

**WATAUGA COUNTY BOARD OF EDUCATION MEETING**  
**MONDAY, May 8, 2017**  
**5:00 P.M.**

- |             |            |   |  |
|-------------|------------|---|--|
| <b>5:00</b> | <b>1.</b>  | <b>CALL TO ORDER</b>  | <b>Board Chair</b>                     |
| <b>5:02</b> | <b>2.</b>  | <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)   |  |
| <b>6:00</b> | <b>3.</b>  | <b>OPEN SESSION/MOMENT OF SILENCE</b>   | <b>Board Chair</b>                     |
| <b>6:03</b> | <b>4.</b>  | <b>DISCUSSION AND ADJUSTMENT OF AGENDA</b>  | <b>Board Chair</b>                     |
| <b>6:05</b> | <b>5.</b>  | <b>CORRECTION AND APPROVAL OF MINUTES</b>   | <b>Board Chair</b>                     |
| <b>6:07</b> | <b>6.</b>  | <b>PUBLIC COMMENT</b>   | <b>Board Chair</b>                     |
|             |            | <b>Note: Anyone who wishes to address the Board should sign the Public Comment Roster</b> |  |
| <b>6:10</b> | <b>7.</b>  | <b>SUPERINTENDENT’S REPORT</b>  | <b>Dr. Scott Elliott</b>               |
| <b>6:15</b> | <b>8.</b>  | <b>STUDENTS’ REPORT</b>   | <b>Kelsie Marlett and Andrew Nenow</b> |
| <b>6:18</b> | <b>9.</b>  | <b>PUBLIC RECOGNITION</b>   |  |
|             |            | A. Governor’s School Attendees  | <b>Ms. Kellia Kidda</b>                |
|             |            | B. Academic Competition Recognitions  | <b>Mr. Ike Smith</b>                   |
|             |            | C. SkillsUSA Award Recipients   | <b>Ms. Tierra Stark</b>                |
|             |            | D. DECA State and National Award Winners  | <b>Brett Green</b>                     |
|             |            | E. National School Nurses Month   | <b>Dr. Paul Holden</b>                 |
|             |            | F. Servant’s Heart Award  | <b>Dr. Scott Elliott</b>               |
| <b>6:48</b> | <b>10.</b> | <b>CONCURRENCE</b>  |  |
|             |            | Field Trip Requests   | <b>Dr. Scott Elliott</b>               |
| <b>6:53</b> | <b>11.</b> | <b>CAREER AND TECHNICAL EDUCATION ANNUAL PLAN</b>   | <b>Ms. Tierra Stark</b>                |

**6:58 12. FACILITIES** **Mr. Daniel Clark**

WHS Football Stands Drainage and Joint Repairs Bid Award  
Architectural Firm Selection for Facilities Assessment and Long Range Plan

**7:08 13. CURRICULUM**

Beginning Teachers Support Program Plan **Ms. Meredith Jones**  
Presentation of Fee Reduction for 2017-2018 **Dr. Stephen Martin**  
**Ms. Nancy Zeiss**

**7:18 14. FINANCE**

Declaration of Surplus Property **Ms. Ly Marze**  
Budget Amendment #7 **Ms. Ly Marze**

**7:23 15. SCHOOL NUTRITION**

Beverage Bid Rollover **Ms. Monica Bolick**  
Delivered Pizza Bid Rollover **Ms. Monica Bolick**  
Ice Cream Bid Rollover **Ms. Monica Bolick**  
Vending Proposal Rollover **Ms. Monica Bolick**

**7:33 16. PERSONNEL** **Dr. Stephen Martin**

- I. Resignations
- II. Administrative Personnel
  - A. New Employment for 2017-2018
  - B. Transfer of Assignment for 2017-2018
- III. Certified Personnel
  - A. New Employment for 2017-2018
  - B. Extended Employment
  - C. Re-Employment: Contract Teachers (One-Year Contracts)
  - D. Transfer of Assignment for 2017-2018
- IV. Classified Personnel
  - A. New Employment
  - B. Classified Employment
  - C. Transfer of Assignment for Remainder of 2016-2017
  - D. Transfer of Assignment for 2017-2018
- V. Substitutes
- VI. Leave of Absence Requests

