts to encourage minority business participation in such projects;
3. advertise for bids in media that reach minority businesses;
4. designate a school official to attend the scheduled pre-bid conference to explain the school system’s minority goals and objectives;

5. at least 10 days prior to the scheduled day of bid opening, notify minority businesses of the following:
  - a. a description of the work for which the bid is being solicited;
  - b. the date, time, and location where bids are to be submitted;
  - c. the name of the individual within the public entity who will be available to answer questions about the project;
  - d. where bid documents may be reviewed; and
  - e. any special requirements that may exist.

For purposes of this provision, the minority businesses to be notified are those (1) that have requested notices from the school system for construction or repair work, and (2) those that otherwise indicated to the Office of Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal;

6. ensure that everyone who requests it has access to building documents needed for making bids on projects;
7. maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals;
8. review, jointly with the designer, the lowest responsible bidder's bid for compliance with all requirements of G.S. 143-128.2(c) and -128.2(f) prior to recommendation of the contract award;
9. encourage businesses experiencing difficulty in meeting the bonding, licensing, and bid deposits required by state law in larger construction projects to utilize resources and assistance offered by local, state, and federal agencies; and
10. provide information to bidders about the statewide uniform certification program for historically underutilized businesses.

#### **C. GOOD FAITH EFFORTS REQUIRED BY CONTRACTORS**

All bidders on school construction and renovation projects subject to Section A of this policy who intend to subcontract any part of the project must (1) identify the minority businesses to be used on the project and (2) provide affidavits indicating that a good faith effort has been made in preparing the bid to meet the board's verifiable goal for participation by minority businesses. Upon being named the apparent lowest responsible, responsive bidder, a bidder shall provide additional evidence of its good faith efforts as

required by law.

The level of minority participation in bidders' bids will not affect the contract award decision; however, the failure to provide documentation of a good faith effort to meet the board's goal may result in the bid being rejected as non-responsive.

Before recommending the award of a contract, the superintendent shall direct designated school officials to evaluate bidders' documents in accordance with applicable law and regulations to determine whether bidder good faith requirements are satisfied.

**D. MONITORING**

The superintendent or designee shall monitor payments made to minority businesses on each project subject to Section A to verify that the minority businesses actually working on the project and their level of participation is consistent with the representations made in the contractor's bid.

**E. OTHER MINORITY BUSINESS RECRUITMENT EFFORTS**

For building contracts that (1) are not subject to Section A and (2) cost at least \$30,000 but less than \$300,000, the board will solicit participation by minority business enterprises and maintain a record of contractors solicited and efforts to recruit minority participation.

**F. REPORTING**

The superintendent shall ensure that all required reports and other documentation are filed with the Department of Administration in accordance with legal requirements.

**G. NONDISCRIMINATION**

The board will award public building contracts without regard to race, religion, color, creed, national origin, sex, age, or disability. Nothing in this policy should be construed to require the board or contractors to award contracts or subcontracts to minority business contractors or minority business subcontractors who do not submit the lowest responsible, responsive bid or bids.

Legal References: *City of Richmond v. J.A. Croson Co.*, 488 U.S. 469 (1989); G.S. 143-128, -128.2, -128.3, -131(b); 01 N.C.A.C. 30I .0101-0310

Cross References:

Adopted:

The Watauga County Board of Education (the “board”) recognizes the importance of setting rigorous graduation requirements to help ensure that students are receiving an education that will prepare them to be career and college ready and productive members of society.

In order to graduate from high school, students must meet the following requirements:

1. successful completion of all course unit requirements as described in Section A; and
2. successful completion of cardiopulmonary resuscitation instruction and pass a skills test.; and
3. successful completion of all other requirements mandated by the board, as provided in this policy.

The principal shall ensure that students and parents are aware of all graduation requirements. Guidance program staff shall assist students in selecting their high school courses to ensure that students are taking all of the required units and selecting electives consistent with their post-graduation plans. For students who have transferred to the school system during high school or who, for other reasons, have completed course work outside of the school system, the principal shall determine what course work will be applied as credit toward graduation. The principal shall consider the requirements of the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and the requirements of subsection C.3 of this policy in determining the graduation requirements for children of military families.

#### **A. COURSE UNITS REQUIRED**

All students must fulfill the course unit requirements of the Future-Ready Core Course of Study, unless they are approved for the Future-Ready Occupational Course of Study. The table in subsection A.1 below lists the course unit requirements for the Future-Ready Core Course of Study applicable to students who entered ninth grade for the first time during the 2013-14 school year or thereafter. Students who entered the ninth grade for the first time before the 2013-14 school year should consult their school counselor to determine applicable course unit requirements for graduation.

In accordance with policy 3101, Dual Enrollment, and State Board of Education requirements, students may earn high school credit for college courses completed. In addition, students may earn credit for certain high school courses in the Future-Ready Core Course of Study completed while in middle school, as authorized by the State Board of Education. Students also have the opportunity to meet course unit requirements without completing the regular period of classroom instruction by demonstrating mastery of the course material in accordance with policy 3420, Student Promotion and Accountability, and State Board of Education requirements. Watauga High School students may earn one or two units of credit upon successful completion of a course, depending on how the course

is offered.

