



# Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT  
MARGARET E. GRAGG EDUCATION CENTER  
P.O. BOX 1790 BOONE N.C. 28607

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## WATAUGA COUNTY BOARD OF EDUCATION MEETING MONDAY, June 12, 2017 5:00 P.M.

- |      |     |   |                    |
|------|-----|---|--------------------|
| 5:00 | 1.  | <b>CALL TO ORDER</b>  | Board Chair        |
| 5:02 | 2.  | <b>CLOSED SESSION</b>   |                    |
|      |     | A. Approval of Minutes  |                    |
|      |     | B. Student Records/N.C.G.S.143-318.11(a)(1)   |                    |
|      |     | C. Reportable Offenses – N.C.G.S.115C-288(g)  |                    |
|      |     | D. Personnel – N.C.G.S.143-318.11(a)(6)   |                    |
|      |     | E. Attorney Client - N.C.G.S.143-318.11(a)(3)   |                    |
| 6:00 | 3.  | <b>OPEN SESSION/MOMENT OF SILENCE</b>   | Board Chair        |
| 6:03 | 4.  | <b>DISCUSSION AND ADJUSTMENT OF AGENDA</b>  | Board Chair        |
| 6:05 | 5.  | <b>CORRECTION AND APPROVAL OF MINUTES</b>   | Board Chair        |
| 6:07 | 6.  | <b>PUBLIC COMMENT</b>   | Board Chair        |
|      |     | <b>Note: Anyone who wishes to address the Board should sign the Public Comment Roster</b> |                    |
| 6:10 | 7.  | <b>BOARD OPERATIONS</b>   | Board Chair        |
| 6:20 | 8.  | <b>SUPERINTENDENT'S REPORT</b>  | Dr. Scott Elliott  |
| 6:25 | 9.  | <b>PUBLIC RECOGNITION</b>   |                    |
|      |     | A. Servant's Heart Award  | Dr. Scott Elliott  |
| 6:30 | 10. | <b>CONCURRENCE</b>  |                    |
|      |     | A. Field Trip Requests  | Dr. Scott Elliott  |
|      |     | B. Elementary Curriculum Committee Members for 2017-2018                                  | Ms. Tamara Stamey  |
|      |     | C. Calendar Committee Representatives for 2017-2018                                       | Dr. Wayne Eberle   |
|      |     | D. Student Services Committee Members for 2017-2018                                       | Dr. Paul Holden    |
|      |     | E. Student Health Services Advisory Committee for 2017-2018                               | Dr. Paul Holden    |
|      |     | F. Personnel Advisory Committee Representatives for 2017-2018                             | Dr. Stephen Martin |
|      |     | G. School Resource Officer Contract for 2017-2018   | Ms. Ly Marze       |
| 6:40 | 11. | <b>WATAUGA AVERY MITCHELL YOUTH UPDATE</b>  | Ms. Emily Greene   |

**6:50 12. FINANCE**

- A. Declaration of Surplus Property
- B. Budget Amendment #8

Ms. Ly Marze  
Ms. Ly Marze

**7:00 13. SCHOOL NUTRITION**

- Bakery Bid Renewal
- Grocery Fixed Fee Distributor Renewal

Ms. Monica Bolick  
Ms. Monica Bolick

**7:05 14. FACILITIES**

- Presentation of Proposal for Facilities Assessment
- Bid Award for the Blowing Rock Drainage Project

Mr. Daniel Clark  
Mr. Daniel Clark

**7:20 15. PERSONNEL**

- I. Resignations
- II. Administrative Personnel - New Employment
- III. Certified Personnel
  - A. New Employment
  - B. Extended Employment
  - C. Re-Employment: Contract Teachers (One-Year Contract)
  - D. Transfer of Assignment for 2017-2018
- IV. Classified Personnel
  - A. Extended Employment
  - B. Re-Employment for 2017-2018
  - C. Transfer of Assignment for 2017-2018
- V. Athletics

Dr. Stephen Martin

-----BREAK-----

**7:25 16. POLICY FOR REPEAL**

- 4135 Tuition for Discretionary Admissions

Dr. Wayne Eberle

**7:30 17. POLICY FOR FIRST READ**

- 6450 Purchase of Services
- 7930 Professional Employees: Demotion and Dismissal
- 4150-R School Assignment Procedure
- 5030 Community Use of facilities

Dr. Wayne Eberle

**7:40 18. POLICY FOR SECOND READ**

**4400-R(1)** Attendance – High School  
**6220** Operation School Nutrition Services

Dr. Wayne Eberle

**7:45 19. BOARD OPERATIONS**

Board Chair

**7:50 20. ADJOURNMENT**

**21. MISCELLANEOUS**

Personnel Advisory Committee Meeting Minutes



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# Watauga County Board of Education

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TEL: (828) 264-7190  
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**DATE:** May 8, 2017

**PRESENT:**

Ron Henries, Brenda Reese,  
Jay Fenwick, and Jason K. Cornett,  
Dr. Scott Elliott, Superintendent,  
Dr. Stephen Martin, Asst.  
Superintendent; Mr. John Henning,  
Board Attorney;  
Andrew Nenow, Student Representative;  
Kelsie Marlett, Student Representative

**TIME:** 5:30 p.m.

**PLACE:** Margaret E. Gragg Education Center

## **CALL TO ORDER**

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

## **CLOSED SESSION**

Mr. Henries called the meeting to order in closed session under N.C.G.S.143-318.11(a)(1) Student Records, N.C.G.S.115C-288(g) Reportable Offenses, N.C.G.S.143-318.11(a)(6) Personnel, and N.C.G.S.143-318.11(a)(3) Attorney Client

## **OPEN SESSION**

The meeting was called to order at 6:05 PM by Board Chair, Ron Henries. He began the meeting with a moment of silence.

## **DISCUSSION AND ADJUSTMENT OF AGENDA**

A motion to adjust the agenda by moving Board Comments to follow item 4 (Discussion of Agenda) and add a Closed Session following Board Comments, item 23, was made by Jason Cornett and seconded by Jay Fenwick. The motion to approve the updated agenda carried unanimously.

## **BOARD OPERATIONS**

Mr. Henries, announced with sadness that the Board of Education had received and accepted the resignation of Ms. Barbara Kinsey from the Board of Education. He said that she had been unable

to attend due to ongoing health issues. Mr. Henries spoke about her many accomplishments while teaching and during her terms on the Board of Education as a strong advocate for teachers and high standards for our students.

The Board will begin the process of selecting a new member to fill the vacant seat on the Board of Education. The person selected will serve until the next Board of Education election.

### **CORRECTION AND APPROVAL OF MINUTES**

A motion to approve the minutes for the April 10, 2017 meeting was made by Jay Fenwick and seconded by Brenda Reese. The motion carried unanimously.

### **PUBLIC COMMENT**

There were no public comments at the May 2017 meeting.

### **SUPERINTENDENT'S REPORT**

Dr. Elliott welcomed Mr. Henries and the Board members, and Mr. Nenow and Miss Marlett, as well as Mr. John Henning, Board Attorney. He gave a special welcome to the administrators, teachers, parents, and community members. He stated that he was very excited to recognize many students and colleagues for special achievements.

Dr. Elliott expressed appreciation and thankfulness for Mrs. Kinsey.

He noted that Teacher Appreciation week had been celebrated last week and would continue this week. He shared that the Teacher of the Year had been announced at an assembly earlier that day and congratulated Eve Parsons on her honor. He informed everyone that announcements would be made later in meeting regarding the new Principals for Cove Creek and Parkway. He shared the success of the State of the Child Forum which had occurred on May 5<sup>th</sup>, which will help the community become more informed regarding childhood trauma. He invited the Board to the ribbon-cutting at the Hardin Park playground on Friday, May 12<sup>th</sup> at 1:30. He finished by saying that this was the final Board meeting prior to the end of the school year, and that schools would dismiss early on June first. To date, 162 days and 1,034 hours of instruction had been completed.

Dr. Elliott then recognized student representative, Andrew Nenow, with a plaque for his two years of service to the Board and his contribution as a voice of the students.

### **STUDENT'S REPORT**

Mr. Nenow stated that AP exams had begun. Ms. Marlett shared that the Watauga Playmakers had visited Elementary schools. Mr. Nenow indicated that next year's officers were being elected for school clubs. Ms. Marlett said that prom would be held on Saturday, May 13th.

## **PUBLIC RECOGNITION**

Ms. Kellia Kidda recognized Governor's School Attendees: Andrew Brown for theater, Olivia Michael for theater, Kelsey Marlett for English, Jacob Woody for French, Price St. Clair for social science, Joel Crothers for art, Sammy Osmond for theater and William Nelsen for natural science.

Ike Smith recognized the presenters of the various Academic Competition winners:

- Owen Gray who recognized the Parkway School Elementary Battle of the Books participants who won the county competition, and thanked staff, Erin Patterson, Hayleigh Watterman, and Lauren Collier. Student participants were Alexis Edgerton, Olivia Burroughs, Grayson Elliott, Lauren Patterson, Lauren Collier, Haleigh Waterman, Oliver Johnston, Ellary Smith, Erin Patterson and Owen Gray.
- Candice Trexler and Amy Hiatt, Hardin Park Middle School Battle of the Books Team who were District Regional winners, and placed fourth out of 500 teams in the State Competition at Wake Tech. The nine students were Ella Triplett, Ellery Rushing, Annie Veno, Tucker Brown, Apurba Paudel, Alexandra Newmark, Makayla Barnes, Amira Younce and Lydia Rothrock
- Sara Hilton presented Math Fair Science Fair and Math Olympiad participants from Valle Crucis: William Eyler-Math Fair (Time), Sarah Kitchell, 1<sup>st</sup> place, Getting Her House Off the Grid – Solar panels cost/benefit analysis, Valerie Kitchell – Middle School – The Flu in North Carolina, Science and Technology 1<sup>st</sup> place for 3 years, Luke Ramsdell – oral research presentation-non-lethal insect control-2<sup>nd</sup> Place in State-oral presentation. She also presented 2<sup>nd</sup> Place State Fair, Math Olympiad – Anders Nelsen, Klaus Best and Luka Verholek
- Tierra Stark presented the Skills USA winners: Sean Adams, Wyatt Broyles, Lucas Green, Amanda Harding, John Norris, Madison Scruggs
- Larry Jones- thanked everyone for the community effort and the dedication of the students. John Moretz-1<sup>st</sup> place regional and state in Automotive \$10,000 scholarship and tools. James Moretz – Diesel who place in State and received scholarships; Crystal Cornett-Jr 1<sup>st</sup> State, 2<sup>nd</sup> Regionals, going to Nationals in Louisville and Alex Wilson

Brett Green, Emily Collins and Laura Barry presented the DECA participants. Eighty-two Watauga representatives went to the state convention in Greensboro where 14 received medals and one was a winner. Fourteen students represented Watauga at the International Convention in Anaheim, CA alongside over 19,000 students from all over the world. Senior Mary Mink competed in Restaurant and Food Service Management and was awarded an ICDC medal for achieving a high exam score. Other students participating were: Carey Harrell, Kate Cone, Sara Fran Greene, Emma Balbier, Paul Hagaman, Reed Conner, Clay Burchell, Jordan Mandell, Katherine Stapleton, Pia Owen, Holly Greene, Molly Hanna, Siena Ritter, Cheney Hester, Marshall Roten. Reid Conner served as State DECA President.

Dr. Paul Holden recognized National School Nurses month and day, Wednesday, May 10<sup>th</sup> and highlighted Nurses Shelly Klutz, Christine Thompson, Teresa Gibbs, Susan Milhaupt, Amanda Combs, and recognized Teresa for receiving her Dr. of Nursing Practice.

Dr. Elliott spoke about the focus of this year's State of the Child forum to bring attention to the issue of how trauma affects children and members of our community. Specifically, how Adverse

Childhood Experiences create trauma in children in ways that change brain structure and harm mental and emotional health. He shared that it is estimated that 1 in 4 children in classrooms and 90% of all children in foster care have been exposed to a traumatic event, including the many who are victims of violence and other forms of trauma. The forum was sponsored by Boone United Methodist Church, the United Way, and the Juvenile Crime Prevention Council. Both the Watauga Board of Education and the Watauga Education Foundation were sponsors of the event.

Dr. Elliott said that this month it was his honor to recognize the members of the State of the Child Planning Committee, represented by Pat Harper, and most especially the work of social worker Denise Presnell, as the May recipients of the Servant's Heart Award. He shared that one teacher said that this was the single best meeting that the teacher had ever attended. One in four children in every classroom are impacted by trauma. Everyone, organization and individual who needed to be involved, was. Tonier Cain was the guest speaker. The data collected from the work groups will be analyzed following the event.

### **CONCURRENCE**

The five field trip requests were presented to the Board. A motion was made by Jason Cornett to approve the requests. Brenda Reese seconded the motion. The vote to approve was unanimous.

### **CAREER AND TECHNICAL EDUCATION ANNUAL PLAN**

Ms. Tierra Stark presented information regarding the Career and Technical Education (CTE) program. The focus of the program is on career and leadership. She noted that there are three teachers leading business-related courses, and additional teachers in Culinary, Health and Occupational Sciences, Technology Engineering and Design, and Trade and Industrial. CTE concentrators have a 99% graduation rate, and 225 industry recognized credentials have been earned by students. Many internships have been completed within the school system and in the workplace, including the Appalachian Regional Health Care System, the Sheriff's office, BREMCO, and ASU. Dual-enrollment, College and Career Promise, Medical Assisting, and Welding all experienced growth in the last year. Last year the dual-enrollment program with CCCTI graduated 3 students and this year there are 17 graduates. There are 19 high school teachers and three middle school teachers. The focus for the 2017-2018 year is on enhancing the middle school program, and surveying graduates. About 50% of graduates have had a positive outcome, and are placed in Community College, 4-year college/university, the military, or in the workforce.

In 2017-2018, two teachers, filling one and a half additional teaching positions will be hired for middle school instruction and half of one teacher's day will be spent in Career Development planning. Dr. Elliott complimented Ms. Stark on doing an excellent job this year. Dr. Elliott recommended approval of the plan.

A motion was made by Brenda Reese and seconded by Jay Fenwick to approve the CTE Program Plan. The vote to approve was unanimous.

### **FACILITIES**

Mr. Daniel Clark presented the WHS Football Stands Drainage and Joint Repairs Bid Award and noted the financial challenge of the excessive bid. A revision to the scope of work brought the cost

within the budget. Mr. Henning reviewed the contract and found it to be sound. Jason Cornett moved that the contract with Greene Construction to mitigate the drainage problem be approved. The motion was seconded by Brenda Reese. A unanimous vote to approve occurred.