**-----BREAK-----**

**7:50 17. POLICY FOR FIRST READ**

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

**Dr. Wayne Eberle**

**8:00 18. POLICY FOR SECOND READ**

Watauga County Field Trip Request Form

Dr. Wayne Eberle

**8:10 19. BOARD OPERATIONS**

Board Chair

**8:15 20. BOARD COMMENTS**

**8:20 21. ADJOURNMENT**

**22. MISCELLANEOUS**

**DATE:** April 10, 2017

**PRESENT:**

Ron Henries, Brenda Reese,  
Jay Fenwick, and Jason K. Cornett,  
Dr. Scott Elliott, Superintendent,  
Dr. Stephen Martin, Asst.  
Superintendent;  
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.

### **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, and N.C.G.S.143-318.11(a)(6) Personnel

### **OPEN SESSION**

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

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

A motion to remove the DECA recognition until after the national convention and approve the adjusted agenda was made by Jason Cornett and seconded by Jay Fenwick. The motion to approve the updated agenda carried unanimously.

## **CORRECTION AND APPROVAL OF MINUTES**

A motion to approve the minutes was made by Brenda Reese and seconded by Jason Cornett. The motion carried unanimously.

## **PUBLIC COMMENT**

There were no public comments at the April 2017 meeting.

## **SUPERINTENDENT'S REPORT**

Dr. Elliott welcomed Mr. Henries and the Board members, as well as the student representatives, the administrators, teachers, parents, and other community members. He stated that he was excited to recognize colleagues for special achievements.

Dr. Elliott asked that everyone stay until the completion of all the public recognitions. He stated that there would also be a very special during the personnel report and welcomed the guests to stay a few minutes to hear that news.

He reminded everyone that spring break begins on Monday, April 17 with students returning to school on Monday, April 24. All school and district offices will be closed Monday through Wednesday of that week and expressed hope for everyone to have a restful week away from school.

He shared the district would be providing Chromebooks in grades 4-12 during the 17-18 school year. Students in those grades will have 1 device for every 2 students available for use in grades 4-7, and then 1 device each in the 8th through 12<sup>th</sup> grades. He stated that this was made possible by new approaches to budgeting from the Board over the last two years as well as the efficient operation of the Technology department by Ms. Zeiss and her team.

Dr. Elliott said that Watauga County Schools was fortunate to have only missed seven days of school during the 16-17 school year. He announced that the last day of school for students would be an early release day on Thursday, June 1. He announced that graduation for Watauga seniors would be on Saturday, June 3 at 10 AM at the Convocation Center at ASU.

He stated that the students had completed 147 days of school and 937 hours of instruction for the year.

## **STUDENT'S REPORT**

Ms. Marlett stated that the Musical, "Guys and Dolls" had been very successful and that she enjoyed being a part of it. Mr. Nenow shared that Hardin Park Middle School Battle of the Books would be going to State Competition representing District 7. Ms. Marlett said that JROTC had placed second in their competition. Mr. Nenow spoke about the French spring cultural picnic and the Spoken Word Poetry club exhibit.

Ms. Marlett stated that Holly Green would be the 17-18 DECA President. Mr. Nenow shared that Mountain Alliance would be providing full-week service or out-of-doors projects during spring break.

### **PUBLIC RECOGNITION**

Wendy Jessen, on behalf of Watauga Education Foundation awarded the Price-Deverick Scholarships joined by BREMCO to present \$4,000 in scholarships to Sandra Ruppert for an online program about bullying. Brook Huffman, Christina Welch, Megan Turner, and Tammy Gragg were also recipients of the scholarship. They will be involved in a May 5<sup>th</sup> event – State of the Child forum, EC Inclusion program, Early Childhood Workshops

Dr. Elliott commented about the value of the professional development of Watauga County School's teachers provided by the Watauga Education Foundation through the sponsorship of the Price-Deverick family.