All awards of high school course credit must be consistent with State Board of Education requirements. Any inconsistency between board policy and State Board graduation requirements will be resolved by following the State Board requirements. While the board endeavors to keep its policy up to date with current State Board of Education graduation requirements, students should verify current requirements with their guidance counselors when planning course schedules or making other decisions based on graduation requirements. Watauga High School students may graduate and receive a high school diploma when a combination of the following state and local requirements are met:

1. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2013-2014 and Thereafter

Courses Required*	State Requirements	Local Requirements
English	4 sequential (English I, II, III, and IV)	4
Mathematics	4 (NC Math 1, 2, and 3 and a fourth math course aligned with the student's post-high school plans.)** (A principal may exempt a student from this math sequence. Exempt students will be required to pass NC Math 1 and 2 and two other application-based math courses or selected CTE courses, as identified on the NC DPI math options chart.)***	4
Science	3 (a physical science course, Biology, and earth/environmental science)	3
Social Studies	4 (including American History: Founding Principles, Civics and Economics; American History Parts I and II; and World History)****	4
Health/P.E.	1	2-one in Health/one in P.E.
Electives	6 (2 electives must be any combination of Career and Technical Education, Arts Education, or World Language; 4 must be from one of the following: Career and Technical Education, J.R.O.T.C., Arts Education, or any other subject area or cross-disciplinary course. A four-course concentration is recommended.)*****	11- five approved by Watauga County BOE or from NC Standard Course of Study
<b>Total Credits</b>	<b>22</b>	<b>28*****</b>

\* Certain International Baccalaureate (IB), Advanced Placement (AP), and Cambridge International Examination (CIE) courses will satisfy specific graduation requirements. See SBE Policy GRAD-008.

\*\* Students entering ninth grade for the first time prior to the 2014-15 school year have alternate math course options. See SBE Policy GRAD-004.

\*\*\* Students seeking to complete minimum course requirements for UNC universities must complete four mathematics courses, including a fourth math course with Math 3 as a prerequisite. The math options chart is available at <http://maccss.ncdpi.wikispaces.net/file/view/Math%20Options%20Chart%209.5.2014.pdf/522504358/Math%20Options%20Chart%209.5.2014.pdf>

\*\*\*\* American History: Founding Principles, Civics and Economics must follow the North Carolina Standard Course of Study (NCSCOS) in its entirety and may not be satisfied by an

AP/IB/CIE course, dual enrollment, or any other course that does not fully address the NCSCOS.

\*\*\*\*\* Students seeking to complete minimum course requirements for UNC universities must complete two credits of a single world language.

\*\*\*\*\*Students may earn course credit for the successful completion of courses through a university, community college, or distance learning. (See Watauga County Board of Education Policy 3101: Dual Enrollment and Policy 3102: Online Instruction)

2. Future-Ready Occupational Course of Study Credits Required (only available to certain students with disabilities who have an IEP)

Courses Required	State Requirements	Local Requirements
English	4 (including English I, II, III, and IV)	4
Mathematics	3 (including Introduction to Math, NC Math I, and Financial Management)	3
Science	2 (including Applied Science and Biology)	2
Social Studies	2 (including American History: Founding Principles, Civics and Economics; and American History I or American History II)	2
Health/P.E.	1	2
Career/Technical	4 (Career/Technical Education electives)	4
Occupational Preparation	6 (including Occupational Preparation I, II, III, and IV, which require 150 hours of school-based training, 225 hours of community-based training, and 225 hours of paid employment*)	6
Electives	0	5- five approved by Watauga County BOE or from NC Standard Course of Study
Other Requirements	<ul style="list-style-type: none"> <li>• Completion of IEP objectives</li> <li>• Career Portfolio</li> </ul>	
<b>Total Credits</b>	<b>22</b>	<b>28**</b>

\* Paid employment is the expectation; however, when paid employment is not available, 225 hours of unpaid vocational training, unpaid internship experience, paid employment at community rehabilitation facilities, and volunteer and/or community service hours may substitute for 225 hours of paid employment.

\*\*Students may earn course credit for the successful completion of courses through a university, community college, or distance learning. (See Watauga County Board of Education Policy 3101: Dual Enrollment and Policy 3102: Online Instruction)

**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 and pursuant to policy 3410, Testing and Assessment Program. Students shall attain passing scores on exit standards adopted by the North Carolina State Board of Education and administered by Watauga County Schools.



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**C. SPECIAL CIRCUMSTANCES**

The board adopts the following policies with regard to graduation.

1. Honor Graduates

Honor graduates may be designated by principals on the basis of criteria established by the superintendent. Recognition of honor graduates may be included in graduation programs.

2. Students with Disabilities

Graduation requirements must be applied to students with disabilities to the extent required by state and federal law and State Board policy.