Mr. Clark presented information regarding the Architectural firm selection for District-wide Facilities Assessment and Long Range Plan. The proposal was submitted to seven firms and the RFQ was advertised on the website. He noted that the scope of work was to identify the current status of WCS buildings including all major mechanical systems, identify the life-cycle replacement cost of all major systems, produce a report that provides a yearly replacement schedule and cost, identify expansion, remodeling, and/or new facilities needed to meet the needs of our educational programs, identify facilities that are no longer efficient, develop a predicted maintenance program for all of our facilities. Four firms submitted their qualifications which were reviewed by a sub-committee and prioritized for further review. ClarkNexsen will first be explored followed by LS3P, CBSA Architects, and Cort Architectural Group.

A motion was made by Brenda Reese and seconded by Jay Fenwick to approve the priority list of Architects. The vote in favor was unanimous.

### **CURRICULUM**

Ms. Meredith Jones and Dr. Stephen Martin presented the Beginning Teachers Support Program Plan which aligns with state Board Policies and follows their template. Changes are related to orientation with the State ABCs. Watauga served 60 Beginning Teachers this year. Dr. Martin stated that the plan is reviewed every three years.

A motion was made by Brenda Reese to approve the plan which was seconded by Jason Cornett. The vote approve was unanimous

Ms. Nancy Zeiss presented the reduction of fees for 2017-2018. A motion was made by Jason Cornett to approve the fee reduction and seconded by Brenda Reese. The vote to approve was unanimous.

### **FINANCE**

Ms. Marze presented the surplus report. Jay Fenwick moved to approve the surplus declaration report which was seconded by Jason Cornett. The vote to approve was unanimous.

Ms. Marze presented Budget Amendment #7 dealing with transfer of funds within the athletic department. A motion was made by Brenda Reese to approve the budget amendment which was seconded by Jay Fenwick. A vote was taken and approval was unanimous.

### **CHILD NUTRITION**

Ms. Bolick presented the Beverage Contract bid. A motion was made by Jay Fenwick and seconded by Brenda Reese to approve the bid. A vote was taken and was unanimously approved.



Ms. Bolick presented the Pizza contract bid. A motion was made by Jason Cornett and was seconded by Jay Fenwick to approve the contract. A vote was taken and the motion to approve the Pizza Contract was unanimous.

Ms. Bolick presented the Ice Cream contract bid. A motion was made by Brenda Reese and was seconded by Jason Cornett to approve the contract. A vote was taken and the motion was unanimous to approve the Ice Cream Contract.

Ms. Bolick presented the Vending contract bid. A motion was made by Jay Fenwick and was seconded by Brenda Reese to approve the contract. A vote was taken and the contract was unanimously approved.

Ms. Bolick noted that all contracts were roll-overs.

### **PERSONNEL**

Dr. Martin presented the personnel report for May and an addendum. A motion was made by Brenda Reese and seconded by Jay Fenwick to approve items 1-6 of the Personnel report and the addendum. The vote to approve was unanimous.

Dr. Elliott thanked Dr. Martin and the committees for their dedication to the interviewing process. He commended students, teachers and parents who participated in the selection process for the new Principals. He announced the approval of Ms. Kelly Walker as the new Cove Creek School Principal. He noted her wealth of experience at all levels. Ms. Walker shared her excitement of starting at Cove Creek and thanked the Board for the opportunity to be there.

Dr. Elliott announced that he was also pleased to share the approval of Ms. Patty Buckner as the new Parkway School Principal. He listed her experience as an Assistant Principal, first grade teacher, teacher at Bethel, and a successful career outside of school prior to that.

Dr. Elliott said that he was proud that they could find the two best candidates from within the school system. Ms. Buckner spoke about her love for Parkway and thanked everyone for their support. She stated that she is honored to be the new Principal.

Following a brief break, the meeting resumed with the discussion of policies.

### **POLICIES FOR FIRST READING**

4400-R(1) Attendance – High School  
6220 Operation of School Nutrition Services

Dr. Eberle stated that technology was making the communication of attendance easier and the new policy would save money and prevent confusion.

Ms. Bolick shared that the new School Nutrition policy was already in force and that meal charges should be incorporated within the written policy.

## **POLICIES FOR SECOND READING**

### **Watauga County Field Trip Request Form**

Dr. Elliott shared that the altered form was important to ensure student safety relating to the vehicle used.

Following discussion, a motion was made by Jay Fenwick and seconded by Jason Cornett to approve the updated Field Trip Request Form. The vote to approve the form was unanimous.

## **BOARD COMMENTS**

The Board wished Mr. Nenow the best in his future pursuits and thanked him for representing the students during his time on the Board.

Brenda Reese noted her excitement about the new textbooks which had recently been distributed to schools.

Dr. Elliott stated that on June 13th, he would make a presentation to the Blowing Rock Town Council about the drainage situation at Blowing Rock School.

## **ADJOURNMENT**

A motion to move to Closed Session was made by Brenda Reese, and seconded by Jason Cornett. The vote was unanimous at 8:38 PM.

## **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)(3) Attorney Client.

## **ADJOURNMENT**

A motion to adjourn the Closed Session was made by Jason Cornett, and seconded by Brenda Reese. The vote to adjourn the May Board of Education meeting was unanimous at 9:07 PM.

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R. Ivan Henries, Board Chair

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Dr. Scott Elliott, Superintendent

## WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

Day trips must be submitted to the principal 15 days before the trip. Overnight field trips require the prior approval of the principal, superintendent, and Board of Education. In the case of overnight requests, this form must be submitted to the superintendent by the first day of each month in order for the request to come before the Board of Education on the second Monday of the month. Also see Board policy 3320 and regulation 3320-R.

Sponsoring Teacher: (Print) Alex Vines Cell phone number: 828 963 0166

Other School Staff Chaperones: Michael Neff, Maggie Tate, Emily Rothrock

Names of Non-School Chaperones: Christine Anderson

All chaperones have a Background Check completed: AV (Sponsoring Teacher Initials)

Grade(s): 7,8 Number of Students: 40 Dates of Trip: from 10/8/17 to 10/10/17

Departure Time/Date: 10 am (10/8) Return Time/Date: 3 pm (10/10)

City, State, Place to be visited: (attach detailed itinerary as needed)

Concord, NC - Great Wolf Lodge - Beta Club Leadership Summit

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

If applicable, a Safety/Supervision plan for High Risk and/or Water Activities has been shared with the parents: AV (Sponsoring Teacher Initials). Please attach a copy of that plan to this form if applicable.

Mode of Transportation: Activity Bus (If applicable, bus request form must be attached)

Driver/s: Michael Neff Round Trip Mileage: 256 # of Buses Needed: 1

Total Cost per student \$ \$225

Source of Funds: payment plan, scholarships available

Purpose of Trip and How It Relates to the Curriculum: see attached

Sponsoring Teacher Signature: Alex Vines Date of Request: 05/02/17

Principal Approval: Smalley Date: 5/3/17

If your request is for an overnight trip (in or out of state) the following signatures are required:

Superintendent Approval: [Signature] Date: 5/9/17

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



## **GOIN' TO THE LODGE!!**

In this packet you will find all the information you will need for the 2017 Beta Club Leadership Summit. Please be sure to read the ENTIRE packet. I am very excited to take these children to the Beta Club Leadership Summit and want to ensure a safe, fun time for everyone. If you have any questions about the packet please feel free to call or e mail me. My information is listed in this packet in the PARENT INFORMATION section.

**Thank you for allowing me to take your children on this wonderful trip!!**

Thanks!

Alex Vines

## **TENATIVE Itinerary**

### **Sunday, October 8th**

Leave Hardin Park at 10am (Breakfast on your own before you leave)

**\*\*\*\*PLEASE HAVE YOUR BATHING SUITS ON AND READY TO GO!!!**

Arrive in Concord at 12:30 pm (Please bring your own snacks for the room)

Lunch at McDonalds (this meal not included in the total cost)

Check in at GWL at 1:00

Enjoy Waterpark from 1:30 – 8pm

**\*\*We will check into the room during this time once the rooms are ready**

Dinner on your own at the Water Park

Light out at 10pm

### **Monday, October 9th**

Continental Breakfast in your rooms

11:00-1:45: Leadership Summit

2:00-3:00: Subs for Lunch (Meal included)

3:00-6:00: Waterpark

6:00-7:00 – Pizza for dinner (Meal included)

7:00-8:30 – Leadership Summit

10:00 pm – Lights out

### **Tuesday, October 10th**

Continental Breakfast in your room

8:00-12:00 - Leadership Summit

Lunch on the way back

**\*\*We should be back at Hardin Park at 2:00**

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Sponsoring teacher: (Print) Sherri Hale School: Valle Crucis

Cell phone number: 276-791-0639 Grade(s): 7 & 8 Number of students: 11

Departure time/date: 10/8/17 - 10 am Return time/date: 10/10/17 - 3:00 pm

### Educational purpose:

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

Concord, NC - Great Wolf Lodge - Beta Club Leadership Summit

Purpose of trip and how it relates to the curriculum: Please see attached

### Supervision and Safety:

Names of all school staff chaperones: Sherri Hale, Sarah Hilton

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

All chaperones have a background check completed: yes Sponsoring teacher initials: SH

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

Sponsoring Teacher Initials SH (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:**

Sharing bus with mabel School

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

(If applicable, bus request form must be attached)

Driver/s: Will Barker Round trip mileage: 256 # of buses needed: 1

Total cost per student \$ 225 Source of funds: payment plan / scholarships available

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

**Approval/Signatures:**

Sponsoring teacher signature: Sheri Hale Date: 5 / 9 / 17

Principal approval: P. C. C. Date: 5 / 9 / 17

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 5 / 10 / 17

Superintendent approval: [Signature] Date: 5 / 10 / 17

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

**Purpose of Trip:** The National Beta Club recommends the 2-Day Leadership Summit for all student members and adult sponsors who truly aspire to *Lead by Serving Others*. **Its mission is to advance core leadership principles through high energy, hands-on activities that encourage participants to step beyond their level of leadership and comfort.** This is not a sit-down, lecture-based conference. Participants will interact and gain insights from some of the best youth leaders in America who share their leadership journey—their experiences, tough choices, regrets, and triumphs.

A true leader is able to inspire trust, resolve conflicts, motivate others to their highest achievement, and, most importantly, be of service to others. While there are many leadership traits, **NBC Leadership Summit identifies 7 Traits of Leadership on which to focus —Integrity, Responsibility, Character, Creativity, Courage, Service and Passion.** Come laugh and learn through an experience that is proven to have had a profound impact on people's lives.

**How It Relates to the Curriculum:** Based on the attached agenda

**NC Guidance Essential Standards:**

- I.SE.1.1: Explain the role of personal responsibility in leadership
- I.SE.1.2: Integrate personal responsibility into the way you live your life on a daily basis
- I.SE.2.1: Exemplify how peer pressure can be both a negative and positive influence
- I.SE.2.2: Evaluate one's own behaviors in a variety of situations, making adjustments as needed to produce more positive results
- I.SE.2.3: Explain the impact of self direction, initiative, and self control on interpersonal relationships.
- EI.SE.1.2: Contrast rights, privileges, and responsibilities
- EI.SE.3.2: Use conflict management skills to achieve desired outcomes
- EI.C.1.2: Create new and different ways of achieving long term goals
- EI.C.1.3: Evaluate the effectiveness of creative strategies in solving problems, making adjustments as necessary



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Sponsoring teacher: (Print) Joe Cragg School: Watauga High School  
Cell phone number: (828) 832-6661 Grade(s): Senior Number of students: 1  
Departure time/date: 6/21/17 @ 5:00 AM Return time/date: 6/25/17 @ 10:00 PM

### Educational purpose:

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

Orlando, FL Hotel: Bosen Shingle Creek Resort

Purpose of trip and how it relates to the curriculum:

TSA National Conference

↳ @ CTSO directly aligned to technology engineering + design

### Supervision and Safety:

Names of all school staff chaperones: Joe Cragg + Dinah Miller

Names of all non-school chaperones: —

All chaperones have a background check completed:

Sponsoring teacher initials: JG DM

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

How will students with disabilities be accommodated for site access and transportation? Student attending does not require disability services nor accommodated sites

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

**Transportation plan:**

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

(If applicable, bus request form must be attached)

Driver/s: Deborah & Dinah Miller Round trip mileage: 1302 # of buses needed:       

Total cost per student \$ Approx. \$1000 Source of funds: student

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

**Approval/Signatures:**

Sponsoring teacher signature: [Signature] Date: 05/09/17

Principal approval: [Signature] Date: 9 May 2017

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 5/12/17

Superintendent approval: [Signature] Date: 5/12/17

Board of Education approval:        Date:        /        /

## 2017 National TSA Conference

### Schedule at a Glance (Tentative)

#### TUESDAY, June 20, 2017

5:00PM — 6:00PM	TSA, Inc. Board of Directors Meeting/ National TSA Officers Dinner	St. John's 26
6:00PM — 8:30PM	TSA, Inc. Board of Directors Meeting	St. John's 24
6:00PM — 11:00PM	National TSA Officers Meeting	St. John's 25

#### WEDNESDAY, June 21, 2017

12:00PM — 7:00PM	Conference Registration	Panzacola Foyer
2:00PM — 3:00PM	CRC Managers Meeting	St. John's 22
3:00PM — 4:00PM	National TSA Officer Candidates Meeting	Gatlin Ballroom D
3:00PM — 4:00PM	Mandatory Competitive Event Coordinators Meeting	St. John's 26
4:00PM — 5:00PM	Advisors Welcome	Gatlin Ballroom D
5:00PM — 8:00PM	Competitive Events Check-In (for selected events)	Various Locations
6:00PM — 6:30PM	On Demand Video	Gatlin Ballroom D
6:30PM — 8:30PM	Competitive Event Check-In (for selected events)	Various Locations
9:00PM — 9:30PM	Required sign-up for presentation times	Various Locations
7:00PM — 8:00PM	TEAMS – Welcome	Gatlin Ballroom
7:30PM — 8:45PM	Conference Kick-Off!	Sebastian J
9:00PM — 11:00PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

#### THURSDAY, June 22, 2017

7:15AM — 8:45AM	State Flag Representatives Meeting	Gatlin Ballroom D
8:00AM — 8:00PM	TEAMS Competition	Various Locations
9:00AM — 11:00AM	Opening General Session (General Session I)	Gatlin Ballroom
9:00AM — 5:00PM	Information Desk Open	Panzacola Registration Desk
11:30AM — 12:30PM	Advisor Update Meeting	Gatlin Ballroom D
11:30AM — 7:00PM	Competitive Events (selected events submit 7-8 AM)	Various Locations
11:30AM — 6:00PM	Special Interest Sessions	Various Locations
12:30PM — 2:30PM	State Advisor Forum	Sebastian I-1
1:00PM — 2:00PM	State Presidents Meeting	St. John's 25
3:00PM — 5:00PM	Submit Middle School Display Events	Sebastian J
4:00PM — 6:00PM	Submit High School Display Events	Sebastian J
5:00PM — 6:00PM	Alumni/ Graduating Senior Reception	Conway
6:00PM — 11:30PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