Dr. Martin was honored to recognize the 9 teachers of the year who were selected by their peers: Allison Hodge of Mabel School for 4 years, Melissa Miller of Green Valley teaching for 5 years, Erin Scott of both Bethel and Cove Creek, a teacher for 6 years, Stephanie Kostis of Cove Creek, teaching for 6 years, Robin Smith of Parkway, a teacher for 17 years, Barbara Myers of Hardin Park, a teacher for 18 years, Debbie Glover, teacher at Valle Crucis for 26 years, Eve Parsons representing Blowing Rock, a teacher with 26 years' experience, and Derrick Jones of Watauga High School with 27 years' experience. He stated that they had all been recognized by their peers, and would be celebrated at the Watauga County Schools Teacher of the Year Banquet on May 4<sup>th</sup>.

Ms. Stamey recognized National Board Certified Teachers (NBCT): Sue Wells, Dacia Trethewey, Ann Miller, Kim Bentley, Natalie Willis, Shelly Campbell, Rachel Willingham, Barbara Myers, Christy Laws, Leigh Ann Hildebrand, and Shannon Stanberry. She noted that it is part of our culture in Watauga County Schools to do the best and be the best. Susan Suddreth and Robin Smith support the process with moral support and by reading the applications of the teachers. Dr. Elliott shared that the budget request has been made for an interest free loan for teachers who want to go through the NBCT process.

Ms. Lisa Combs and Mr. Josh Ogle recognized Mallory Costin, Hope Langston a sophomore selected for Mars Hill Choral Clinic, RJ Christian, who received the highest score of tenors at Mars Hill and State honors chorus. Malory was selected for the State Honors Orchestra. All three students were involved with the production of Guys and Dolls in some capacity. Ms. Combs shared that the Honors Chorus and Advanced Women's Chorus and WHS Band all received Superior ratings.

Mr. Ogle representing the Middle School Band Teachers mentioned that that several students auditioned on February 17-19 for all District honors. Students who participated were Hardin Park-Jackson Broker, Aiden Libber, Andreas Bouzan, from Mabel-Andy Timmons, from Parkway, Jessie King, from Valle Crucis-Luke Ramsdell – 1<sup>st</sup> chair and eligible for All-State Honors WHS Hailey Painter, Emma Alexander-Eitzman, Jackson Probst, Sarah Tindall, Olutayo Afolayan, Andrew Austin, and Eugene Oh. Middle School-Junior Western Regional Orchestra – Hardin Park- Alex Degan, Frieda Miranda, Valle Crucis-Jaden Toomey (First Chair All-

County Honors Band), BR – Henry Kosmala. High School Western Region Orchestra students who went to Huff HS on Feb 24<sup>th</sup> – Mallory Costin Violin, Emily Whitaker, Lucy Rapfogle, Jaxon Probst- Tuba. Mr. Ogle thanked the Board for the budget support for the music program which has provided uniforms and new string basses and Tuba, and other middle school instruments.

As a side note, he stated that Will Selle was honored to be asked to conduct the orchestra at the Western Regional Competition.

Dr. Elliott presented the Servants Heart Award to Shelley Klutz who selflessly executes her job as Watauga High's School Nurse and Lead School Nurse for Watauga County Schools in a kind, calm, caring, and professional manner. She has administered elevated care for both students and faculty on a number of occasions, several of which have resulted in a patient being transported to the hospital. She continually strives for improvement, both professionally and in the program, though improved response times and communication. Dr. Eberle, Dr. Holden, and a high school student who has received exemplary care by Ms. Klutz, all shared accolades for her excellent service to our school community. Dr. Elliott expressed gratitude to Ms. Klutz, one of our greatest assets in Watauga County Schools, who embodies what it means to be the best place in NC to live and work.

### **CONCURRENCE**

The field Trip requests were presented to the Board. A motion was made by Brenda Reese to approve the five requests. Jay Fenwick seconded the motion. The vote to approve was unanimous.

### **STUDENT SERVICES**

Dr. Holden and Ms. Laura Turner presented information about the GEARUP program which is in cooperation with Appalachian State University and is in year three of the six-year grant. He stated that the goal of the grant program was to have students pursue college or other certification upon leaving the High School. In Watauga, Bethel, Mabel, Green Valley, and Cove Creek students were initially involved, but those students have now moved to the high school as a cohort. The goal is to develop a culture where students can achieve their goals and Watauga County Schools (WCS) is willing to help them. Dr. Holden feels that WCS has the best Coordinator and ASU frequently uses Ms. Turner as an example. Ms. Turner presented a video showcasing the events and activities of the program which uses innovative activities, field trips and technology to inspire student interest.