3. Children of Military Families

In order to facilitate the on-time graduation of children of military families, the board adopts the following policy provisions for students to whom the Interstate Compact on Educational Opportunity for Military Children applies.

a. Waiver Requirements

Specific course work required for graduation will be waived if similar course work has been satisfactorily completed in another school system. If a waiver is not granted, school administrators shall provide the student with reasonable justification for the denial. If a waiver is not granted to a student who would qualify to graduate from the sending school, the superintendent or designee shall provide the student with an alternative means of acquiring the required course work so that the student may graduate on time.

b. Testing Requirements for Graduation

The superintendent shall accept the following in lieu of any local testing requirements for graduation: (1) the end-of-course exams required for graduation from the sending state; (2) national norm-referenced achievement tests; or (3) alternative testing. If these alternatives are not feasible for a student who has transferred in his or her senior year, subsection c below will apply.

c. Transfers During Senior Year

If a child of a military family who has transferred at the beginning of or during his or her senior year is ineligible to graduate from the school system after all of the alternatives listed above have been considered and the student

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meets the graduation requirements at his or her sending school, then school officials from the school system shall collaborate with the sending school system to ensure that the student will receive a diploma from the sending board of education.

4. Early Graduation

Graduation prior to that of one's class may be permitted on the basis of criteria approved by the board upon recommendation by the superintendent.

5. Graduation Certificates, Transcripts, and Participation

Graduation certificates will be awarded to eligible students in accordance with the standards set forth in State Board policy.

Transcripts may be issued to all students receiving a diploma or certificate. The transcript shall provide all information required by State Board of Education policy GRAD-009 and/or other State Board policies as appropriate.

Participation in graduation and baccalaureate ceremonies is optional. Students who have completed all graduation requirements, have paid all fees, and have the approved graduation attire and diploma may participate in graduation exercises.

Exceptional Children who have satisfactorily completed the course of study prescribed in their Individual Education Plans are eligible to participate in graduation exercises.

6. Diploma Endorsements

Students have the opportunity to earn one or more of the following diploma endorsements identifying a particular area of focused study: (1) Career Endorsement, (2) College Endorsement (two options), (3) North Carolina Academic Scholars Endorsement, and/or (4) a Global Languages Endorsement. No endorsement is required to receive a diploma.

7. Grade Replacement

Students are permitted to repeat a course for credit when they have failed a course. Students are permitted to repeat a passed course for grade replacement. The repeated course must be a seated class taken during the normal school day and must be taken within one year of initial completion of the course in question.

Legal References: G.S. 115C-12(40), 47, -81.25(c)(10)(c), -81.45(d)(1), -174.11, -276, -288, -407.5; GS 116-11(10a); State Board of Education Policies CCRE-001, GRAD-004, GRAD-007, GRAD-008, GRAD-009, GRAD-010, TEST-003

Cross References: Goals and Objectives of the Educational Program (policy 3000), Dual

Enrollment (policy 3101), Online Instruction (policy 3102), Testing and Assessment Program (policy 3410), Student Promotion and Accountability (policy 3420), Citizenship and Character Education (policy 3530), Children of Military Families (policy 4050)

Adopted: September 14, 2015

Revised: November 9, 2015; October 10, 2016; August 14, 2017; June 11, 2018;

Replaces: Policy 4.04.50, Exit Documents at Graduation; policy 4.04.70, Graduation Requirements; policy 4.03.35 Accountability Standards (in part)

**Agenda**  
**Calendar Committee Meeting**  
**30 August 2018**  
**3:45P WHS**

Welcome and Introductions

Information Sharing:

Timeline for creating the 2019-2020 Calendar

School Calendar Law, Waiver (No Waivers to be granted this year only "good cause" for start and end dates), and Guidelines

History of Inclement Weather Days in WCS

Guidelines for Inclement Weather Days and Staff Time

Discussion of Priorities from past meetings:

- WHS is willing to reduce number of days in 1<sup>st</sup> semester to as low as 84 to ensure 1<sup>st</sup> semester testing occurs before holiday break- last year was successful
- One full week at Spring Break
- Easter at the beginning of Spring Break (Easter is 12 April 2020)
- Support the use of Saturday school as early as possible

Consideration/consensus on 2-3 calendar choices

- Start with presented calendar as template with the following options to consider:
  - Wednesday before Thanksgiving either Early Release or Optional WD
  - Students return in January following the holiday break

Next Steps for sharing with faculties, parent groups

Questions/Concerns

Next Calendar Committee meeting dates: Thursday, 27 Sept. 3:45P WHS

Thursday, 18 Oct. 3:45P WHS

Thursday, 15 Nov. 3:45P WHS (if needed)