#### FRIDAY, June 23, 2017

8:00AM — 4:00PM	TEAMS Competition – Problem Solving	Sebastian I
9:00AM — 11:00AM	Recognition Assembly (General Session II)	Gatlin Ballroom
9:00AM — 5:00PM	Information Desk Open	Panzacola Registration Desk
11:00AM — 7:00PM	Competitive Events	Various Locations
11:00AM — 6:00PM	Special Interest Sessions	Various Locations
11:30AM — 12:30PM	Advisor Update Meeting	Gatlin Ballroom D
11:30AM — 7:00PM	Competitive Events (selected events submit 7-8 AM)	Various Locations
1:00PM — 2:15PM	Professional Leadership Training – High School	Gatlin Ballroom D

1:00PM — 5:00PM	TSA Meet and Greet	Panzacola Foyer
3:00PM — 4:15PM	Professional Leadership Training – Middle School	Gatlin Ballroom D
5:30PM — 6:30PM	TSA Region 1-5 Meeting	
	Region 1	Gatlin A-1
	Region 2	Gatlin A-2
	Region 3	Gatlin A-3
	Region 4	Gatlin A-4
	Region 5	Gatlin E-5
7:00PM — 8:30PM	TEAMS – Awards Ceremony	Gatlin Ballroom
8:00PM — 11:30 PM	State Delegation Meetings	Various Locations
12:00 Midnight	Curfew	

## **SATURDAY, June 24, 2017**

8:30AM — 9:45AM	Professional Leadership Training – Middle School	Gatlin Ballroom D
8:30AM — 10:30AM	TSA, Inc. Corporate Board Annual Meeting	Suwanee 16
9:00AM — 5:00PM	Information Desk Open	Panzacola Registration Desk
9:00AM — 7:00PM	Competitive Events	Various Locations
11:00AM — 6:00PM	Special Interest Sessions	Various Locations
11:30AM — 12:30PM	Advisor Update Meeting	Gatlin Ballroom D
1:00PM — 1:45PM	CRC/Students Forum	Sandlake
1:00PM — 2:15PM	Professional Leadership Training – Advisors	Gatlin Ballroom D
1:45PM — 2:30PM	CRC/Advisors Forum	Sandlake
3:00PM — 4:15PM	Professional Leadership Training – High School	Gatlin Ballroom D
3:30PM — 4:30PM	TSA, Inc. Board of Directors Meeting (new board)	Suwanee 16
5:00PM — 5:30PM	Voting Delegate Seating	Gatlin Ballroom
7:00PM — 9:00PM	Annual Business Meeting (General Session III)	Gatlin Ballroom
12:00 Midnight	Curfew	

## **SUNDAY, June 25, 2017**

8:00AM — 11:00AM	Awards Ceremony (General Session IV)	Gatlin Ballroom
12:00PM — 1:00PM	National TSA Officers Meeting (new officers)	St. John's 22

## 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) Brittany Ball & Gail Richards School: Green Valley  
Cell phone number: (828) 773-2776 Grade(s): 8 Number of students: 41  
Departure time/date: May 31<sup>st</sup> @ 10:15 am Return time/date: May 31<sup>st</sup> @ 2:10 pm

### Educational purpose:

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

Deer Valley, Boone, NC 28607

Purpose of trip and how it relates to the curriculum: The trip is a celebration of 8<sup>th</sup> grade students' accomplishments (academic and behavioral) throughout the school year. This is the culminating event for their years at Green Valley and their promotion to 9<sup>th</sup> grade.

### Supervision and Safety:

Names of all school staff chaperones: Gail Richards, Sandra Ruppert, Brittany Ball

Names of all non-school chaperones: Danielle Bledsoe, Selena Moretz, Lori Combs

All chaperones have a background check completed:

Sponsoring teacher initials: BB

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

**Transportation plan:**

Mode of transportation: \_\_\_\_\_ Activity bus \_\_\_\_\_ Rental car/mini-van \_\_\_\_\_ Charter bus ☒ Other: School bus

(If applicable, bus request form must be attached)

Driver/s: \_\_\_\_\_ Round trip mileage: 18.2 # of buses needed: 1

Total cost per student \$ 0 Source of funds: 8th grade funds

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

**Approval/Signatures:**

Sponsoring teacher signature: [Signature] Date: 5 / 15 / 17

Principal approval: [Signature] Date: 5 / 15 / 17

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 5 / 17 / 17

Superintendent approval: [Signature] Date: 5 / 17 / 17

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

#### **Safety/Supervision plan for water activity:**

There is an indoor and outdoor pool at Deer Valley park. To ensure the safety of all students who choose to participate in swimming, a lifeguard will be hired to monitor the pool activity. Students will swim only when the lifeguard is present and visible in their place for duty. Two CPR certified school staff members will be at the pool area at all times also. All students will adhere to the pool rules that are posted and refrain from horseplay and touching other students while swimming in the pool. Students will be notified of these rules before entering the pool area. In order to minimize risk there will be a designated 1 hour and 30 minute time frame that swimming will be allowed. Supervision will be all the responsibility of adult personnel/chaperones during this time frame. There will be no swimming allowed other than during this time frame. Students not adhering to the pool rules will be removed from the pool area immediately. Student access will be limited to either the indoor or outdoor pool based upon weather.

#### **Wednesday's Schedule:**

9:00 Promotion at Green Valley

10:00 Reception in Music Room at Green Valley

10:45 Leave for Deer Valley

11:00 Arrive at Deer Valley and change for activities

11:15 Swimming and other activities (basketball, corn hole, card games)

12:45 Lunch and dessert

1:15 Free time for other activities (basketball, corn hole, card games)

1:45 Leave to return to Green Valley



## 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) Amy Lunceford School: GVS

Cell phone number: 704-773-1859 Grade(s): 2nd Number of students: 47

Departure time/date: 10:00 on May 22nd Return time/date: 2:15 on May 22nd

### Educational purpose:

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

Green Valley Community Park, Boone, N.C.

Purpose of trip and how it relates to the curriculum: Students have studied various life cycles in 2nd grade. We will take our WEF grant winning Magiscopes and magnifying glasses to explore living and non living organisms in a small portion of the New River. Students will be in groups no more than 10 and rotating between field games, the playground and the New River kayak access. Students will then all discuss with teacher at the end what organisms were found and clean up the park a bit by picking up trash.

### Supervision and Safety:

Names of all school staff chaperones: Amy Lunceford, Heather Ward, Shannon Stanbery, Susan Milhaupt

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



All chaperones have a background check completed:

Sponsoring teacher initials: ATL

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 ATL (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. attached \*

**Transportation plan:**

Mode of transportation:    Activity bus    Rental car/mini-van    Charter bus ✓ Other: School Bus

(If applicable, bus request form must be attached)

Driver/s: Amy Luncford Round trip mileage: 8 # of buses needed: 1

Total cost per student \$ 16 Source of funds: 2nd Grade Funds

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

**Approval/Signatures:**

Sponsoring teacher signature: Amy Luncford Date: 5 / 17 / 17

Principal approval: [Signature] Date: 5 / 17 / 17

**Required signatures if applicable:**

Transportation Director approval: [Signature] Date: 5 / 19 / 17

Superintendent approval: [Signature] Date: 5 / 19 / 17

Board of Education approval:    Date:    /    /

Trip: Green Valley Park on Monday, May 22 from 10:00-2:00

Who: Green Valley School 2nd Grade

Safety and Supervision plan for high risk water activities:

- We will arrive at the Green Valley Park around 10:20. Students will be broken into 5 different groups with no more than 10 students in each group. The groups will rotate every thirty minutes beginning at 10:30 and ending at 1:30. We will take a break from 11:30-12:00 to eat lunch under the shelter. We will end with a Second Grade discussion about what living organisms were found using the magiscopes and magnifying glasses.
- Groups will rotate between the playground equipment, field games, and the small section of the river. NO more than one group of 10 students will be in the water at a time. Two CPR certified staff members will be supervising the water, a teacher and GV school nurse. Boundaries for the area which kids can explore in the river will be clearly marked.
- The field and playground will be chaperoned by school staff and background check approved parents.
- Please know, if the river levels are higher than knee deep we will NOT get in the water. Let's pray the rain holds off and allows us to enjoy this science exploration in the river!

Thanks so much! We are excited for this opportunity to enjoy exploring the environment around us!

Amy Lunceford, Heather Ward, Shannon Stanbery

# ELEMENTARY CURRICULUM COMMITTEE 2017-2018

<i>SCHOOL</i>	<i>AREA</i>	<i>MEMBER</i>	<i>TERM EXPIRATION</i>
<b>Bethel</b>	<b>K-5</b>	<b>Callie Jarman</b>	<b>2019</b>
	<b>6-8</b>	<b>Jake Orange</b>	<b>2018</b>
<b>Blowing Rock</b>	<b>K-2</b>	<b>Mary Catherine Felts</b>	<b>2020</b>
	<b>3-5</b>	<b>Sarah Holt</b>	<b>2019</b>
	<b>6-8</b>	<b>Terri Hodges</b>	<b>2018</b>
<b>Cove Creek</b>	<b>K-5</b>	<b>Patricia Pfister</b>	<b>2018</b>
	<b>6-8</b>	<b>Debbie Norris</b>	<b>2019</b>
<b>Green Valley</b>	<b>K-2</b>	<b>Mitzi Ledford</b>	<b>2019</b>
	<b>3-5</b>	<b>Jennifer Brown</b>	<b>2018</b>
	<b>6-8</b>	<b>LeAnne Hildebran</b>	<b>2020</b>
<b>Hardin Park</b>	<b>K-2</b>	<b>Olga Fairbanks</b>	<b>2019</b>
	<b>3-5</b>	<b>Kelly Beckley</b>	<b>2020</b>
	<b>6-8</b>	<b>Adam Pyles</b>	<b>2018</b>
<b>Mabel</b>	<b>K-5</b>	<b>Jeanie Hicks</b>	<b>2018</b>
	<b>6-8</b>	<b>Summer Williams</b>	<b>2019</b>
<b>Parkway</b>	<b>K-2</b>	<b>Char Chiarolonzio</b>	<b>2020</b>
	<b>3-5</b>	<b>Allison Strahan</b>	<b>2018</b>
	<b>6-8</b>	<b>Hannah Clarke</b>	<b>2019</b>
<b>Valle Crucis</b>	<b>K-2</b>	<b>Edyth Berry</b>	<b>2018</b>
	<b>3-5</b>	<b>Jennifer Stevens</b>	<b>2019</b>
	<b>6-8</b>	<b>David Shack</b>	<b>2020</b>
<b>Principal Representative</b>		<b>Phil Norman</b>	<b>2018</b>
<b>K-8 AIG</b>		<b>Natalie Willis</b>	<b>2019</b>
<b>K-8 ARTS</b>		<b>Chris Watson</b>	<b>2020</b>
<b>K-8 CTE</b>		<b>Claudine Lovins</b>	<b>2018</b>
<b>K-8 EC</b>		<b>Dina Twigg</b>	<b>2019</b>
<b>K-8 ESL</b>		<b>Stephanie Ballance</b>	<b>2020</b>
<b>K-8 ITF/Media Specialist</b>		<b>Craig Marze</b>	<b>2018</b>
<b>K-8 PE</b>		<b>Donna Raichle</b>	<b>2019</b>
<b>K-8 Reading Specialist</b>		<b>Kim Bentley</b>	<b>2020</b>
<b>CO Representatives</b>	<b>Chief Academic Officer</b>	<b>Tamara Stamey</b>	
	<b>Director of 4-8 Education</b>	<b>Meredith Jones</b>	
<b>Ex-Officio</b>	<b>BOE</b>	<b>Brenda Reese</b>	
	<b>Supt.</b>	<b>Dr. Scott Elliott</b>	

Meeting Dates for 2017-2018: September 13, November 8, January 10, April 11

**Watauga County Schools**  
**2017-2018 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>Heather Ward</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>Wanda Hamilton</b>	<b>HP/ WHS (Parent Rep)</b>
<b>Susan Brookshire</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>Gina Holste</b>	<b>Valle Crucis</b>
<b>Katie Mathews</b>	<b>Valle Crucis</b>
<b>Jennifer Blackledge</b>	<b>VC (Parent Rep)</b>
<b>Dr. Chris Blanton*</b>	<b>Watauga High School</b>
<b>Laurie Nixon</b>	<b>Watauga High School</b>
<b>Beth Loflin</b>	<b>WHS (Parent Rep)</b>

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

Student Services Advisory Committee		
	2017-2018	
School	Member	
BOE member	Jason Cornett	
Blowing Rock	Kelly Baruth	
Watauga High	Michael Owen	
Parkway	Patty Buckner	
Valle Crucis	Leslie Howser	
Cove Creek	Cynthia Townsend	
Bethel	Lee Carter	
Hardin Park	Claire Jensen	
Mabel	Lauren Harkey	
Student Representative	Hallman Hughes	
Central Office	Paul Holden	

School Health Advisory Council (SHAC)		
	2017-2018	
	Member	
	Jason Cornett	
	Hollie Storie	
	Monica Bolick	
	Lindsey Gough	
	Stephanie Craven Bunch	
	Meredith Jones	
	Murray Hawkinson	
	Mary Smalling	
	Lee Ann McCall	
	Candis Walker	
	Donna Raichle	
	Shelly Klutz	
	Renee Battle	
	Maria Julian	
	Thomas Boyd	
	Lynette Hartley	

## Personnel Advisory Committee Members

School	Member 2015-2016	Member 2016-2017	Members 2017-2018
Bethel	Lee Carter	Kim Dunnagan	Kim Dunnagan
Blowing Rock	Mary Catherine Felts (Harriet Stepuch)	Mary Catherine Felts (Harriet Stepuch)	Melissa Searcy
Cove Creek	Madison Padgett	Madison (Padgett) Hollar	Madison Hollar
Green Valley	Amy Lunceford (Kirbi Bell and Melissa Miller)	Amy Lunceford	Mitzi Ledford
Hardin Park	Kim James	Maria Nash	Joni Horine
Mabel	Tonya McKinney	Tonya McKinney	Tonya McKinney
Parkway	Deanna Holaday	Deanna Holaday	Deanna Holaday
Valle Crucis	Chris King	Chris King	Chris King
Watauga High	Kellie Gore (Jonathan Miller)	Jonathan Miller	Jonathan Miller
Central Office	Dr. Stephen Martin	Dr. Stephen Martin	Dr. Stephen Martin
Central Office	Dr. Scott Elliott	Dr. Scott Elliott	Dr. Scott Elliott
Central Office	Christy Parker	Christy Parker	Christy Parker
Central Office	Angela Mosner	Jennifer Hendrix	Jennifer Hendrix
BOE member	Ron Henries	Ron Henries	Ron Henries
BOE member	Barbara Kinsey	Barbara Kinsey	



Memo To: Dr. Scott Elliott, Watauga County Schools Superintendent

From: Dana Crawford, Chief of Police  
Peri Moretz, Director of Human Resources

Date: May 2, 2017

Subj: School Resource Officer

Regarding the contract between the Town of Boone and the Board of Education, below is a salary breakdown for SRO Andrew Absher for FY 2017-2018:

<b>July 2017 - June 2018</b>		
Salary (2184 Hours)	\$41,970	<b>Reflects 2% raise pending Council approval.</b>
Overtime (144 Hours)	\$4,070	
FICA & Medicare	\$3,523	
Retirement	\$3,748	
401K	\$2,302	
Health Insurance	\$7,416	
Dental Insurance	\$1,019	
Separation Allowance	\$2,302	
Training	\$775	
Vehicle Expense	\$1,500	
Uniforms	\$550	
Supplies	\$200	
Annual Town Bonus	\$150	
Life Insurance	\$90	
<hr/>		
\$69,615		

As always, it is a pleasure to provide police service for Watauga High School. We look forward to continuing this partnership.

cc: John A. Ward, III, Town Manager  
Amy Davis, Finance Director



## Declaration of Surplus Items - June 2017

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
<b>Central Office</b>	3	Office Chairs		3
<b>Transportation</b>	1	1988 Chevrolet Activity Bus	1	
<b>Bethel</b>	13	MacBook Air 11" Laptops	13	
	5	Dell Optiplex 745 CPUs		5
	1	Dell Optiplex 755 CPU		1
	25	Dell Latitude 2100 Laptops		25
	17	Dell Latitude 2120 Laptops		17
	13	Fujitsu Lifebook T-Series Laptops		13
	74		13	61
<b>Blowing Rock</b>	2	Dell Optiplex 745 CPUs	2	
	1	HP Elitebook		1
	1	SmartTech Response System	1	
	1	Electronic Classroom Jeopardy Game	1	
	1	Dragon Touch Y88X Tablet		1
	6		4	2
<b>Cove Creek</b>	5	Dell Optiplex 755 CPUs		5
	10	HP Compaq DC7900 CPUs		10
	13	Dell Optiplex 745 CPUs		13
	1	Dell GX390 Optiplex CPU		1
	1	Dell Latitude E5420 Laptop	1	
	25	Samsung Model TXC2515 TVs		25
	5	Samsung Model TXB2025 TVs		5
	1	Sharp Model RD-661AV Cassette Recorder		1
	10	Samsung Series 3 Chromebooks		10
	1	Kindle e-Reader		1
	1	DVD Writer - Slim		1
	1	External Hard Drive - DVD & CD		1
	1	NEC NP400 Projector		1
	1	Dell 1707 Monitor		1
	5	TI-73 Graphing Calculators		5
	7	TI-83 Plus Graphing Calculators		7
	1	TI-83 Graphing Calculator		1
	1	NEC VT695 Projector		1
	2	NEC NP400 Projectors		2
	92		1	91
<b>Hardin Park</b>	2	Teacher Desks		2
	1	Wooden Cabinet w/Drawers		1

24	Wall Mounts for TVs	24	
3	Rectangular Tables	3	
1	Round Table	1	
22	Dell Latitude 2120 Laptops		22
1	Dell Optiplex GX620 CPU		1
1	Smart Technologies Response System	1	
2	Dell Monitors		2
2	Dell Flat Monitors		2
1	Canon PowerShot A2200 Digital Camera		1
1	ASUS External Hard Drive		1
5	NEC NP400 Projectors		5
1	TOA Amplifier		1
2	Dell Optiplex 380 CPUs		2
1	Elmo TT-02RX Document Camera		1
3	NEC VT695 Projectors		3
2	Dell Optiplex 755 CPUs		2
1	Samsung TV w/Stand	1	
26	Dell Latitude 2100 Laptops		26
19	Zenith TVs	19	
2	Magnavox TVs	2	
2	Samsung TVs	2	
5	SmartBoard 680s		5
1	ASUS EEE 10.1" Atom Laptop	1	
1	ASUS EEE Touch Netbook	1	
1	Wurlitzer Upright Studio Piano	1	
5	NEC NP400 Projectors		5
138		56	82
<b>Mabel</b>			
14	MacBook Air 11" Laptops	14	
1	MacBook Air 13" Laptop	1	
22	Dell Latitude 2120 Laptops		22
4	Dell Optiplex 745 CPUs		4
41		15	26
<b>Parkway</b>			
1	NEC VT695 Projector		1
34	HP DC7900 Compaq CPUs		34
6	Dell Optiplex 745 CPUs		6
2	Dell Optiplex 755 CPUs		2
2	HP Probook 4510s Laptops		2
2	HP Compaq 6730s Laptops		2
2	HP LJ 4600DN Color Printers		2
1	NEC VT695 Projector		1
1	HP LJ4000N Printer		1
2	Sony FD Mavica MVC-FD2000 Cameras		2
4	NEC NP400 Projectors		4
1	SmartTech 280 Document Camera		1
2	Dukane 335 Document Cameras		2

1	Tech CPU (used as clock controller)		1
1	10 Gallon State Water Heater		1
62		0	62

Valle Crucis	2	HP L1710 Monitors	2	
	1	Dell Optiplex 745 CPU	1	
	2	ViewSonic Monitors	2	
	1	HP DC7900 Compaq CPU	1	
	1	Emachines LE1987 Monitor		1
	2	Elmo TT-02RX Document Cameras		2
	4	TI-73 Explorer Graphing Calculators		4
	1	TI-93 Explorer Graphing Calculator		1
	4	TI-83 Plus Graphing Calculators		4
	2	I-Inc AH191A Monitors		2
	1	Dell AS501 Monitor		1
	1	Set of Compaq PS-110 Speakers		1
	1	HP LJ1300 Printer		1
	1	HP Probook 4510S Laptop	1	
	1	ASUS EEE Touch Laptop		1
	1	HP ScanJet 4400c Scanner	1	
	2	HP Elitebook 2730 Laptops		2
	1	HP Revolve 810 Laptop		1
	1	JVC CD Portable Component System	1	
	2	HP DC7900 Compaq CPUs		2
	1	3M 1800 Overhead Projector	1	
	1	ViewSonic VG202 1M Monitor		1
	1	Zenith SMS2053W TV		1
	1	Dell E771mm Monitor		1
	2	NEC NP400 Projectors		2
	23	Dell Optiplex 745 CPUs		23
	25	Dell AS501 Monitors	25	
	1	HP Color LaserJet CP3525n Printer	1	
<hr/>		<hr/>	<hr/>	
	87	36	51	

<div>WHS</div>	2	Epson Powerlite 460 Projectors		2
	1	Dell Optiplex GX380 CPU		1
	1	Roper Clothes Washer		1
	1	Roper Clothes Dryer		1
	1	APC SmartUPS 700 Battery Backup		1
	<div><div></div><div>6</div></div>		<div><div></div><div>0</div></div>	<div><div></div><div>6</div></div>

<b>Child Nutrition</b>	2	Toastmaster Pizza Oven Units	2	
	1	Blodgett Convection Oven, Double Stack	1	
	1	Husmann/Toastmaster Convection Oven, Double Stack	1	
	1	Southbend Electric Convection Oven, Double Stack	1	
	<u>5</u>		<u>5</u>	<u>0</u>



# Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT  
MARGARET E. GRAGG EDUCATION CENTER  
P.O. BOX 1790 BOONE N.C. 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: June 12, 2017

RE: 2016-17 Budget Amendment #8

Attached is Budget Amendment #8 that changes totals in Watauga County Schools 2016-17 adopted budget.

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

<u>Fund</u>	<u>Adopted Budget</u>	<u>Amendments</u>	<u>Amended Budget</u>
Local Current Expense	\$ 13,265,400	\$ 619,734	\$ 13,885,134
State Public School	26,722,337	328,400	27,050,737
Federal Grants	1,991,334	283,693	2,275,027
School Nutrition	1,758,100	91,952	1,850,052
Extended Learning Centers	465,588	0	465,588
Capital Outlay	2,117,601	228,425	2,346,026
Special Revenue	731,071	595,179	1,326,250
Total	\$ 47,051,431	\$ 2,147,383	\$ 49,198,814

**Watauga County Schools**  
**BUDGET AMENDMENT #8**  
**June 12, 2017**

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

**BA #8-1 Explanation:**

*This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #50-56.*

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.003.162	Non-Instructional Support	1,372
1.5110.011.163	National Boards - Sub Pay	500
1.5110.009.184	Benefits/Longevity and Annual Leave	300,000
1.5110.015.311	School Technology Fund	87
1.5110.045.180	Bonus Pay (0.5%)	25,000
1.5110.130.412	State Textbooks	1,441
<b>Total Appropriations</b>		<b>328,400</b>

**Revenues:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	326,959
1.3211.130	State Textbooks	1,441
<b>Total Revenues</b>		<b>328,400</b>

**BA #8-2 Explanation:**

*This amendment is to budget for expenses paid from local funds for the Child Nutrition program.*

**Appropriations:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.5110.076.529.000.008	Cafeteria Upgrades-Lottery	(56,465)
4.8400.076.715	Transfer to Child Nutrition/Capital Outlay	56,465
2.6622.802.181.000.104	Child Nutrition Supplements	(35,487)
2.8400.802.715	Transfer to Child Nutrition	35,487
5.7200.035.461	Child Nutrition/Capital Outlay	56,465
5.7200.035.181	Child Nutrition Supplements Expense	35,487
<b>Total Appropriations</b>		<b>91,952</b>

**Revenues:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
5.4924	Transfer from Capital Outlay	56,465
5.4922	Transfer from Current Expense	35,487
<b>Total Revenues</b>		<b>91,952</b>

**Watauga County Schools**  
**BUDGET AMENDMENT #8**  
**June 12, 2017**

**BA #8-3 Explanation:**

*This amendment is to budget for the bus finance payments allocated through DPI.*

**Appropriations:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.6550.120.551	School Bus Purchase	228,425
<b>Total Appropriations</b>		<b>228,425</b>

**Revenues:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.3400.120	DPI School Bus Purchase Allotment	228,425
<b>Total Revenues</b>		<b>228,425</b>

**BA #8-4 Explanation:**

*This amendment is to budget special revenue funds.*

**Appropriations:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.6580.880.422.300.200	Special Projects - Energy Efficiency Grant	20,813
8.5210.305.142	Exceptional Children Program	350,000
8.6550.802.541	Commodity Truck Engine	20,000
8.5830.611.131	Alcohol/Drug Ed Counselor	3,412
8.5110.311.113	Gear Up Grant	180,500
8.8100.311.392	Gear Up Grant - Indirect Costs	11,267
8.5110.578.163	Sub Pay and Benefits	6,000
8.5110.578.181	Stipend and Benefits	10,000
8.5110.578.312	Workshop Expenses	9,000
8.5110.578.411	Supplies and Materials	5,000
<b>Total Appropriations</b>		<b>615,992</b>

**Revenues:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.3200	State Grants - WNC Forestry	20,813
8.3700.305	Medicaid Receipts	350,000
8.4490	Misc. Revenue-Sale of Surplus	20,000
8.4460.611	ABC Revenues	3,412
8.3700.311	Gear Up Grant w/ASU	191,767
8.4490.578	Burroughs Wellcome Fund	30,000
<b>Total Revenues</b>		<b>615,992</b>

**Watauga County Schools  
BUDGET AMENDMENT #8  
June 12, 2017**

**BA #8-5 Explanation:**

***This amendment is to budget funds for the purchase of Chromebooks for the 1:1 technology program.***

**Appropriations:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.6401.861.418.000.100	1:1 District Technology Chromebooks	598,921

## Total Appropriations

**598,921**

### Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.4910	Current Expense Fund Balance	598,921

## Total Revenues

**598,921**

**BA #8-6 Explanation:**

*The following amendment is to finalize all federal budgets for 2016-17.*

**Appropriations:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.8200.017.399	Program Improvement	2,004.00
3.8200.050.399	Title I	(1,834.00)
3.8200.060.399	IDEA Title VI-B	114,901.88
3.8200.082.399	SIP Grant	5,770.81
3.8200.103.399	Improving Teacher Quality	17,429.00
3.8200.104.399	Language Acquisition	17,421.21
3.8200.111.399	Language Acquisition - Significant Increase	2,379.65
3.8200.114.399	Children w/Special Needs - Risk Pool	113,970.06
3.8200.118.399	PBIS Grant	11,650.00

## Total Appropriations

**283,692.61**

**Revenues:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.3600.017	Program Improvement	2,004.00
3.3600.050	Title I	(1,834.00)
3.3600.060	IDEA Title VI-B	114,901.88
3.3600.082	SIP Grant	5,770.81
3.3600.103	Improving Teacher Quality	17,429.00
3.3600.104	Language Acquisition	17,421.21
3.3600.111	Language Acquisition - Significant Increase	2,379.65
3.3600.114	Children w/Special Needs - Risk Pool	113,970.06
3.3600.118	PBIS Grant	11,650.00

## Total Revenues

**283,692.61**



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# Watauga County Board of Education

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OFFICE OF THE SUPERINTENDENT  
MARGARET E. GRAGG EDUCATION CENTER  
P.O. BOX 1790 BOONE N.C. 28607

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

June 12, 2017

## Bakery Products (Fresh Bread) Bid Rollover

It is the recommendation of the School Nutrition Department to rollover our fresh bread bid for the 2017/18 school year. Bimbo Bakeries USA has agreed to maintain their current prices for the upcoming school year.

Additionally, one special condition of the bid was negotiated for Watauga County Schools. A five percent (5%) discount per pack will be given to Bethel Elementary School and Valle Crucis Elementary School. This discount will apply to all purchases at both locations and is offered by Bimbo Bakeries due to non-delivery to Bethel Elementary School. All other original terms and conditions of the bid are applicable.

The prices, which are attached, were presented to the Mountain Purchasing Co-op at which time all four counties were in agreement that the services provided by Bimbo Bakeries have been excellent.

Thank you,

Monica C. Bolick  
Director of School Nutrition





Child Nutrition Services  
Tammy Woodie, CDM, CFPP, Director

**SUPERINTENDENT**

David Barleson

**AVERY COUNTY BOARD OF EDUCATION**

John Greene • Kathy Aldridge • Dr. Bob Clark  
Steve Smith • Keith Tutterow

May 4, 2017

Mr Larand Spencer  
Bimbo Bakeries USA  
2726 East Phillips Road  
Greer, SC 29650

Dear Mr. Spencer:

The counties of Avery, Alleghany, Ashe, and Watauga known as the Mountain Purchasing Cooperative would like to extend our Bread Bid for one year, effective July 1, 2017 to June 30<sup>th</sup> 2018. Last year's pricing with no price increase was agreed upon by all members of the cooperative. Prices are attached. New special conditions with Watauga County Schools for non-delivery to Bethel Elementary include a discount of 5% to Bethel Elementary and Valley Crucis on bread orders. The other original terms and conditions are still applicable to the bid.

Sincerely,

Tammy Woodie  
Avery County Schools  
Child Nutrition Director

I accept the proposal to extend our existing bid for one year.