Dr. Fenwick thanked Dr. Holden and Ms. Turner for brainstorming and the creative programs that they were presenting.

### **CHILD NUTRITION**

Ms. Bolick presented the meal price increase. Dr. Elliott commented that the Meal program must stand on its own financially and that they are reluctant to raise prices. A motion was made by Jay Fenwick to approve the meal price increase and was seconded by Brenda Reese. A vote was taken and the motion was unanimous to approve the increase.

Ms. Bolick presented the Dairy Bid which includes milk, buttermilk, sour cream. Bid applications were presented to three companies, and PET was the only one to return a bid. WCS is in a co-op with Crossnore, Allegheny and Ashe which allows better pricing from the vendor. Dr. Fenwick commented on the large volume of milk represented by the bid, and Ms. Bolick responded that the bid is for all of the counties in the Co-Op. A motion was made by Jason Cornett to approve the meal price increase and was seconded by Jay Fenwick. A vote was taken and the motion was unanimous to approve.

## **FINANCE**

Ms. Marze presented the surplus report. Jay Fenwick made a moved to approve the surplus report which was seconded by Brenda Reese. The vote to approve was unanimous

Ms. Marze presented Budget Amendment #6 dealing with State allotments and transfers which trades salary dollars for program dollars. A motion was made by Brenda Reese to approve the budget amendment and was seconded by Jason Cornett. A vote was taken and was unanimous to approve.

Ms. Marze thanked the Finance Committee for their hard work on the budget. Dr. Elliott said that the budget will be presented to the Commissioners on Tuesday, May 11th. The Commissioners are aware of the potential impact of the K-3 legislation on the budget and Senator Ballard has called to speak with Dr. Elliott and has shared that she has expressed the need for a state budget and a resolution K-3 class size issue. The budget is based current law. A motion was made by Jason Cornett to approve the Final Budget and was seconded by Jay Fenwick. A vote was taken and the motion was unanimous to approve the budget.

## **PERSONNEL**

Dr. Martin presented the personnel report for April. He noted that teachers who were eligible for contract renewal were included in the report and did not require a vote. A motion was made by Jay Fenwick and seconded by Brenda Reese to approve items 1-7 of the Personnel report. The vote to approve was unanimous.

Dr. Elliott thanked the Board for approving the Personnel Report. He announced the approval of Dr. Chris Blanton as the new Watauga High School Principal. He explained how extensive the process had been and the many groups who shared their hopes for the next Principal. Mr. Henries and Mr. Cornett were Board members who participated. They were confident that Dr. Blanton will be a successful Administrator for WHS. Dr. Blanton is a leader, an educator, a father, and a man of integrity. Dr. Elliott thanked Laura Carson, Dr. Eberle, and Dr. Martin for their efforts in the interview process. Dr. Blanton thanked Mr. Henries, the Board, Dr. Elliott, and the committee. Mr. Henries had expressed the high expectations for the school system, and Dr. Blanton said that as a parent he wants that for his children and looks forward to the future and helping to make this the best school system in the state. Dr. Morgan Blanton, spouse of Dr.



Chris Blanton, has also received accolades from references who stated that we are fortunate to have her in our school system as well.

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

### **POLICIES FOR FIRST READING**

Dr. Elliott shared that the altered Watauga County Field Trip Request Form was important for student safety relating to the vehicle used. Mr. Lyons said the NTSB has regulations against using 15-passenger vans and it is illegal for the School systems to buy them.

Several suggestions were made regarding an update of the form. Dr. Elliott recommended tabling the approval of the form for further changes and approval of a revised form in May.

### **POLICIES FOR SECOND READING**

Dr. Eberle state that the reference to floppy disks had been removed. He shared that the policy had been reviewed by MTAC. A motion was made by Jay Fenwick and seconded by Brenda Reese to approve the amended Policy 6524-R Data Recovery and Protection Procedures. The vote to approve was unanimous.

### **POLICIES FOR REPEAL**

Dr. Eberle noted that policy 4.02.55 is redundant now that 6524-R is approved. Brenda Reese moved to repeal the policy 4.02.55 which was seconded by Jason Cornett. The vote to repeal was unanimous.