Board Meeting Monday, 10 Dec 6P

**Historical Information:**

**SY 12-13 180 days/ 1129 hrs.**

**SY 13-14 179 days/ 1120 hrs.**

**SY 14-15 178 days/ 1132.5 hrs.**

**SY 15-16 180 days/ 1131 hrs.**

**SY 16-17 180 days/ 1149 hrs.**

**SY 17-18 175 days/ 1080 hrs.**

**Watauga County Schools**  
**2018-2019 Calendar Committee**

<b>Member Name</b>	<b>Representative School/ Area</b>
<b>Dr. Wayne M. Eberle II- Chair</b>	<b>Central Office</b>
<b>Dr. Stephen Martin- Co-Chair</b>	<b>Central Office</b>
<b>Rhonda Cook</b>	<b>Central Office</b>
<b>Pam Shirley</b>	<b>Central Office</b>
<b>Dr. Jay Fenwick</b>	<b>Board of Education</b>
<b>Karen Cable</b>	<b>Bethel</b>
<b>Anne Sukow</b>	<b>Bethel</b>
<b>Allyson McFalls</b>	<b>Blowing Rock</b>
<b>Sue Walker</b>	<b>Blowing Rock</b>
<b>Lindsey Gough</b>	<b>Cove Creek</b>
<b>Amy Warren</b>	<b>Cove Creek</b>
<b>Bobby Jones*</b>	<b>Green Valley</b>
<b>Michele Lee</b>	<b>Green Valley</b>
<b>Jamie Hayes</b>	<b>Hardin Park</b>
<b>Kelley Wilson</b>	<b>Hardin Park</b>
<b>Amy Thomas*</b>	<b>Mabel</b>
<b>Allison Hodge</b>	<b>Mabel</b>
<b>Kim Pryor</b>	<b>Parkway</b>
<b>Charlena Townsend</b>	<b>Parkway</b>
<b>Natasha Lyons*</b>	<b>Valle Crucis</b>
<b>Mitchell Wright*</b>	<b>Valle Crucis</b>
<b>Dr. Chris Blanton</b>	<b>Watauga High School</b>
<b>Laurie Nixon</b>	<b>Watauga High School</b>

**\* Denotes members in year 1 of Calendar Committee service**

# **CALENDAR COMMITTEE TIMELINE**

## **August/ September 2018**

**Organizational/Informational meeting**

**Members educate/inform their constituencies**

**Solicit any additional information that may help the calendar committee make its decision**

**Consider 2-3 calendar options for coming school year.**

## **October/November 2018**

**Choose 2 calendar options to present for consideration to faculties, parents, and staff members.**

**Present both to faculties/staffs for votes. Have staff members complete Google Survey to choose calendar for 2019-20.**

## **November 2018**

**Meet to see final tally of votes and come to consensus on calendar recommendation to be taken to Board of Education.**

## **December 2018**

**Calendar Committee makes its recommendation to the Board of Education.**

## **January- May 2019**

**Make necessary adjustments to calendar based on inclement weather.**

**Be mindful of any changes made to calendar law that would impact the creation of future calendars.**



## **2018-19 LEA-WIDE CALENDAR WAIVER REQUEST**

These are weather-related waiver requests, based on the eligibility criteria of the LEA having missed 8 or more instructional days during any 4 of the last 10 years. Note: All LEAs eligible under the statute requested waivers.

G.S. 115C-84.2(d) states that the opening date for students shall not be before the Monday closest to August 26, and closing date shall not be after the Friday closest to June 11. An approved waiver allows the districts to start no earlier than the Monday closest to August 19.

<b>ELIGIBLE LEAS</b>		<b>DISTRICT</b>	<b>START DATE</b>
030	Alleghany County	Northwest	08/20/2018
050	Ashe County	Northwest	08/20/2018
060	Avery County	Northwest	08/20/2018
220	Clay County	Western	08/20/2018
380	Graham County	Western	08/20/2018
440	Haywood County	Western	08/20/2018
500	Jackson County	Western	08/20/2018
570	Madison County	Western	08/20/2018
610	Mitchell County	Northwest	08/20/2018
870	Swain County	Western	08/20/2018
880	Transylvania County	Western	08/20/2018
950	Watauga County	Northwest	08/20/2018
990	Yadkin County	Piedmont Triad	08/20/2018
995	Yancey County	Northwest	08/20/2018

**All local education agencies requesting a waiver are being recommended for approval.**

# Watauga County Schools Historical Calendar Information

## Missed Days and Start/End Dates

School Year	Start Date	Missed Days											End Date
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total Missed Days	
1975-1976							3	3	1			7	
1976-1977					1	4	21	7				33	
1977-1978					4	2	17	13	3			39	
1978-1979							8	11				19	
1979-1980							2	7	2			11	
1980-1981							7	5	1			13	
1981-1982					1	6	6					13	
1982-1983						1	5	8	1	1		16	
1983-1984					1		2	6	4			13	
1984-1985						2	8	6				16	
1985-1986						1	8	3				12	
1986-1987						2	9	7		4		22	
1987-1988						1	6	1	2			10	
1988-1989						1	3	5				9	
1989-1990		1			1	8	1					11	
1990-1991							2	2				4	
1991-1992							2	1	3			6	
1992-1993					1	6		2	5			14	
1993-1994					1	1	11	1	1			15	

# Watauga County Schools Historical Calendar Information

## Missed Days and Start/End Dates

School Year	Start Date	Missed Days											End Date
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total Missed Days	
1994-1995		2					4	7	1			14	
1995-1996				2	2	1	5	9	4			23	
1996-1997	Aug 15		1			4	4	1				10	Jun 6
1997-1998	Aug 14					1	5	4	3			13	Jun 9
1998-1999	Aug 13						5	2	4			11	Jun 8
1999-2000	Aug 12						9	3				12	Jun 7
2000-2001	Aug 10					2	4	2	6			14	Jun 6
2001-2002	Aug 9						3	4				7	May 28
2002-2003	Aug 8					3	7	6	1			17	Jun 6
2003-2004	Aug 7				1	5	6	6				18	Jun 7
2004-2005	Aug 12		4			3	1	4	3			15	Jun 7
2005-2006	Aug 11					5	2	2	1			10	Jun 1
2006-2007	Aug 10					1	2	2		1		6	May 29
2007-2008	Aug 9					2	1	3				6	May 28
2008-2009	Aug 7			1	2	2	4	6	2	1		18	Jun 8
2009-2010	Aug 12					3	8	13	2			26	Jun 4
2010-2011	Aug 11					9 (+1)*	9 (+1)*	1	1			22	Jun 5
2011-2012	Aug 10					1	2	1	1			5	May 25
2012-2013	Aug 8			2			4	6	7		1*	20	Jun 12