\_\_\_\_\_  
Avery County Schools Child Nutrition Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bimbo Bakeries Representative

5/4/17  
\_\_\_\_\_  
Date

**BAKERY PRODUCTS OFFICIAL BID SPREADSHEET**

Item#

3239	<b><u>Bread, Whole Grain White Wheat</u></b> , whole grain 53% Pullman loaf, min. net wt. 1 1/2 lb. after baking. Individually wrapped in standard commercial wrap. Each slice should weigh a minimum of 1 oz.	<u>Unit Price</u> \$1.59	<u>USAGE</u> 25,197
2773	<b><u>Bread 100% Whole Grain Wheat</u></b> , Pullman loaf, min net wt. 1 1/2 lb after baking. Individually wrapped in a standard commercial wrap. Each slice should weigh a minimum of 1 oz.	\$1.59	
4258	<b><u>Hamburger Bun</u></b> , Whole Grain Wheat, net wt. 22 oz per dozen after baking. 12 pack.	\$1.87	7036
3447	<b><u>Hamburger Bun Whole Grain White</u></b> 53% WG min. net wt. 22 oz. per dozen after baking. Indicate pack. 12 PK	\$1.87	23,106
4266	<b><u>Wiener Roll</u></b> , Whole Grain White 53% WG, net wt. 22 oz. per dozen after baking. Indicate pack 16 pk.	\$2.50	9,916
N/A	<b><u>Wiener Roll Whole Grain Wheat 100%</u></b> Net weight 2 oz per dozen after baking Indicate pack size 16 count	No Bid	100
4259	<b><u>Hoagie Buns</u></b> , Whole Grain White 53%, 5 in. min. net wt. 2.5 oz. each after baking. Indicate pack 6 ct	\$1.59	176
4916	<b><u>100% Whole Grain Wheat Dinner Rolls</u></b> 12 count Individually wrapped in standard commercial wrap. Each Roll should weigh a minimum of 1 oz.	\$1.54	328
4914	<b><u>Texas Toast</u></b> , Whole Grain White 53%, Enriched, net wt. 2.5 oz per slice after baking Indicate pack.	\$1.59	988
	<b><u>Special Conditions for school districts listed below</u></b>		

\* See Product Nutritional Sheets behind bid for Specs.



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# Watauga County Board of Education

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OFFICE OF THE SUPERINTENDENT  
MARGARET E. GRAGG EDUCATION CENTER  
P.O. BOX 1790 BOONE N.C. 28607

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

June 12, 2017

## Grocery Distributor Fixed Fee Delivery Renewal

It is the recommendation of the School Nutrition Department to renew our grocery distributor fixed fee delivery bid for the 2017/18 school year. US Foods – Fort Mill has agreed to maintain current delivery prices on all product categories (groceries, snacks, produce & supplies) for the 2017/18 school year.

This renewal proposal was presented to the Mountain Purchasing Co-Op at which time all four counties were in agreement that US Foods had provided excellent customer service. The NC Procurement Alliance bid renewal documents are attached.

Thank you,

Monica C. Bolick  
Director of School Nutrition

# Official 2017 – 2018 - NCPA – Distributor Bid Renewal Agreement

**Distributor Directions:** Prepare two (2) copies of this **Renewal Bid Distributor Agreement** with original signatures and return with required renewal documents. School District signs this Agreement and will return one signed original copy your records. The **Purchase Order** is the final document of renewal approval. Double-click on the teal boxes and type in the Default text box to complete. **Return to the School District by March 31, 2017.**

**Member Directions:** Complete the yellow highlights and save the document. Note: Bid renewal year does not include the initial "new" bid year)

**School District or Co-Op Name:** Mountain Co-Op (Alleghany, Ashe, Avery, Watauga)

**Bid Renewal Year: (1 – 4):** 3

**DISTRIBUTOR NAME** US Foods  
ZIP 29715

**ADDRESS** 800 Food Service Drive

**CITY & STATE** Fort Mill, SC

## DEFINITIONS:

- The term "Renewal" as used in this document, means a one-year contract agreement between the *Mountain Co-op (Alleghany, Ashe, Avery, Watauga)* and *US Foods – Ft. Mill* for renewal of *LOTS 1, 2, 3, 4 and 6* to "renew OR lower the fixed fee per case delivered price" as per the original IFB/Contract and such has been requested and accepted by both parties. If the Distributor is unable to maintain the current fixed fee per case pricing, a new bid is required to be issued by the School District.
- The renewal of "firm price per line item" **LOT 6 Water and Beverages** requires no price increase of the products, the firm fixed prices must be maintained in a renewal. If the Distributor is unable to maintain the firm price per line item, a new bid is required.
- The term "IFB/CONTRACT," as used in this document, means **the current year NCPA IFB/CONTRACT and any Amendments**. The IFB/CONTRACT may be updated annually as needed for clarification, compliance with USDA regulatory policy and for the efficient and effective functioning of the NCPA. The IFB/Contract may be renewed for up to four, one-year periods after the initial year, or the School District may re-bid the IFB/Contract each year.

The term "IFB/Contract," as used in a Renewal, means the comprehensive collection of the following documents sent to the Renewing Distributor as information and to be completed and to be returned to the School District as required:

- Invitation to for NCPA Renewal Bid – Official notification to Distributors of Bid Opening Date and requirement of providing Master Bid Pricing to the NCPA Board of Directors to be used in the Pre - Bid Award Audit process.
- Distributor Bid Checklist for Renewal with acknowledgement of NCPA and local Addenda
- Official 2017 - 2018 NCPA IFB/Contract Terms and Conditions – for Distributor file; do not return.
- Official IFB/Contract Attachments A – J– signed by Distributor and returned annually.
- Official 2017 - 2018 Distributor Bid Renewal Agreement - two (2) copies of this page signed and returned by the Distributor by **March 24, 2017**. A School District Official signs the Agreement, after local approval, and a signed copy is mailed to the awarded Distributor. Bid renewal is officially effective by the issue of a School District Purchase Order.
- School District Special Conditions - only updates to the original contract Special Conditions are allowed in a renewal.
- School District Profile – updated profile is to be provided to the renewing Distributor by School District.
- Official 2017-2018 Bid Spreadsheets with Estimated Product Usage – renewing distributor is to complete and return digitally with pricing and \$Totals by LOT using the School District usage estimates the **day after bid opening**.

## FIXED FEE RENEWAL AGREEMENT BY BID LOT

The Distributor offers current, or lowered fixed fee, per case delivery by LOT(s) for 2017 – 2018 renewal:  
(Distributor: Double - click box and enter the previous year fixed fee amount in default text box)

LOT 1 – Grocery \$1.25

LOT 2 – Snacks \$1.25

LOT 3 – Supplies \$1.99

LOT 4 – Produce \$1.09

## Official 2017 – 2018 - NCPA – Distributor Bid Renewal Agreement

- **DISTRIBUTOR INSTRUCTIONS FOR A FIRM PRICE RENEWAL AGREEMENT: LOT 6 – Water and Beverages**  
Distributor - attach a copy of the prior year pricing and a new page on Distributor Letterhead titled "LOT 6 Renewal or Reduced Pricing for (*insert School District Name*) and pricing page with updated dates August 1, 2017– July 31, 2018.
- **COMMODITY STORAGE RENEWAL AGREEMENT IF REQUIRED** - The Distributor offers the same, or lowered, 2016 – 2017 STORAGE AND DELIVERY FEE (Double-click box and type previous year fixed fee amount in Default text box)
- **BROWN BOX STORAGE/DELIVERY FEE RENEWAL:** \$2.59 1 – 180 Days                      \$4.59 180+ Days
- **FARM TO SCHOOL DELIVERY FIXED FEE RENEWAL:** \$2.59

### **DISTRIBUTOR RENEWAL BID AGREEMENT AND SIGNATURE**

I certify by my signature below that the Flat Fixed Fees (LOTS 1–4) or Firm Prices (LOT 6) renewed in this IFB/CONTRACT are the same as the **original IFB/Contract** and that I have the authority to obligate the company named to perform under requirements of this Bid Renewal Agreement and all Terms and Conditions stated in the **Official NCPA 2017 - 2018 IFB/Contract** with any Addenda.

Jennifer Bates

Name of Distributor Representative

VP of National Accounts

Title of Distributor Representative

US Foods-Fort Mill

Name of Company

  
Original Signature of Distributor Authorized To Sign

3-28-2017

Date

### **SCHOOL DISTRICT OFFICIAL ACCEPTANCE SIGNATURE**

When any or all parts of the Distributor Renewal Agreement are accepted by the School District, an authorized School District representative shall affix their signature hereto and collectively this **Official Renewal Agreement**, along with the updated **2017 -2018 Official NCPA IFB/Contract, Attachments, Addenda and the Distributor's bid sheets** shall become the Contract and shall represent the agreement between the School District and the Distributor. The sections outlined in the Terms and Conditions of the IFB/Contract are for convenience and reference only, and in no way define, describe, extend, or limit the scope or intent of the provisions of any section of this document. One (1) original copy is mailed to the awarded Distributor and one (1) original copy retained by the School District.

**NOTE:** The **NCPA 2017 -2018 Pre-Bid Audit Approval** is required prior to the **Official Renewal Agreement** signature by a School District official.

Monica C. Bolick

Type Name of School District/Co-Op Representative

Director of School Nutrition

Type Title of School District/Co-Op Representative

Watauga County Schools (Mountain Co-op)

Type Name of School District

\_\_\_\_\_  
Original Signature of School District/Co-Op Representative

\_\_\_\_\_  
Date



May 30, 2017

Mr. Daniel Clark  
Watauga County Schools  
175 Pioneer Trail  
Boone, NC 28607

**Re: Watauga County Schools System wide Facilities Master Plan**

Dear Mr. Clark,

Clark Nexsen is pleased to present you with this fee proposal for the facilities assessments. Described below is the scope and proposed process descriptions associated with the work necessary to accomplish the facilities plan.

**Process Description:**

To develop the base study, the design team will conduct a facilities condition assessment at each of your eight schools (exclusive of High School) and your Central Administrative Office, Maintenance Department Building, and Transportation Department Building. Our evaluation and assessment of the existing facilities, grounds, infrastructure, athletic facilities, security, and lighting will be formulated through cursory observations taken during the site visit. In conjunction, we will incorporate feedback, preferences and requirements provided by Watauga County School's personnel during the visits. While on campus, we will request a 1/2-1 hour meeting with the principal, on-site maintenance/facility staff, or other appropriate personnel. During this meeting we will inquire about the existing facilities deficiencies and adequacies. The assessment will be documented through photographs and written analysis. Included in the analysis will be a conceptual target budget to address the facility needs. We will utilize several resources for cost projections, including a database of recently built and under construction school projects, both local and regional, that our offices have completed. This data will be compared with the costs of recent North Carolina schools provided by the North Carolina Department of Public Instruction.

To evaluate the existing facilities for functional adequacy; determine facility needs; and develop sound, long-range building plans, the design team will use the "Facilities Guidelines" developed by the North Carolina Department of Public Instruction. To determine the long-range plans for the schools, the cost and feasibility of renovating the older buildings instead of replacing them will also be considered. The design team will use the "Feasibility and Cost Analysis" comparison tool developed by the North Carolina Department of Public Instruction.

We propose the following schedule for the Project:

✓

301 College Street, Suite 300  
Asheville, NC 28801  
clarknexsen.com

CLARK NEXSEN

Notice to proceed from WCS WCS to provide CN with project data	June 12, 2017 June 22, 2017	
Bethel	June 22, 2017	
Blowing Rock	June 22, 2017	
Cove Creek	July 6, 2017	
Green Valley	July 6, 2017	
Hardin Park, Central Admin. Bldg. Maintenance Dept. Bldg.	July 25 2017	
Mable	July 25, 2017	
Parkway	July 25, 2017	
Valle Crucis, Transportation Dept. Bldg.	August 3, 2017	
Complete documentation/analysis	August 31, 2017	
Preliminary presentation to the Staff	August 31, 2017	
Modifications to presentation	September 14, 2017	
Presentation of initial findings to the board	To be coordinated with meeting dates	
Final presentation to the board	To be coordinated with meeting dates	

The deliverables for the project will include the following items:

- a. Photographic and written documentation of the facility conditions
- b. Tabular analysis of current programs in comparison to DPI standards
- c. Tabular listing of recommended improvements both programmatically and physically.
- d. Conceptual budgeting associated with the recommended improvements.
- e. Proposed schedule for project implementation
- f. One (1) hard copy of the above noted items and one (1) digital copy in .pdf format



- g. One Power Point presentations to the School Board.
- h. Additional presentations will be billed at our standard hourly rates for preparation and presentation time.
- i. **In order to accomplish items A- H, the owner shall furnish to Clark Nexsen, Facility Inventory data including but not limited to drawings, in particular floor plans, site maps, or property inventory data, student populations potential population trend for facility, this shall include square footages of each program and facility in digital format.**

Excluded from our proposal are the following items:

- a. Material testing or hazardous material assessments
- b. Destructive and non-destructive testing
- c. Building commissioning analysis
- d. Environmental or wetland assessments
- e. Geotechnical explorations
- f. Site surveying
- g. Field measuring existing schools.
- h. Data input into WCS data base management software. CN shall provide data to WCS only.
- i. Documentation or analysis of current population trends
- j. Items not specifically addressed above.

For the above noted items we propose the following fees:

- |   |          |
|---|----------|
| a. Building assessments, documentation, and presentations | \$70,000 |
| b. Presentations/items not indicated above                | \$Hourly |

We would propose utilizing this letter as agreement between Watauga County Schools and Clark Nexsen. If you are in agreement with this please sign below and we will begin preparations.

Thank you again. We look forward to this opportunity to serve Watauga County Schools. Don't hesitate to contact me to discuss this further or if I can answer questions.