### **BOARD OPERATIONS/COMMENTS**

For the summer NCSBA Conference, Mr. Henries will attend five days and will not need a room. Mr. Cornett and Mrs. Reese will attend all five days and will need rooms, Mr. Fenwick will attend the last two Law Conference days and will need a room.

### **ADJOURNMENT**

There being no further business, a motion to adjourn the meeting was made by Jason Cornett, and seconded by Jay Fenwick. The vote to adjourn was unanimous at 8:03 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) Brett Green Cell phone number: (828) 719-0722

Other School Staff Chaperones: \_\_\_\_\_

Names of Non-School Chaperones: Scott Green (Assistant Coach)

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

Grade(s): 9-12 Number of Students: 5 Dates of Trip: from 4/30/17 to 5/1/17 2 May - 3 May 2017

Departure Time/Date: 8AM 4/30 Return Time/Date: 8PM 5/1 WMEIT  
UPDATED

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

Mooresville, NC

Mooresville Golf Course

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

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

Mode of Transportation: Rental Van\* (If applicable, bus request form must be attached)

Driver/s: Scott Green Round Trip Mileage: 184 # of Buses Needed: N/A

Total Cost per student \$ Approx. 150

Source of Funds: Watauga Athletics

Purpose of Trip and How It Relates to the Curriculum: Men's Golf 4A West Regional Championship

Sponsoring Teacher Signature: Brett M. Green Date of Request: 4/5/17

Principal Approval: \_\_\_\_\_ Date: 5 Apr 2017

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

Superintendent Approval: \_\_\_\_\_ Date: 4/6/17

Board of Education Approval: \_\_\_\_\_ Date: 4/10/17

\*must be a mini-van with  
no more than 5 students.

# WATAUGA COUNTY FIELD TRIP REQUEST FORM

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Sponsoring Teacher: (Print) Will Selle Cell phone number: 828.553.1323

Other School Staff Chaperones: Beaver Robinette, Kyle Hernandez-Adams

Names of Non-School Chaperones: \_\_\_\_\_

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

Grade(s): 7/8 Number of Students: 4 Dates of Trip: from 5/12/17 to 5/13/17

Departure Time/Date: 5/12 - 2pm Return Time/Date: 5/13 - 6pm

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

Winston-Salem, Atkins High School for NC Junior Western Region Orchestra

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: \_\_\_\_\_ (Sponsoring Teacher Initials). Please attach a copy of that plan to this form if applicable.

Mode of Transportation: County Car (If applicable, bus request form must be attached)

Driver/s: \_\_\_\_\_ Round Trip Mileage: \_\_\_\_\_ # of Buses Needed: \_\_\_\_\_

Total Cost per student \$ N/A

Source of Funds: School Fundraising

Purpose of Trip and How It Relates to the Curriculum: Students Auditioned and are selected to perform in the NC Junior Western Region Orchestra Clinic Students: Alex Degen, Frida Paz Miranda

Sponsoring Teacher Signature: Will Selle Date of Request: 4/10/17

Principal Approval: [Signature] Date: 4/10/17

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

Superintendent Approval: [Signature] Date: 5/1/17

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

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Sponsoring Teacher: (Print) Emily Green Cell phone number: 336-209-9878

Other School Staff Chaperones: Kristie Beach, Susan Milhaupt,

Names of Non-School Chaperones: Mark Lunsford, 1-2 additional  
parent chaperones depending on # of students

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

Grade(s): 7-8 Number of Students: 20-25 Dates of Trip: from 10/8/17 to 10/12/17 (dates approximate)

Departure Time/Date: 9 AM 10/8/17 Return Time/Date: PM 10/11/17

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

Concord NC, Great Wolf Lodge

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

If needed, life jackets

If applicable, a Safety/Supervision plan for High Risk and/or Water Activities has been shared with the parents:

EG (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: Kristie Beach Round Trip Mileage: 120 # of Buses Needed: 1

Total Cost per student \$ 200 (pending decrease with fundraising)

Source of Funds: Fundraising, self pay (payment plan if needed)

Purpose of Trip and How It Relates to the Curriculum: Through guest speakers,  
sessions, and various activities, students develop  
leadership and teamwork skills to implement in their school.