\*Bus ran but turned around without having school



# Watauga County Schools Historical Calendar Information

## Missed Days and Start/End Dates

School Year	Start Date	Missed Days										Total Missed Days	End Date
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		
2013-2014	Aug 19				2		9	3	4			18	Jun 12
2014-2015	Aug 19				1		5	11				17	Jun 12
2015-2016	Aug 18						4	9	1			14	Jun 10
2016-2017	Aug 22						3	2	2			7	Jun 1
2017-2018	Aug 21					4	7	2	7			20	Jun 8
2018-2019	Aug 20												

## **Watauga County Schools**

### **Guidelines for Inclement Weather Days and Staff Time**

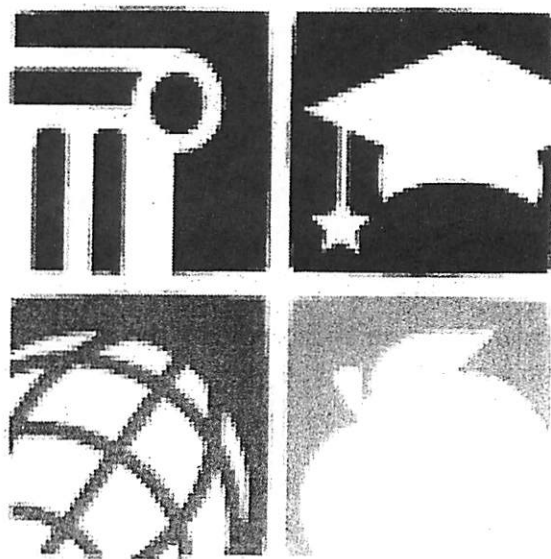
It is often necessary to alter the regularly scheduled workday due to inclement weather. WCS Board Policy 7500 defines the processes for Workday and Overtime/Compensatory Time while WCS Board Policy 7510 details procedures for using leave including Annual Vacation Leave and Compensatory Time/Leave. The following guidelines should be used by administrators, school finance officers, teachers, and staff to help accurately record time worked or leave utilized for time missed due to inclement weather.

**Employee Safety First.** When students are not in school due to inclement weather, employees must use their own discretion when deciding on whether or not to travel to school.

#### **Options for accounting for time:**

1. ***Annual Leave.*** Employees may take Annual Leave for days that are designated Optional Work Days. If the school day is cancelled for students and staff and declared an Annual Leave Day, ten-month staff members must use an Annual Leave Day as TEN Annual Leave days are mandatory to be designated and used in the calendar by State Law. Annual leave should be used in full or half day increments.
2. ***No Pay.*** Employees may take a No Pay day if their Annual Leave balance has been exhausted.
3. ***Make-Up Time.*** On inclement weather days that have been designated as Optional Work Days, certified employees may make up the time with prior approval from the site administrator. The administrator must approve the use of make-up time with the administrator and the employee agreeing on when the time will be made up.
4. ***Snow Day Passes.*** There are occasions during the summer months or other non-scheduled working hours that teachers or other certified employees may be given "snow day passes" for work completed. These passes may be used on inclement weather days that are designated as Optional Work Days in lieu of working. In essence, a "snow day pass" is equivalent to trade time for certified employees.
5. ***Compensatory/Banked/Overtime.*** Classified employees may use accrued compensatory or banked time as reflected on the TimeKeeper System on inclement days that are designated as Optional Work Days. Classified employees cannot accrue compensatory time/banked time/overtime without the prior approval of their immediate supervisor. An employee may accrue a maximum of 45 compensatory hours (30 worked hours). An employee may be required to use compensatory time prior to using Annual Leave or Sick Leave.
6. ***Sick Leave.*** On occasion, employees may have an illness on a day designated as an optional teacher workday due to inclement weather. Certified and classified employees may use sick leave in this case with the understanding of providing appropriate documentation to the school administrator including a doctor's note when requested.

*School Attendance  
and  
Student Accounting Manual  
2016 – 2017*



**Public Schools of North Carolina  
State Board of Education  
Department of Public Instruction  
School Business Services  
School Reporting**

**CHAPTER 5:**  
**School Calendar**



## **Opening & Closing Dates**

G. S. 115C-84.2 states that local boards of education shall determine the dates of opening and closing the public schools. Except for year-round schools, the opening date for students shall be no earlier than the Monday closest to August 26, and the closing date for students shall be no later than the Friday closest to June 11. On a showing of good cause, the State Board of Education may waive the requirement that the opening date for students be no earlier than the Monday closest to August 26 and may allow the local board of education to set an opening date no earlier than the Monday closest to August 19, to the extent that school calendars are able to provide sufficient days to accommodate anticipated makeup days due to school closings. A local board may revise the scheduled closing date if necessary in order to comply with the minimum requirements for instructional days or instructional time. The opening and closing dates apply to instructional days only as teacher workdays may be scheduled outside of these dates. G. S. 115C-84.2 requires the school calendar must...