Sincerely,

**CLARK NEXSEN**



Chadwick S. Roberson, AIA  
Managing Principal

✓





Accepted by:\_\_\_\_\_ date:\_\_\_\_\_

Printed Name:\_\_\_\_\_



301 College Street, Suite 300  
Asheville, NC 28801  
clarknexsen.com

CLARKNEXSEN





Administrative Support		\$ 75.00
Architectural CADD Technician		\$ 80.00
Architectural Intern		\$ 85.00
Architect		\$ 115.00
Senior Architectural Designer		\$ 115.00
Senior Architect		\$ 165.00
Bridge CADD Technician		\$ 80.00
Bridge EIT/Graduate		\$ 105.00
Bridge Designer		\$ 140.00
Bridge Inspector		\$ 85.00
Bridge Engineer		\$ 140.00
Senior Bridge Engineer		\$ 190.00
Civil CADD Technician		\$ 80.00
Civil Engineer EIT/Graduate		\$ 105.00
Civil Designer		\$ 100.00
Civil Engineer		\$ 135.00
Senior Civil Designer		\$ 125.00
Senior Civil Engineer		\$ 165.00
Electrical CADD Technician		\$ 80.00
Electrical Engineer EIT/Graduate		\$ 100.00
Electrical Designer		\$ 95.00
Electrical Engineer		\$ 125.00
Senior Electrical Designer		\$ 160.00
Senior Electrical Engineer		\$ 175.00
Fire Protection CADD Technician		\$ 80.00
Fire Protection Engineer EIT/Graduate		\$ 90.00
Fire Protection Designer		\$ 85.00



Fire Protection Engineer		\$ 105.00
Senior Fire Protection Engineer		\$ 215.00
Landscape Architect CADD Technician		\$ 80.00
Landscape Architect Intern/Graduate		\$ 90.00
Landscape Architect		\$ 95.00
Senior Landscape Architect		\$ 155.00
Industrial Mechanical Engineer EIT/Graduate		\$ 90.00
Senior Industrial Designer		\$ 105.00
Industrial Mechanical Engineer		\$ 140.00
Interior Design Intern/Graduate		\$ 70.00
Certified Interior Designer		\$ 80.00
Senior Certified Interior Designer		\$ 140.00
Mechanical CADD Technician		\$ 80.00
Mechanical Engineer EIT/Graduate		\$ 95.00
Mechanical Engineer		\$ 125.00
Senior Mechanical Designer		\$ 125.00
Senior Mechanical Engineer		\$ 180.00
Planner		\$ 110.00
Senior Planner		\$ 190.00
Plumbing Designer		\$ 90.00
Senior Plumbing Designer		\$ 150.00
Plumbing Engineer		\$ 155.00
Project Manager Assistant		\$ 80.00
Project Manager		\$ 155.00
Senior Project Manager		\$ 180.00
GIS Technician		\$ 75.00
GIS Analyst		\$ 90.00



Senior GIS Analyst		\$ 135.00
Principal		\$ 225.00
Structural CADD Technician		\$ 90.00
Structural Engineer EIT/Graduate		\$ 90.00
Structural Engineer		\$ 120.00
Senior Structural Engineer		\$ 190.00
Transportation Engineer EIT/Graduate		\$ 90.00
Transportation Engineer		\$ 140.00
Senior Transportation Designer		\$ 140.00
Senior Transportation Engineer		\$ 180.00
Commissioning Specialist		\$ 120.00
Construction Administration Assistant		\$ 80.00
Construction Administrator		\$ 130.00
Laboratory Planner		\$ 130.00
Department Head		\$ 190.00
Environmental Scientist		\$ 120.00
Senior Environmental Planner		\$ 130.00
Automation Controls Integrator		\$ 110.00
Senior Automation Controls Integrator		\$ 130.00



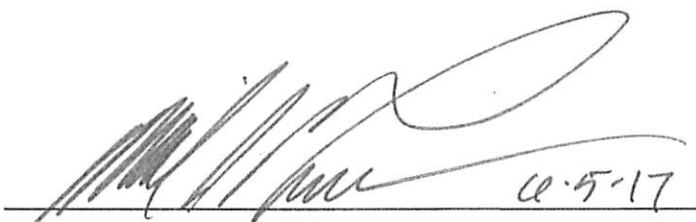
## Bid TABULATION

### Blowing Rock Elementary School Storm Drainage Improvements

Bid Date: Monday, June 5, 2016 2:00 pm  
at Municipal Engineering Services  
671 West King Street Boone, NC

Greer Brothers	JW Hampton	Hicks Grading
\$ 239,800	\$ 109,587	\$ 208,142.37

I, Michael P, Trew, PE hereby certify that this is an accurate tabulation of the bids received at the time and place noted.

  
Michael P. Trew 6-5-17





# Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT  
MARGARET E. GRAGG EDUCATION CENTER  
P.O. BOX 1790 BOONE, NC 28607

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

## MEMORANDUM

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

FROM: Danny Clark, Facilities Director

DATE: June 6, 2017

RE: Blowing Rock School Drainage Project Bids

The following bids were received and opened on June 5, 2017 for the Blowing Rock School Drainage Project.

Greer Brothers Construction	\$239,800.00
Hicks Grading	\$208,142.27
JW Hampton Construction	\$109,587.00

I recommend the acceptance of JW Hampton Construction bid in the amount of \$109,587.00 and the following project budget.

### **Budget**

Contract with JW Hampton Construction	\$109,587.00
Engineering Fees	\$ 6,500.00
Contingency	\$ 5,000.00
	<b>\$121,087.00</b>

### **Funding**

16/17 Remaining Budget	\$ 62,224.00
17/18 Budget	\$ 58,863.00
	<b>\$121,087.00</b>

Unless provided otherwise in this policy, tuition will be charged to students admitted under policy 4130, Discretionary Admission, if the students (1) are not domiciled in the State or (2) are domiciled in the State and residing outside of the school system boundaries. Tuition will equal the local per pupil allocation for current expense as provided by the board of commissioners from the preceding year.

**A. TUITION WAIVERS**

Tuition may be waived if a student meets one of the following criteria.

1. the student is admitted to the school system pursuant to an agreement between the Watauga County Board of Education (the “board”) and another board of education, and the agreement specifies that the payment of tuition by the student will not be required;
2. the student resides on a military base within North Carolina;
3. the student demonstrates extraordinary financial hardship;
4. the student was domiciled within the school administrative unit at the beginning of the school year and remains enrolled in the school system for the duration of the school year after moving into another school administrative unit during the school year;
5. the student’s parent(s) are employed by the school system; or
6. students who have received approval from the board to attend WCS and are domiciled in the following geographic areas:
  - Beech Mountain School/Buckeye Creek Community of Avery County, NC
  - Pottertown Community of Ashe County, NC
  - Blackberry Community of Caldwell County, NC
  - HWY 221/Buffalo Camp Community of Caldwell County, NC
  - Stoney Fork Community of Wilkes County, NC

In addition, no tuition will be charged to:

1. students residing on military bases within North Carolina where federal funds designed to compensate for the impact on public schools of military dependent students are provided to the school system in an amount not less than 50 percent of the total per capita cost for education, exclusive of capital outlay and debt service; or
2. students who are domiciliaries of the State and who reside within the school administrative unit. However, the board may enter an agreement with the board

of education of the student's domicile for payment of tuition by that board;

3. students deemed homeless in accord with policy 4125, Homeless Students; or
4. students from 2008-09 or earlier who have been granted board approval to attend WCS without paying tuition; siblings of these students shall pay annual tuition of \$1,070.

#### **B. TUITION ADJUSTMENTS AND PAYMENTS**

1. Families that pay Watauga County property taxes, may, if domiciled in NC, be granted a tuition discount up to the amount of Watauga County property taxes paid during the calendar year prior to their child's enrollment in the Watauga County Schools.
2. The superintendent or designee shall establish procedures for collecting tuition payments.

Legal References: G.S. 115C-366, -366.1

Cross References: Discretionary Admission (policy 4130)

Adopted: April 13, 2015

Revised: June 13, 2016

Replaces: Policy 5.02.60, Tuition for Discretionary Admission



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

For all purchases and contracts valued at \$1,000 or more, the board will require the service provider to certify that it is not listed on the state treasurer’s “Final Divestment List” or “Iran Parent and Subsidiary Guidance,” as required by G.S. 147, Article 6E, and that it will not engage subcontractors who are on either list.

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

Legal References: G.S. 115C-36; 143-64.31; 147, art. 6E

Cross References: Goals of the Purchasing Function (policy 6400), Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk (policy 9110)

Adopted: February 8, 2016

Revised: May 9, 2016;

## **PROFESSIONAL EMPLOYEES: DEMOTION AND DISMISSAL**

*Policy Code:*

**7930**

The Watauga County Board of Education (the “board”) recognizes that an effective professional staff is critical to the smooth operations of the school system and to creating a learning environment where students are able to succeed. The board expects all professionally licensed employees, whether employed pursuant to a contract or through continuing career status, to exemplify above-average performance in carrying out their teaching or other professional responsibilities. Such employees are expected to continue to strive for excellence, meet all performance standards established by the board, and pursue professional development as provided in policy 1610/7800, Professional and Staff Development. Any professionally licensed employee who is unable or unwilling to meet the performance expectations or other reasonable standards of the board may be subject to demotion or dismissal as provided in this policy ~~When a licensed employee is unable or unwilling to meet performance expectations, the supervisor and superintendent should consider whether dismissal or demotion is appropriate.~~

Evaluators of licensed employees are expected to follow policy 7810, Evaluation of Licensed Employees, policy 7820, Personnel Files, and policy 7811, Plans for Growth and Improvement of Licensed Employees. Evaluators should provide the superintendent with carefully documented evidence concerning a person’s inadequacies and lack of competencies when such deficiencies have led to the recommendation and contemplation of dismissal or demotion. These documents also should show ways in which the evaluator has endeavored to help the employee become a more effective professional. In the interest of students and the welfare of the school system, dismissal or demotion may be pursued regardless of whether the evaluator has met these expectations and regardless of whether the employee has first been placed on a growth plan or mandatory improvement plan, so long as the legal grounds for seeking dismissal or demotion can be sufficiently demonstrated.

All legally required procedures, including those prescribed in the applicable state law, will be followed in the dismissal or demotion of employees. Career status teachers, non-career status teachers during the terms of their contracts, and school administrators during the terms of their contracts may be dismissed only for the following reasons:

1. inadequate performance, as defined by the applicable state statute;
2. immorality;
3. insubordination;
4. neglect of duty;
5. physical or mental incapacity;
6. habitual or excessive use of alcohol or non-medical use of a controlled substance as defined in Article 5, Chapter 90 of the General Statutes;

7. conviction of a felony or a crime involving moral turpitude;
8. advocating the overthrow of the government of the United States or of the state of North Carolina by force, violence, or other unlawful means;
9. failure to fulfill the duties and responsibilities imposed upon teachers or school administrators by the General Statutes;
10. failure to comply with such reasonable requirements as the board may prescribe;
11. any cause that constitutes grounds for the revocation of an employee's teaching or school administrator license;
12. a justifiable decrease in the number of positions due to school system reorganization, decreased enrollment, or decreased funding, provided that there is full compliance with other statutory requirements;
13. failure to maintain one's license in current status;
14. failure to repay money owed to the state in accordance with the provisions of Article 60, Chapter 143 of the General Statutes; and
15. providing false information or knowingly omitting a material fact on an application for employment or in response to a pre-employment inquiry.

When the board determines that it cannot continue to employ an individual, the employee will be given written notice. The superintendent will notify the employee by letter at a reasonable time in advance of the end of the period for which the employee is paid within the current fiscal year. However, in situations which the superintendent deems to be emergency situations, he/she may act immediately. Non-career status teachers will be notified of the non-renewal of their contracts by June 1 of the contract year in which they are employed. (See policy 7950 for specific information regarding non-renewal of non-career status teachers.)

In critical situations, when the board feels that the continued presence of the employee would jeopardize the educational goals of the system, an employee may be removed immediately from his position. The provisions of North Carolina law will be followed regarding dismissal of career and non-career status personnel.

Resignation by a teacher who has been recommended for dismissal under the applicable state statute is subject to the provisions of policy 7900, Resignation.

Legal References: G.S. 90 art. 5; 115C-287.1, -307, -325 (applicable to career status teachers), -325.1 *et seq.* (for non-career status teachers), -333, -333.1; 143 art. 60; 16 N.C.A.C. 6C .0502

Cross References: Professional and Staff Development (policy 7800), Staff Responsibilities (policy 7300), Job Descriptions (policy 7400), Teacher Contracts (policy 7410), School Administrator Contracts (policy 7425), Professional and Staff Development (policy 7800).

Evaluation of Licensed Employees (policy 7810), Plans for Growth and Improvement of Licensed Employees (policy 7811), Personnel Files (policy 7820), Resignation (policy 7900), Non-Career Status Teachers: Nonrenewal (policy 7950)

Adopted: December 14, 2015

Replaces: Policy 3.03.60 Suspension and 3.03.70, Career Personnel: Demotion and Dismissal and Policy

Revised:

The superintendent issues the following rules and procedures to supplement the Watauga County Board of Education's policies and address the assignment of students in the Watauga County School System.

**A. Attendance Area Assignment**

Watauga County is divided into eight elementary public school attendance areas and one public high school. Students are assigned to the school serving their grade level in the attendance area in which the student is domiciled; unless otherwise assigned by the Watauga County Board of Education. All students must be age eligible as defined by N.C. law and must have proof of required immunization and medical examination to be admitted.

Under no circumstances can a student have more than one domicile for the purpose of attendance. The domicile of any student shall be deemed to be that of his parents or the sole supervising parent. In the event the parents are separated or divorced, the domicile of the student shall be that of the parent to whom custody has been awarded by a court of competent jurisdiction. If no custody order has been entered, the domicile shall be deemed to be that of the parent who had actual custody immediately upon the separation. See Board Policy 4120, Domicile or Residence Requirements.

**B. Exceptions to Domicile Requirement Board Policy 4120, Domicile or Residence Requirements**

The following are statutorily created exceptions to the domicile requirement:

1. G. S. 115C-366.2 provides that a child whose parent or guardian is a student, employee, or faculty member of a college or university or a visiting scholar at the National Humanities Center need only be a resident of the school district in order to attend its schools.
2. G.S. 115C-366.2 provides that a child who is placed in or assigned to a group home, foster home, or similar facility need only be a resident of the school district in order to attend its school.
3. Federal and State law provides that state educational agencies are required to provide education to children of homeless individuals and to homeless youths regardless of their domicile. This exception is limited to "homeless individuals" as they are defined by the *Homeless Assistance Act*, 42 U.S.C. Section 11431 (also known as the McKinney Act).
4. The parent or legal guardian is one of the following: (1) on active military duty and is deployed out of the local school administrative unit in which the student resides, (2) a member or veteran of the uniformed services who is severely injured or medically discharged or retired (but only for a period of one year after

medical discharge or retirement of the parent or legal guardian), or (3) a member of the uniformed services who has died while on active duty or as a result of injuries sustained on active duty, but only for a period of one year after the death of the parent or legal guardian. For the purposes of this subsection, the term "active duty" does not include periods of active duty for training for less than 30 days. Assignment under this subsection is only available if some evidence of the deployment is tendered with the affidavits required under G.S. 115C-366.

**C. Pre-School Assignments**

**Except as otherwise provided in law and board policy the following applies:**

1. Only children domiciled in the Watauga County Schools administrative unit will be allowed to seek placement in the Watauga County Schools pre-school program.
2. Children that qualify for pre-school placement will be assigned to a school by the pre-school coordinator.
3. Pre-school assignment to a school outside the domiciled attendance area will not be considered as a basis for reassignment requests.

**D. Kindergarten Orientation**

Watauga County residents with children of kindergarten age and planning to attend kindergarten in a Watauga County School may only attend Kindergarten Orientation at the school in their domiciled attendance area. A rising kindergarten student whose parent or guardian is a permanent part-time or permanent full-time Watauga County School employee may attend Kindergarten Orientation in the school where the employee plans to request reassignment of the child.