Sponsoring Teacher Signature: Emily Green Date of Request: 4/27/17

Principal Approval: [Signature] Date: 4/27/17

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

Superintendent Approval: [Signature] Date: 5/1/17

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) Welch, Christina Cell phone number: 828-266-2043

Other School Staff Chaperones: Amanda Ward, Amanda Combs, Will Barber

Names of Non-School Chaperones: Leanne Martin, Donald Martin

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

Grade(s): 5-8 Number of Students: 25 Dates of Trip: from 10/8/17 to 10/10/17

Departure Time/Date: 10/8/17 - 10am Return Time/Date: 10/10/17 - 3:00 pm

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

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

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: CW (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: Will Barber 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: Christina Welch Date of Request: 4/26/17

Principal Approval: Mack O'Hagan Date: 4/26/17

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

Superintendent Approval: [Signature] Date: 4/28/17

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

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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

## 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) Hannah Clarke Cell phone number: 828-234-5177

Other School Staff Chaperones: Laura Elliot, Cogie Reed

Names of Non-School Chaperones: TBA - planning on 10 additional chaperones (1 adult / 4 students)

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

Grade(s): 8 Number of Students: 52 Dates of Trip: from 5/30/17 to 5/30/17

Departure Time/Date: 11am Return Time/Date: 2:15 pm

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

Deer Valley, Boone, NC

\* Students will have the option to swim. Parents will be informed and give prior permission. A lifeguard will be hired to help supervise around the pool.  
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: \_\_\_\_\_ (Sponsoring Teacher Initials). Please attach a copy of that plan to this form if applicable.

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

Driver/s: \_\_\_\_\_ Round Trip Mileage: 15 # of Buses Needed: 1

Total Cost per student \$ \_\_\_\_\_

Source of Funds: 8<sup>th</sup> grade account (for lunch)

Purpose of Trip and How It Relates to the Curriculum: To celebrate the academic accomplishments throughout the years at Parkway

Sponsoring Teacher Signature: Hannah L. Clarke Date of Request: 4/25/17

Principal Approval: Stephanie Swen Date: 4/25/17

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

Superintendent Approval: [Signature] Date: 4/26/17

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



## WCS CTE Concentrators are College and Career Ready!

NC secondary Career and Technical Education (CTE) empowers students to be successful citizens, workers and leaders in a global economy. WCS CTE served approximately **2,790** enrollees (grades 6-12) in 2015-2016, which is up by almost 6% from the previous year. We are preparing them for high-wage, high-skill, and high-demand occupations and further education.

### CTE Enrollment

High School	2016/2017	2017/2018 (Projected)
Agriculture Education (1 Teacher)	55	60
Business, Finance and Information Technology Education & Marketing and Entrepreneurship Education (3 Teachers)	335	364
Family and Consumer Sciences Education (2 Teachers)	157	226
Health Sciences Education (2 Teachers)	173	187
Technology, Engineering and Design Education (2 Teachers)	129	184
Trade and Industrial Education (9 Teachers)	712	734
<b>Middle School</b>	<b>2016/2017</b>	
Career Development & Technology Education (3 Teachers)	718	

### Career and Technical Student Organization Enrollment

CTSO	2015/2016	2016/2017
FFA (Agricultural Education)	25	40
HOSA (Health Sciences Education)	20	38
DECA (Marketing and Entrepreneurship Education)	126	127
TSA (Technology Student Association)	12	12
SkillsUSA (Trade and Industrial Education)	34	36

### Technical Skills

	2012	2013	2014	2015	2016
Industry Recognized Credentials Earned by CTE Students	221	130	283	232	225
% of Credentials Earned Compared to Course Enrollment	16.2%	8.6%	18.2%	15.3%	10.1%
% Technical Attainment Proficiency (credentials and Assessments)	88.9%	86.7%	91.8%	93.7%	88.1%

### CTE Graduation Rate

Graduation Rate	2011	2012	2013	2014	2015	2016
CTE Concentrators in Four-Year Cohort	95.8%	95.4%	94%	90%	94%	99%
All NC Students in Four-Year Cohort	77.9%	80.4%	82.5%	83.9%	85.6%	85.9%

### CTE Concentrator Survey Results\*

	2014/2015	2015/2016
Former CTE Concentrators Positive Outcome	93.5%	98.9%
Enrolled in a community, technical or junior college	28.6%	42.4%
Enrolled in a four-year college or university	36.3%	26.1%
Other post-secondary institution	2.2%	3.3%
Enlisted in the military	3.3%	4.3%
Employed	72.53%	88.1%

\* Status of concentrators who graduated or left school in 2015, surveyed in 2016.