1. Have a minimum of 185 days or 1,025 instructional hours.
2. Cover at least nine calendar months.
3. Have a minimum of 10 annual vacation leave days.
4. The remaining days scheduled should be for use as teacher workdays, additional instructional days or other lawful purposes.
5. Have the same or an equivalent number of legal holidays occurring within the school calendar as those designated by State Personnel Commission for State employees.
6. Not have Sunday as an instructional or staff work day.
7. Not have Veterans Day as an instructional or staff work day.
8. Local Boards shall designate two (2) workdays on which teachers may take accumulated vacation leave. Local Boards may designate the remaining workdays as days teachers may take accumulated vacation leave.

In addition, teachers are paid for a term of 10 months (G.S.115C-302.1) and therefore, the calendar should not schedule instructional days or workdays on a Saturday. A Saturday may be used as a makeup day for an inclement weather day when the school has been closed.

Exemptions from the opening and closing dates:

- Year-round schools (must be designated as such in the Educational Directory and Demographical Information Exchange (EDDIE))
- Charter schools
- Schools designated as having a modified calendar for the 2003-04 school year or planned to have a modified calendar in 2003-04. This includes those schools that have been identified by the SBE as High Priority or Continually Low Performing.

**NOTE:** Clarification of Instructional Hours - Though definitely a part of school life, some activities, such as the following, are not considered to be part of instructional time: changing classes, homeroom, lunch, pep rallies, and school dances. Local boards of education will decide which other activities are instructional, and therefore considered part of the instructional time.

## **Cooperative Innovative High Schools-GS 115C-238.53**

Calendar law 115C-84.2 no longer applies to these schools. CIH are required to have at least 185 days or 1,025 hours of instruction covering at least nine calendar months.

**Charter Schools –GS 115C-218.85**

Required to have 185 days or 1,025 hours.

**Regional Schools – GS 115C-238.66**

Required to have 185 days or 1,025 hours.

**School Closings Due to Inclement Weather and Other Emergencies****Requirements and Procedures**

Requirements of G.S. 115C-84.2 and State Board of Education policy relative to school closings due to inclement weather and emergency conditions are summarized below:

- A. School Calendar:** Each local board of education shall adopt a school calendar to include a minimum of 185 days or 1,025 hours of instruction covering at least nine calendar months. The school calendar shall include a plan for making up days and instructional hours missed when schools are not opened due to inclement weather.

If school is closed early due to inclement weather, the State Board of Education shall allow the day and the scheduled amount of instructional hours to count toward the required minimum number of days and instructional hours. If school buses are en route to schools when school is canceled for the day, then the day and instructional hours scheduled for that day will count toward the required minimum.

- B. Make-Up Days:** The school calendar shall include a plan for making up days and instructional hours missed when schools are not open due to inclement weather.

G.S. 115C-84.2 places certain limitations on the scheduling of make-up days. All days in the school calendar must fall within the fiscal year. School shall not be held on Sundays. Veteran's Day shall be a holiday for all public school personnel and for all students enrolled in the public schools.

A local board may revise the scheduled closing date of school if necessary in order to comply with the minimum requirements for instructional days or instructional time within the limits of G.S.115C-84.2.

- C. Reporting Missed Days:** Local boards of education shall report to the State Board all days for which schools are closed for students during the school year. This report shall include the total number of days and reasons missed, by date, and the dates of make-up days. The Department of Public Instruction shall collect this information at the end of each school year.
- D. Individual School Closings:** Beginning with the 1998-99 school year, the State Board of Education will no longer approve the suspension of days from the required minimum 185-day or 1,025 hour school term for individual school closings. G.S. 115C-84.2 does not authorize the State Board to suspend days or hours for individual school closings.

**E. Superintendent Authorized to Close Schools:** The Superintendent of a local education agency, in the event of an emergency, act of God, or any other conditions requiring the termination of classes before the end of a school day, may suspend the operation of any school for that particular day; and the day and the scheduled amount of instructional hours shall count toward the required minimum.

- **Waiver Requests:** Waivers may be requested for the opening and closing dates or in accordance with Session Law 2012-145. An LEA cannot request a waiver for any other provision in the G.S. 84.2, e.g. pay schedules, days in the month for salary purposes or the number of school calendar days. LEA Based Calendar Waiver request forms must be submitted to DPI by August 15 of the preceding school year. Waivers may be requested for all schools in the LEA if the LEA meets the "Missed Days" eligibility using the LEA Based Calendar Waiver Request for Weather Related Causes form. Calendar Waiver Request forms can be located on the Financial and Business Services' Web Page at [www.ncpublicschools.org/fbs/accounting/forms/](http://www.ncpublicschools.org/fbs/accounting/forms/).

#### **Waiver from open dates**

The State Board may waive the open dates for showing of good cause and allow the LEA to set an opening date no earlier than the Monday closest to August 19.

#### **Definition of "good cause"**

"Good cause" is limited to severe weather conditions and is defined as all schools being closed for eight or more days during any four of the last ten years. Partial day closures are not included.

- There is no longer a waiver for the 185 day calendar.