**E. Standards For All Transfer or Reassignment Requests See Policy 4150 E.4.**

The following standards must be met before a request for reassignment can be submitted:

1. Parent/guardian shall provide documentation of legal residence of domicile based on a 911 address (building permit, certificate of occupancy, purchase agreement, lease agreement, utility bills, deed, and/or any other documentation deemed necessary).
2. Student(s) shall be in good academic standing having passed or currently passing all course work;
3. Student(s) shall have passed all state mandated tests;
4. Student(s) shall have a clean disciplinary record at their assigned school;
5. Student(s) shall have no more than 10 excused/unexcused absences from their assigned school unless granted prior approval from school administration;
6. Student(s) shall have no more than 10 excused/unexcused tardies from their assigned school.

7. Fresh Start Clause: Parents may request a Principal review for this purpose and upon unanimous agreement of the Principal, Superintendent, and Review Officer, items in Paragraph (E) 2-6 may be waived if reassignment is deemed to be in the best interest of the student.

**F. Exceptions to Student Assignments During the School Year**

Upon written request of the parent/guardian the Watauga County Board of Education may make exceptions for the following reasons considered legitimate for reassignment into a school district other than the one in which the student is domiciled:

1. School aged children of permanent full-time or permanent part-time Watauga County Board of Education employees will be allowed to attend the school where their parent is employed; however the Superintendent may deny transfer of employees' children to any school or grade level closed to transfer because of overcrowding. Parents who serve in an itinerant capacity will be allowed to have their children in the school where they spend the majority of their time.
2. Any student who is the victim of a violent offense committed on the grounds of a public school he or she attends shall be allowed to transfer to another school in the Watauga County Schools Administrative Unit.
3. Watauga County school age students having an Individualized Education Plan (IEP) which requires special placement in a Watauga County school which offers the necessary program components to meet the child's needs, may be allowed to be reassigned without the Board of Education's approval. However, the Director of the Exceptional Children's Programs will be responsible for submitting the request. Once the IEP objectives have been attained as determined by the IEP team and services are no longer needed, the child shall be returned to the original attendance area school.
4. Space permitting, siblings of students that require special placement in a school outside their district may request reassignment to that school for the duration the special placement is in effect.
5. Student(s) that have been placed by the courts or the Department of Social Services in a foster home outside their attendance area may request to remain at the school of previous domicile.
6. If a parent or guardian changes domicile after ninety (90) days from the beginning of the school year, the student may attend school in the district of the previous domicile for the remainder of that school year.

**G. Requests for Student Reassignment During the Academic School Year**

**During the academic school year exceptions to student assignments will only be considered for requests based on the criteria listed in Board policy 4150 and part F of this regulation. See Board Policy 4150 Section D.**

1. Procedure: Parents or court appointed guardians may submit a written request for reassignment to the Office of the Superintendent 14 days prior to a regularly scheduled board meeting. *Request for Reassignment* applications shall be furnished by the

Watauga County Board of Education and shall be kept on file with the Office of the Superintendent. Requests for reassignment shall be forwarded to the Review Officer for consideration.

2. Review Officer - The Superintendent shall appoint a review officer to screen and make decisions on all requests for reassignment or transfer that comply with all policy guidelines and when both principals are in favor of the request. However, the WCBOE may choose to rule on ANY request.

3. Recommendations of the Review Officer and Superintendent shall be presented to the Watauga County Board of Education for a ruling on the request when the request does not comply with this policy guidelines or when principals' recommendations do not agree.

*In an effort to maintain proper enrollment ratios a specific school or grade level may be closed to out of attendance area reassignments. Any grade level that is projected to be at or above the state recommended average class size shall be closed to reassignment requests.*

#### **H. Requests for Reassignment or Transfer For Following School Year Policy 4150 C.**

1. Parents or court appointed guardians may submit a written request for reassignment to the Office of the Superintendent between April 1<sup>st</sup> and May 15<sup>th</sup> of the current school year. *Request for Reassignment* applications shall be furnished by the Watauga County Board of Education and shall be kept on file with the Office of the Superintendent. Request for reassignment shall be forwarded to the Review Officer for consideration.
2. Review Officer - The Superintendent shall appoint a review officer to screen and make decisions on all requests for reassignment or transfer that comply with all policy guidelines and when both principals are in favor of the request. However, the WCBOE may choose to rule on ANY request.
3. Recommendations of the Review Officer and Superintendent shall be presented to the Board of Education for a ruling on requests when the request does not comply with this policy guidelines or when principals' recommendations do not agree.
4. The request must specify the reason why reassignment is being sought. In reviewing requests, the Superintendent, Review Officer, and the Board of Education will consider such requests based on the law, Board policy and the following rationale:
  - A. School aged children of permanent full-time or permanent part-time Watauga County Board of Education employees will be allowed to attend the school where their parent is employed; however the Superintendent may deny transfer of employees' children to any school or grade level closed to transfer because of overcrowding. Parents who serve in an itinerant capacity will be allowed to have their children in the school where they spend the majority of their time.
  - B. Watauga County school age students having an Individualized Education Plan (IEP) which requires special placement in a Watauga County school offering the necessary program components to meet the



child's needs, may be allowed to be reassigned without Board of Education approval. However, the Director of the Exceptional Children's Programs will be responsible for submitting the request. Once the IEP objectives have been attained as determined by the IEP team and services are no longer needed, the child shall be returned to the original attendance area school.

- C. Space permitting, siblings of students that require special placement in a school outside their district may request reassignment to that school for the duration the placement is in effect.
  - D. If a bona fide hardship exists for a student(s) (i.e., matters that may negatively impact the education, health or safety of the student) a request for reassignment may be made to the Board of Education.
  - E. The Board of Education requires documentation (i.e. legal, medical) to support specific reasons addressed in a request for reassignment.
  - F. The Board of Education will consider the impact reassignment would place on the enrollment of the requested school (the reassignment or transfer shall not cause a classroom to exceed state recommended average).
  - G. The Board of Education will consider the impact reassignment would place on the enrollment of the vacating school.
- 5. If a parent or guardian of a seventh (7<sup>th</sup>) grade student changes domicile after ninety (90) days from the beginning of the school year, the student may attend school in the district of the previous domicile through completion of the eighth (8<sup>th</sup>) grade.
  - 6. In cases where space is limited due to class size regulations, applications will be considered in the order in which they are received, with priority given to residents of Watauga County and school aged children of permanent full-time or permanent part-time Watauga County Board of Education employees.
  - 7. For all requests received by May 15<sup>th</sup> of each year, the Watauga County Board of Education will issue its decision in writing by June 30<sup>th</sup>.

*In an effort to maintain proper enrollment ratios a specific school or grade level may be closed to out of attendance area reassignments. Any grade level that is projected to be at or above the state recommended average class size shall be closed to reassignment requests.*

#### **I. Transfer of Student to Another Administrative Unit**

The Watauga County Board of Education may release students domiciled in Watauga County to other school units if their parent(s) or legal guardian(s) provide compelling and sufficient reasons for such release.

**J. Transfer of Student from Another Administrative Unit**

The Watauga County Board of Education may approve enrollment of a student who resides in another administrative unit under certain conditions.

1. Parents or court appointed guardians must complete and submit a written request for reassignment to the Office of the Superintendent.
2. Evidence must be provided that the student requesting reassignment was in good standing upon leaving the student's previous school system.
3. Students requesting reassignment from outside the Watauga County Schools attendance area must be granted a release from their county and/or state of domicile.
4. All standards, procedures, and conditions stated in this policy must be met and/or followed for all out of district transfers.
5. ~~Students requesting reassignment from outside the Watauga County Schools attendance area shall pay tuition pursuant to board policy. See Board Policy 4135, Tuition and Discretionary Admission.~~

**K. Appeal Procedure Board Policy 4150 Section C2.**

If the application for reassignment is denied, the Office of the Superintendent shall give notice to the applicant by registered or certified mail. The applicant may, within five (5) days after receipt of such notice, apply in writing to the Board of Education for an appeal hearing. The hearing on the appeal for reassignment to a different school shall be held at the next regular meeting or a special called meeting of the Board of Education. Both the sending and receiving schools' administration shall be given the opportunity to address the Board of Education during an appeal hearing. The Board of Education shall render a prompt decision on the appeal and shall send a notice of the decision to applicant by registered or certified mail.

**L. Other Student Assignments**

1. Students improperly enrolled: Students discovered to be enrolled without approval of the Board of Education shall be enrolled immediately in the school in the attendance area in which the student's domicile has been established.
2. Transfer students to Watauga High School:
  - a. Students under eighteen (18) years of age shall be accompanied by a parent or legal guardian, who shall present evidence of legal

guardianship and legal evidence of domicile to the Office of the Superintendent.

- b. Students eighteen (18) through twenty-one (21) years of age shall present a transcript of previous high school credits, legal evidence of date of birth, and legal evidence of domicile to the Office of the Superintendent.
- c. All requests of transfer students to Watauga High School will be referred to the Review Officer for consideration in accordance with the procedures outlined in this policy.

**M. Conditions for All Reassignments or Transfers 4150 Section E.**

All reassignment requests that are approved will be valid for the duration of the students' career as long as the following conditions are met:

- 1. Reassigned students are expected to exhibit exemplary conduct at the schools to which they are assigned, to attend school regularly, to pass all courses in which the student is enrolled, and to pass all state mandated tests.
- 2. Reassigned students are expected not to exceed ten (10) or more excused or unexcused absences per year, nor have excessive number of tardies or early check outs (10 days per year).
- 3. Any reassignment request that is approved based upon false or misleading information will be declared void and the transfer will be rescinded.
- 4. The parent is responsible for transportation of a student granted reassignment (except for school improvement choice transfers where the district must provide transportation for as long as the original school is identified for Title I school improvement).
- 5. The transfer or reassignment is valid for the duration of the student's school career or until a review/change is deemed necessary by the Board of Education or the Office of the Superintendent.

**N. Administrative Process For Reassignment Revocation**

In the event that a student granted a reassignment fails to meet the standards and conditions set forth in this policy the following steps shall be taken:

- 1. The Principal requesting reassignment revocation shall submit the revocation recommendation in writing to the Office of the Superintendent ten (10) days prior to the next regularly scheduled meeting of the Board of Education.

2. The Principal shall notify the parents or legal guardian of the student in writing that a recommendation for reassignment revocation has been submitted to the Office of the Superintendent and that the recommendation for reassignment revocation shall be heard by the Board of Education at its next regularly scheduled meeting.
3. The recommendation shall include all pertinent and compelling evidence. Examples: attendance records, academic performance, chronic discipline and safe school issues.
4. The administrative request for reassignment revocation shall be heard at the next regularly scheduled meeting of the Board of Education. The Board of Education shall render a prompt decision on the request and provide written notification to the parent or legal guardian by registered or certified mail.

Legal Ref.: Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *et seq.*; No Child Left Behind Act, 20 U.S.C. 6301 *et seq.*; *Unsafe School Choice Option Non-Regulatory Guidance*, U.S. Department of Education (May 2004); U.S. Department of Education approval of Elementary and Secondary Education Act (ESEA) Flexibility Request (May 29, 2012); G.S. 15C-8; 115C-36, -366, -367, -369; State Board of Education Policy HRS-A-006

Approved: April 13, 2015

The Watauga County Board of Education may make school facilities available for non-school use when such use does not interfere with the instructional program of the schools. All use of school buildings and facilities, other than by the school or school affiliated groups, requires an approved contract for use of school facilities.

The superintendent is authorized to develop a list of school facilities available for community use. Among the types of facilities that may be available for community use are auditoriums, athletic fields, dining areas, kitchens, designated classrooms, gymnasiums, media centers and playgrounds.

**A. GENERAL PRINCIPLES**

The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the board and school system. Use of school facilities will not be approved for activities that do any of the following:

1. violate federal, state or local laws;
2. violate board of education policies or regulations;
3. advocate violence;
4. may damage school buildings, grounds or equipment; or
5. conflict with school activities.

**B. PRIORITY IN USE**

The priority for use of school facilities will be based on the following categories.

1. Use by the school, including the after school program, provided that, subject to any applicable federal and state legal requirements, special consideration may be given to government and non-profit use in case of emergencies due to flooding, fire, or other disaster situations
2. In accordance with G.S. 163-129, use as a polling place on election days
3. School affiliated groups such as PTA/PTO organizations, booster clubs, the Watauga Education Foundation, and student clubs, including organizations permitted to meet under the Equal Access Act
4. In accordance with G.S. 115C-527, use by political parties for the express purpose of annual or biennial precinct meetings and county or district conventions

5. Use for youth athletics or youth development activities, including but not limited to summer camps, in which no admission fees are charged, provided that such use is exclusively or primarily for youth residing in Watauga County, and education related use by local Chambers of Commerce
6. Non-commercial use by local government, non-profit agencies, religious or political groups (including political parties when meeting for purposes other than precinct meetings or county or district conventions), and Watauga County residents and organizations
7. Use for commercial purposes, provided that school facilities may not be used to promote or sell any products or services except those with a major emphasis on education

**C. FEES FOR USE**

No rental fees will apply for category 1-5 uses as described above. However, fees for custodial, kitchen, and security personnel, may be charged to category 1-5 users at the discretion of the principal, subject to the fee schedule approved by the board. Fees for technical personnel or other specialized assistance may be charged at the discretion of the principal subject to the approval of the superintendent or superintendent designee.

Rental and other fees will apply for category 6 and 7 uses according to the fee schedule approved by the board per regulation 5030-R for K-8 schools and the separate fee schedule approved by the board for Watauga High School.

All groups within the same user category will be charged for facility use according to the uniform fee structure.

All rental and personnel fees shall be paid by check made out to the Watauga County Schools and collected by the principal/designee. Neither the school nor any user of school facilities shall make any direct payment to school personnel; all such payments are the exclusive responsibility of the Finance Department.

**D. REQUESTS FOR USE OF FACILITIES**

An eligible individual or group that wishes to apply for permission to use a school facility must submit a written application to the principal of the school in which the facility is located. Application forms will be available in the school administrative office.

**E. ADDITIONAL RULES GOVERNING USE OF SCHOOL FACILITIES**

**1. Regulations for Use of Facilities**

The superintendent shall develop regulations consistent with this policy. The regulations will include an application process and provisions regarding fees, prohibited conduct and other issues deemed appropriate by the superintendent. A copy of the regulations will be provided to all applicants with the facilities use application form.

**2. Compliance with Laws and Policies**

In addition to the regulations established by the superintendent, users of school facilities must comply with all federal, state and local laws and all rules established by the board, the superintendent or designee, and the principal.

**3. Concession Rights Reserved to Schools**

For any athletic tournament or other public event, the principal may require that the school or a school affiliated group be granted exclusive right to concession sales, or that the user pay the school up to 15% of gross revenues from concession sales at the event in addition to any other fees. Payments for concessions may be made directly to the school, or to the PTO/PTA or other school-affiliated group operating on behalf of the school. These revenues may be used for any school related purpose approved by the principal.

**4. Non-Discrimination Notice**

Discrimination on the basis of race, color, national origin, sex, disability or age is prohibited in the use of school facilities as in all school system activities and programs.