## Appendix A

**2017-2018 LOCAL PLAN  
APPLICATION FOR CAREER AND TECHNICAL EDUCATION (CTE)\*  
STATE/FEDERAL FUNDING FISCAL YEAR 2017-2018  
FINAL SUBMISSION FOR OVERALL APPROVAL**

All programs, services and activities administered through this local plan will be in accord with the assurances listed in Part III of this application. The development of this application for state/federal aid for secondary career and technical education was coordinated by the director for career and technical education. This plan and the programs, services and activities offered are in accord with State and Federal guidelines. The information, data, and certifications included are accurate to the best of our knowledge and belief. The Assurances in Part III will be carried out.

Watauga County Schools                      950                      May 2, 2017  
**Local Education Agency (LEA)      Number                      Date**

**APPROVED BY:**

**Superintendent of Schools**

**Board of Education**

Dr. Scott Elliott  
**Name**

Ron Henries  
**Name of Chairperson**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

This Annual Application, when completed, approved by the local board of education and the superintendent of schools, becomes an agreement between the local board of education and the State Board of Education. This Annual Application is a necessary part of the State Board of Education's accountability to the General Assembly of North Carolina and the US Department of Education.

**PREPARED BY:**

**Director, Career and Technical Education**

Dr. Scott Elliott  
**Name**

(828) 264-7190  
**Telephone Number**

\_\_\_\_\_  
**Signature**

\*Career and Technical Education is the administrative name which encompasses vocational and technical education in North Carolina. In state and federal laws, however, the terms vocational and technical education are used. For the purposes of this plan, these terms are synonymous.

## **Appendix B**

### **Watauga County Schools Application for Career and Technical Education (CTE) State/Federal Funding Fiscal Year 2017-2018**

#### **Executive Summary**

**PURPOSE OF THE APPLICATION:** The Local Planning System (LPS) is the vehicle for strategic planning, managing performance, and assuring accountability for CTE. Part I of the LPS is a system overview and strategic planning tool. Part II is designed to attain and maintain performance excellence, as defined by the Carl D. Perkins Career and Technical Education Act of 2006. LEAs can analyze measurable performance based on trend information; analyze system and subsystem performance based on relevant subcategories crucial to stakeholders and customers; set rational short and long-term benchmarks; develop strategies based on the greatest opportunities for improvement (OFIs); and allocate resources based on the greatest OFIs. Finally, the LPS incorporates the requirements of all applicable state and federal laws which govern CTE in North Carolina. This application must be submitted to the Department of Public Instruction in order to receive and use state and federal funds for career and technical education programs and services in grades 6-12 for the 2017-2018 fiscal year. The application describes the manner in which we propose to use these funds in accord with the purposes mandated by state and federal legislation.

**PROGRAMS AND SERVICES OFFERED THROUGH THESE FUNDS:** Career and technical education (CTE) is conducted in all middle and high schools in Watauga County Schools. Supporting Watauga County Schools' strong academic foundation is a diverse career and technical curriculum in which students are provided opportunities to make classroom instruction relevant to real world situations. Watauga County Schools career and technical education courses provide students with a variety of options to fulfill the requirements for Future-Ready, Occupational Course of Study, and the North Carolina Academic Scholars. Student credentialing and certification opportunities as well as work-based learning opportunities are available in selected program areas. Career and technical education student organizations are an integral part of CTE programs. The ultimate goal of CTE is for our graduates to become successful in a career and contributing members in society. CTE serves students in nine program areas: Agriculture Education, Business, Finance and Information Technology Education,

Career Development, Family and Consumer Sciences Education, Health Sciences Education, Marketing and Entrepreneurship Education, Technology Engineering and Design Education and Trade and Industrial Education. Expanded course offerings are available through Caldwell Community College & Technical Institute, which include an abundance of additional courses. Articulation agreements exist between the two institutions that allow certain high school career and technical education courses to also qualify for college credit.