#### **Missed Days**

The State Board of Education may waive the opening date requirement for any LEA within a county where all schools have been closed for a full day, eight or more days per year during any four of the last ten years because of severe weather conditions, energy shortages, power failures or other emergency situations. The list of LEAs eligible to submit a request can be found at [www.ncpublicschools.org/fbs/accounting/calendar/](http://www.ncpublicschools.org/fbs/accounting/calendar/).

#### **Process**

- The Division of School Business will publish the LEA ten year history of missed days and identify those LEAs which are eligible to request a LEA-wide waiver
- The LEA will choose one of two ten year periods to determine their eligibility for a waiver. The first ten year period option includes the last ten years (excluding the current year). The second ten year period option includes the last ten years (including the current year).
- The LEA that chooses option one must submit a waiver request by August 15 for State Board of Education approval or denial during their calendar development for the following school year.
- The LEA that chooses option two must submit a waiver by April 1 of the current year for State Board of Education approval or denial for the following school year.

If approved, the waiver will be applicable to all schools within the LEA.

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## SCHOOL CALENDAR

### LEGISLATION SUMMARY FOR LEAS

#### EFFECTIVE JULY 1, 2013

2012 Senate Bill 187 (Session Law 2012-145), applies beginning with the 2013-2014 school year, rewrites a portion of the calendar law (General Statute 115C-84.2). Legislation: Session Law 2012-145, Senate Bill 187, Section 7A.11.

#### School Calendars must meet the following requirements:

1. Start date no earlier than the Monday closest to August 26 and end date no later than the Friday closest to June 11 (unless a weather related calendar waiver has been approved, year-round school, charter school or cooperative innovative high school.) If waiver is approved the start date can be no earlier than the Monday closest to August 19.
2. There are no educational purpose waivers for exemption of the opening and/or closing dates.
3. All schools within the district must be closed all day for purposes of determining eligibility for a weather related waiver (delayed starts or early dismissals of two or more hours no longer apply).
4. Covers at least nine calendar months.
5. Must have a minimum of 185 days **OR** 1,025 hours of instruction.
6. Must have at least nine (9) teacher workdays.
7. Local Boards shall designate two (2) workdays on which teachers may take accumulated vacation leave. Local Boards may designate the remaining workdays as days teachers may take accumulated vacation leave.
8. Have a minimum of ten (10) annual vacation leave days.
9. Have the same or an equivalent number of legal holidays occurring within the school calendar as those designated by the State Personnel Commission for State employees.
10. School shall not be held on Sunday.
11. Veterans Day shall be a holiday for all public school personnel and for all students enrolled in the public schools.

**Note:** Charter schools must meet the requirements of 185 days or 1,025 hours of instruction.

### CALENDAR RESOURCES FOR LEAS

- **Make-up Days FAQ**  
(pdf, 15kb) UPDATED 3/14/16
- **LEAs with Calendar Waivers (Weather) 2018-19**  
(pdf, 18kb) POSTED 11/3/17
- **LEAs with Calendar Waivers (Weather) 2017-18**  
(pdf, 19kb) POSTED 11/3/16
- **History - LEAs eligible for a Calendar Waiver**  
(pdf, 262kb) REVISED 1/29/18
- **Use of Workdays Table**  
(pdf, 40kb) UPDATED 1/27/15
- **Attorney General's Ruling on School Calendar**  
(pdf, 78kb)
- **History of the School Calendar**  
(pdf, 80kb) UPDATED 3/4/15
  - History Grid  
(pdf, 16kb) UPDATED 1/27/15

## CALENDAR TYPES

- **Traditional:** A school has one track in operation for at least 185 days, with a long summer break (approximately 10 weeks.)
- **Year Round:** A school that remains in session for the entire calendar year.
- **Modified Year Round:** A school has only one track in operation for at least 185 days, with longer Fall & Spring breaks (approximately 2 weeks each) and a short Summer break (approximately 6-7 weeks.)

**Note:** At this time, a school may not open with or convert to a modified calendar. Pre-existing modified calendar schools from 2003-04 are exempt. Legislation states that the "the required opening and closing dates shall not apply to any school that a local board designated as having a modified calendar for the 2003-04 school year or to any school that was part of a planned program in the 2003-04 school year for a system of modified calendar schools, so long as the school operates under a modified calendar."

- **Traditional and Year Round Combination:** A school that offers two or more calendar types.

**Note:** LEAs and charter schools are responsible for entering a calendar type for each school in EDDIE.

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## 2019-2020 Calendar Scenario \*\*For Discussion Only\*\*

July 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key Holidays for SY 2019-20:

September 2- Labor Day

November 11- Veteran's Day

November 28- Thanksgiving Day

December 25- Christmas Day

January 1- New Year's Day

January 20- MLK Day

April 10- Good Friday

April 12- Easter Sunday

May 25- Memorial Day

**August- 10 (# of student days in month)**

13-16 Mandatory WD

19 First Day of 180-day term

**September- 20**

2 Labor Day Holiday

18 Early Release/ PD Day

**October- 23**

18 End of 1<sup>st</sup> quarter (44 days)

24-25 Early Release

**November- 17**

11 Veteran's Day Holiday

27 Opt Day

28-29 Thanksgiving Holiday

**December- 15**

20 Early Release Day (41/ 85 days)

23-25 Holiday

26-31 AL

Student Days 180

Instructional Hours 1160 Hrs.