**5. Opening and Closing of Buildings**

Buildings may be opened and closed only by assigned employees of the school system or specific persons approved in advance by the principal.

A user's violation of the provisions of this policy or any applicable regulation is grounds for suspending the user's privilege to use school facilities for a period of time deemed appropriate by the principal, subject to the review of the superintendent and the board of education.

**F. DAMAGES AND LIABILITY INSURANCE**

Users of school facilities are responsible for all damage to school facilities, property or equipment that occurs while the facility is being used by the group, regardless of who caused the damage. Users also are responsible for the conduct of all persons involved in the users' activities while on school property.

All user groups except school-affiliated groups must furnish a certificate of insurance for general liability coverage with a total coverage of \$1,000,000 for each claim made. Alternatively, the superintendent or principal may require the user group to execute a waiver of liability that states that no liability will be attached to the board of education or the Watauga County Schools, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

**G. TERM AND ACCEPTANCE OF LEASE**

The superintendent is authorized to enter into agreements with community groups for the lease of school property for terms of one year or less. All such leases must be reviewed and approved in advance by the board attorney. The superintendent shall inform the board of the execution of any lease at its next regularly scheduled meeting. Leases may

be renewed following the same process.

Absent unusual circumstances, leases will not be granted for a term longer than one year. A lease for more than one year must be approved in advance by the board. Long-term exclusive leases are subject to the provisions of policy 9400, Sale, Disposal and Lease of Board-Owned Real Property.

#### **H. LIMITATION OF ROUTINE USE**

To ensure equitable access to school facilities by the community, the use of a major school facility such as a gym, auditorium, cafeteria, or media center by the same group (other than a school affiliated group) will be limited to three occasions per week for no more than four consecutive weeks, provided that this limitation shall not prohibit the use of school facilities for summer camps approved by the principal. Use for up to eight additional weeks may be approved at the discretion of the superintendent, after which any continued regular use requires the approval of the board.

Principals will inform the superintendent of any requests for facility use that cannot be approved because of conflicting long term use approved by the superintendent or the board.

#### **I. USE OF OUTDOOR SCHOOL FACILITIES BY THE GENERAL PUBLIC**

Outdoor property and facilities of the school system will be open to limited use by members of the general public in accordance with rules to be established by the superintendent or designee. Public use will be permitted only to the extent that it 1) is not inconsistent with the proper preservation and care of the outdoor school property; 2) does not interfere with the safe and efficient operation of the schools and school activities; and 3) does not conflict with use by any community group operating under a facility use agreement described in this policy. The superintendent is authorized to establish all terms, conditions, and rules necessary to regulate the use of outdoor facilities by members of the general public consistent with these requirements.

#### **J. REVIEW OF DECISIONS CONCERNING USE OF SCHOOL FACILITIES**

Any person or organization may request a review of any decision made by a school employee pursuant to this policy in accordance with policy 4010, Student and Parent Grievance Procedure.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Equal Access Act, 20 U.S.C. 4071-4074, 28 C.F.R. pt. 36; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; 36 U.S.C. 20101 *et seq.*; G.S. 14-269.2; Community Schools Act, G.S. 14-269.2; 115C-203 to -209.1; 115C-524, -527; 160A-274; 163-129

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 4021/7230), Student and Parent Grievance Procedure (policy 4010), Prohibition of Alcoholic



Beverages (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275), Sale, Disposal and Lease of Board-Owned Real Property (policy 9400)

Adopted: February 8, 2016

Revised: May 9, 2016; June 13, 2016;

Replaces: Policy 2.05.20, Community Use of School Facilities and policy 2.05.25, Community Use of Watauga High School Facilities

## ATTENDANCE – HIGH SCHOOL

Regulation: 4400-R(1)

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

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

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

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

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

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

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

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

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

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

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

#### **Procedures for Appeal Process for Excessive Absences:**

- The principal will appoint an Attendance Advisory Committee to hold a hearing in order to determine whether circumstances for each student who has exceeded the 8 day limit warrant a waiver of no credit for the course. The Attendance Advisory Committee will notify the student and his or her parents or guardians concerning the time and place of the hearing and indicate that parental presence is encouraged. The Attendance Advisory Committee will forward its recommendation to the principal.
- ~~Parents will be notified in writing at their student's 4 and 8 absence in any given course.~~ At the 9th absence in any given course, parents will receive a Loss of Credit notification letter
- Students whose course credit will be denied due to violation of the attendance policy have the right to appeal. In cases of extreme hardship (i.e.: extended hospitalization or serious illness) the principal may decide to award course credit.
- If a parent/guardian chooses to appeal for a waiver of the loss of credit, the loss of credit appeal form must be submitted to the main office along with any appropriate documentation. The loss of credit appeal form may be obtained in the main office and must be returned by the specified due date near the end of each semester.
- The principal has the authority to overturn or overrule any recommendations from the Attendance Advisory Committee.

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

Academic achievement

Circumstances of the absences (any record of skipping, extreme illness, etc.)

Number of Absences

Extent to which the student completed missed work

Course and Exam Grades (if available)

Appeal Form submitted by parent(s)/guardians

Recommendation Form from teacher for course credit to be granted

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

### Unexcused Absence Policy

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

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

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

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

Replaced: Policy 5.02.40

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

**A. OPERATIONAL STANDARDS**

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

1. No child will be discriminated against because of race, sex, color, national origin, disability, age, or eligibility status for free and reduced price meals.
2. The school nutrition services program will meet safety and sanitation requirements established in local, state, and federal rules and guidelines for school nutrition services programs.
3. The school nutrition services program will have a written food safety program that includes a hazard analysis critical control point plan for each school.
4. Menu preparation, purchasing, and related record keeping will be consistent with applicable state and federal rules and guidelines.
5. Banking, financial record keeping, budgeting, and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.
6. Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations.
7. Preference will be given in purchasing contracts to high-calcium foods and beverages, as defined in G.S. 115C-264.1 and to foods grown or raised within North Carolina.

8. ~~Child School~~ Nutrition Program (SCNP) funds will be used only for the purposes authorized by law. Indirect costs, as defined by law, will not be assessed to the SCNP unless the program has a minimum of one month's operating balance.
9. The price for meals will be determined in accordance with federal law.
- 9-10. Non-program foods will be priced to generate sufficient revenues to cover the cost of those items. A non-program food is defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the ~~child-school~~ nutrition account.
- 10-11. All school nutrition services will be operated on a non-profit basis for the benefit of the SCNP. School nutrition services are those that ~~are operated~~ operate from 12:01 a.m. until 30 minutes after the end of the ~~last lunch period~~ 30 minutes after the end of the school day/school day.
- 11-12. All income from the sale of food and beverages that is required by law or regulation to be retained by the SCNP will be deposited to the SCNP account and will be used only for the purposes of the school's non-profit lunch and breakfast programs. All other funds from food and beverage sales not otherwise required by law to be deposited to the SCNP account will be deposited into the proper school account approved in accordance with guidelines developed by the superintendent or designee.
- 12-13. All competitive foods sold on school campuses will meet federal and state standards for nutrient content.
- 13-14. To the extent feasible consistent with legal, regulatory, and budgetary limits, the purchase of locally sourced foods and beverages is encouraged in the Child School Nutrition Program.

## B. MEAL CHARGES

Students who are required to pay for meals are expected to provide payment in a timely manner. The board recognizes, however, that students may occasionally may forget or lose their meal money. ~~In the event that a student is unable to pay for a meal on a particular day, the student may charge a reimbursable meal. A student carrying a negative balance of \$ \_\_\_\_\_ in a meal account will not be permitted to accrue additional charges until the negative balance drops below \$ \_\_\_\_\_. Instead the student will be served a designated alternate meal provided at no cost to the student. Appropriate modifications to the alternative meal will be made when required by the student's documented special dietary needs. The board therefore directs the superintendent to develop a procedure to manage situations in which students are unable to pay for a meal on a particular day. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts must be used whenever possible to avoid calling attention to a student's inability to pay.~~ Only elementary and middle school students may charge

meals. High school students are not permitted to charge meals in the school cafeteria. At the principal's discretion, high school students may make a loan from the school office to purchase a school meal. No adults will be permitted to charge meals or other items in the school cafeteria. . No student will be permitted to charge supplemental or a la carte items, including milk.

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

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

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

Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student meal accounts cannot be carried forward to the following school year. All negative balances will continue to be owed to the school office until paid in full. ~~Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student accounts will be carried forward to the following school year. However,~~ The superintendent shall ensure that federal ~~ehild~~ school nutrition funds are not used to offset the cost of unpaid meals and that the ~~SEN~~NP is reimbursed for bad debt resulting from uncollected student meal charges prior to ~~the end of the year~~ September 30 ~~each~~ the last day of the school year. The school's general fund, or other fund designated by the school principal, will be financially responsible for outstanding charges that have not been paid.

This policy and any applicable procedures regarding meal charges must ~~be~~ communicated to school administrators, school food service professional, parents, and students. Parents will receive a written copy of the meal charges policy and any

applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

~~The superintendent or designee shall establish other procedures as appropriate to help ensure compliance with board policy and legal requirements.~~

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch Act, 42 U.S.C. 1751 *et seq.*, 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220; United States Department of Agriculture Policy Memos SP 46-2016 and 47-2016, available at <http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/2016/2016usda-policy-memos>; 2 C.F.R. pt. 225, App. B; G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147, art. 6E; 16 N.C.A.C. 6H .0104; State Board of Education Policy TCS-S-000

Cross References: Parental Involvement (policy 1310/4002), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the Purchasing Function (policy 6400)

Adopted: March 9, 2015

Revised: May 9, 2016; \_\_\_\_\_

Replaces: Policy 5.07.90, Charging of School Meals



**Personnel Advisory Committee Meeting**  
**April 13, 2017**

**Welcome, Introductions**

Chris King (Valle Crucis), Christy Parker (Central Services), Mary Catherine Felts (Blowing Rock), Tonya McKinney (Mabel), Maria Nash (Hardin Park), Jennifer Hendrix (Central Services), Madison Hollar (Cove Creek), Deanna Holaday (Parkway), Kim Dunnagan (Bethel), Jonathan Miller (WHS), Ron Henries (Board of Education), Stephen Martin (Central Services)

**School Updates**

- Cove Creek – process of hiring new principal, EcoRaider celebration, bee hive in the media center, raised garden beds, making a “green school”, 8<sup>th</sup> grade trip, 7<sup>th</sup> graders are at Nano Days.
- Valle Crucis – 8<sup>th</sup> grade trip, STEM day tomorrow
- Blowing Rock – egg drop for Science Pals, math competition, science fair, lots of field trips
- Bethel – 6<sup>th</sup> graders at Discovery place tomorrow with Mabel, 7<sup>th</sup> graders at Nano Days, math competition, egg drop for Science Pals
- BOE – budget recommendations approved for commissioners, CO staff presented it to county commissioners and manager on Tuesday, hiring of Dr. Chris Blanton as principal at WHS
- Mabel – GEAR UP events, 7<sup>th</sup>/8<sup>th</sup> graders to UNC and NCSU, service learning presentation
- Parkway – just completed principal interview process, 5<sup>th</sup> grade at Sound to Sea
- WHS – see Dr. Eberle’s email about end of year events, spring musical (Guys and Dolls) just concluded
- Hardin Park – International Art Week 2 weeks ago, Big Truck Night is May 5, playground dedication is May 12, kindergarten and EC plays are on the calendar, 8<sup>th</sup> grade at coast, 4<sup>th</sup> graders to Sound to Sea after spring break, Middle School Battle of the Books team will be competing at the state level, Grade 1 to Stone Mountain State Park after spring break (\$400 grant for travel & snacks)

**District Updates**

- Budget updates shared (state and local); hopefully we will have an approved state budget by end of June/early July.
- Some specific items requested in local budget include 3% salary increase built in the local budget and the restructure of classified salary scale. Note: low unemployment in Watauga County (approx. 4%)
- We should know about local budget by mid-May
- The plan is to announce Cove Creek and Parkway principals at May 8 BOE meeting
- Several vacancies have been advertised for the 2017-18 school year. We were able to post earlier this year (last week of March). This will not be all of our vacancies. We will roll out vacancies in “phases” with most critical hiring needs first. We will continue to post throughout the spring and summer.
- Optional professional development workshops will be presented during the summer

### **K-3 Class Size**

- Dr. Martin shared a powerpoint with specific information and the potential impact on WCS.
- Decrease in class size for 2017-2018 if legislature enacts changes
- We provided additional TAs at Hardin Park and Parkway to assist with the larger classes in K-3 this school year.
- Depending on final enrollment and the legislation, WCS may need 8-11 more K-3 teachers for 2017-2018
- Legislation addresses class size only. There is no provision for additional teachers, teacher assistants, or instructional space.
- As of today, 4 schools have had kindergarten orientation.
- HB-13 is proposed legislation; If HB-13 passes, we need at least 2 more teachers
- May need 2 mobile units (one at Parkway at one at Hardin Park)
- Cost could be \$818,000 out of the current budget/fund balance
- Now is the time to contact state representatives with our concerns
- County Commissioners and BOE are working together to address these new potential budget needs
- Question: Has the district considered the possibility of re-districting to alleviate the pressure on Hardin Park and Parkway? (last re-districting occurred in 1984)
- Only 88% of the students that WCS could be serving are enrolled in our system
- Currently no discussion about closing or consolidating any of our schools

### **Benefits Update**

#### ***Open Enrollment***

- AFLAC Supplemental Benefits open enrollment is happening now. We will bid out the supplemental insurance companies again in the fall of 2017.
- Open enrollment ends on April 28, 2017.
- Changes can be made online at [www.aflacatwork.com](http://www.aflacatwork.com)
- Open enrollment for state health insurance will be in October. Reminder: all employees will need to complete the tobacco attestation at that time to receive reduced rates.

#### ***Health Insurance***

- Changes are coming - \$25 cost for employees for 70/30 plan; \$50 cost for employees for 80/20 plan; no CDHP beginning January 1, 2018 – comes from recommendation from the State Treasurer's Office to help keep the retirement plan solvent
- 144 employees currently have CDHP; HRA funds will remain open through March 31 but will only pay for claims generated in 2017
- Premiums will be frozen through 2021
- Stork Rewards has been discontinued as of March 31, 2017
- Discontinued funding of Diabetes Prevention and Eat Smart, Move More programs
- Christy & Jennifer will attend training in late June on the changes
- Tobacco Attestation will remain in effect and need to be completed during open enrollment

### **Licensure Update**

- Any teachers who are renewing their license at the end of the school year 2017 (June 30) are invited to a session at Central Services on May 25th at 4pm. License renewal is online and there will be a \$35 fee for renewal. WCS will reimburse teachers for their license renewal fee.

### **Agenda Items from Schools**

No additional items were noted.

### **Next year**

This was our final PAC meeting for the 16-17 school year. Please talk with your school administrator about who will serve from your school on this committee next year. Typically, teachers serve a two year term on PAC. Please have each principal notify Dr. Martin of next year's representative.