**January- 19**

1 Holiday

2 AL

3 Opt WD

6 Students return

20 Opt WD (MLK Day)

**February-20**

**March- 22**

11 End of 3<sup>rd</sup> quarter (47 days)

**April- 17**

13-17 Spring Holiday (2 Holidays/ 3 AL)

**May- 17**

25 Holiday

26 Last Day of 4<sup>th</sup> quarter/ 2<sup>nd</sup> Semester Ends (48/ 180 days)

27 Mandatory WD

28-29 Opt WD

**June- 0**

1-4 Opt WD

5-8 AL

Mand WD- 5

Opt WD- 9

AL- 10

Holiday- 11

ER Day- 5

**WCS Calendar Committee  
Meeting Minutes 8/30/2018**

Attendance: Dr. Wayne Eberle (Central Services), Laurie Nixon (WHS), Dr. Chris Blanton (WHS), Amy Warren (Cove Creek), Lindsey Gough (Cove Creek), Bobby Jones (Green Valley), Dr. Stephen Martin (Central Office), Charlena Townsend (Parkway), Sue Walker (Blowing Rock), Allison McFalls (Blowing Rock), Pam Shirley (Central Office), Michele Lee (Green Valley), Natasha Lyons (Valle Crucis), Allison Hodge (Mabel), Anne Sukow (Bethel)

**Welcome, Introductions**

Dr. Eberle opened the meeting with a welcome. The agenda for the meeting was reviewed. Committee members were introduced.

**Information Sharing**

- Timeline for building a calendar:

August/September 2018 - First meeting of committee. Share and gather information.

October/November 2018 - Choose 2 calendar options for consideration. Present for vote.

November 2018 - Review tally of votes. Consensus on recommendation for calendar.

December 2018 - Calendar committee submits recommendation to BOE.

January - May 2019 - Necessary adjustments made to calendar based on inclement weather.

Note: changes to calendar law could impact future calendars.

- School Calendar Law:

Watauga has a calendar waiver (Good Cause Exemption) in place for 2018-2019 to begin the school year no earlier than the Monday closest to August 19 (this was August 20 for the 18-19 school year). The closing date of school shall not be after the Friday closest to June 11. A total of 14 districts have waivers for the current school year. We will apply for a waiver for next school year. The legislation (General Statute 115C-84.2 and Session Law 2012-145) provides that school calendars must have a minimum of 185 days or 1,025 hours of instruction. Also, there must be 42 consecutive days in the summer after the end of the school year and prior to the beginning of the next school year.

- History of Inclement Weather Days in WCS:

A chart reviewing the bad weather days in WCS since 1975 and the start/end dates since 1996 was reviewed with the committee.

- Guidelines for Inclement Weather Days and Staff Time:

Options for faculty and staff for accounting for time on inclement weather days were reviewed.

- School Calendar section (chapter 5) from the School Attendance and Student Accounting Manual.



Provides guidance and requirements in building a school calendar.

Regular school days = 6.5 hours

Early Release and Saturday school days = 4 hours

2 hour delay = 4.5 hours

3 hour delay = 3.5 hours

- We must build 215 days in the calendar for 10 month employees. This includes 180 student days, 11 holidays, 10 annual leave days, 9 optional teacher workdays, and 5 mandatory teacher work days.

School Year	Student Days	Instructional Hours
2012-2013	180	1,129
2013-2014	179	1,120
2014-2015	178	1,132.5
2015-2016	180	1,131
2016-2017	180	1,149
2017-2018	175	1,080

#### **Discussion of Priorities**

- WHS could reduce number of days in 1<sup>st</sup> semester to as low as 84 to ensure 1<sup>st</sup> semester testing occurs before holiday break
- One full week at Spring Break
- Easter at the beginning of Spring Break (Easter is April 12, 2020)
- Support the use of Saturday school as early as possible

#### **Calendar Scenario 2019-2020**

- This calendar was based on the 2018-19 calendar elements with the priorities.
- 85 days first semester; 95 days second semester.
- 44 days - 1st nine weeks; 41 days - 2nd nine weeks; 47 days - 3rd nine weeks; 48 days - 4th nine weeks.
- Calendar starts on a Monday.
- Optional workday on November 27.

#### **Consideration/consensus on 2-3 calendar choices/ Next Steps**

Dr. Eberle asked committee members to share the discussion calendar with their schools and provide feedback and possible adjustments during our next meeting time.

- Use 2019-2020 Calendar Scenario as a template for consideration.

- Should the Wednesday before Thanksgiving (November 27) be an Early Release day or an Optional Teacher Workday?
- Should students return on January 6 following the holiday break? Students could return as early as January 2.

#### **Questions/Concerns**

- Is Saturday School with attendance worth the hours that count toward the 1,025 hours? Typically the first Saturday School has good attendance (>85%) and it begins to decrease with subsequent Saturdays.

#### **Future Meetings**

- September 27 (Thursday) at 3:45pm at WHS media center
- October 18 (Thursday) at 3:45pm at WHS media center
- November 15 (Thursday) at 3:45pm at WHS media center (if needed)

Note: The plan is to take a proposed calendar to the WCS Board of Education on December 10, 2018.

The meeting adjourned at 4:35pm.