**PROJECTED ACTIVITIES AND PRIORITIES:** The major thrusts for CTE in Watauga County Schools include providing appropriate career clusters opportunities; offering credentialing for students and staff; meeting ESEA requirements; providing appropriate CTE courses for high school students from the North Carolina Essential Standards; and supporting high school reform. We will be continuing our commitment to monitor student progress and achievement in technical competency attainment within our career and technical education programs through our Instructional Management System. We will also be working to improve our performance relative to all state Performance Indicators adopted for career and technical education programs by the NC State Board of Education. We will continue to provide opportunities for professional growth for CTE staff and encourage and support acquisition of professional certifications. Career and technical education will continue to support the Watauga County Schools Strategic Plan in our pursuit of excellence. Activities and priorities will support the mission of CTE which is to help empower students for effective participation in an international economy as world-class workers and citizens.

All programs, services, and activities administered through this local plan will be in accord with the assurances listed in Part III, Assurances and Certification, of this application.

The plan in its entirety can be found at:

<http://ctelaps.dpi.state.nc.us/>

Login as guest, password is guest

E-mail from Dale Pennell to Green Construction dated 4/12/17

Jordan,

Thank you for your bid on the subject project on April 11. As you and I discussed by phone after the bid opening, your company's bid was the low bid. However, this bid was considerably higher than the budgeted funds for the project. As low bidder, the school board wants to negotiate with you in an attempt to arrive at a bid amount that meets the budget in order to allow the project to proceed.

We realize that the trench drain and related improvements seems to be the primary reason for the over-budget bid. Therefore, we ask that you review the possible alternative design ideas below and provide us with input as to the savings that might result from these possibilities:

1. Delete the trench drain, 2 end structures, piping to existing catch basins, and asphalt swale on either side of trench drain.
2. Remove the wooden timbers at the edge of the track and enough earthen material in the strip between the track and the concrete apron under the bleachers to allow one of the following methods to handle the water from the bleachers:
  - a. Install a concrete channel in the strip, with a 0.5% grade in each direction from a high point in the middle of the bleachers to each end of the bleachers, then install a 15" HDPE storm drain from each end of the channel, under the sidewalk, to the nearby existing drainage structure. Concrete shall be 4" thickness over 4" compacted ABC stone over compacted subgrade with tooled joints every 5' and expansion joint every 25'.
  - b. Install an asphalt channel in the strip, with a 0.5% grade in each direction from a high point in the middle of the bleachers to each end of the bleachers, then install a 15" HDPE storm drain from each end of the channel, under the sidewalk, to the nearby existing drainage structure. Asphalt shall be SF 9.5 A 1.5" compacted thickness over 6" compacted ABC stone over compacted subgrade.
  - c. Install an asphalt apron in the strip, sloped 2% from the edge of the track to the concrete apron, to direct water from the bleachers onto the track. Asphalt shall be SF 9.5 A 1.5" compacted thickness over 6" compacted ABC stone over compacted subgrade.

3. Please pass along any other ideas for savings to reduce the project cost.

If helpful, I can meet at the site or talk by phone or email. We're trying to complete our negotiations by April 20 if possible.

Thanks for your help, Dale

**Dale Pennell, PE, PLS**  
**Consulting Civil Engineer**  
**4 Shadowbrook Lane**  
**Weaverville, NC 28787**  
**828-231-7050 (cell)**

**DALE E. PENNELL, PE, PLS  
CONSULTING CIVIL ENGINEER  
4 SHADOWBROOK LANE  
WEAVERVILLE, NC 28787  
(828) 231-7050**

April 20, 2017

Mr. Daniel Clark  
Director of Facilities  
Watauga County Schools  
251 Pioneer Trail  
Boone, NC 28607

SUBJECT: Bid Tabulation and Recommendation  
Drainage and Joint Repairs  
Home Football Stands  
Watauga County High School

Dear Mr. Clark:

On April 11, 2017, informal lump sum bids were received for the above project. A summary of these bids is shown below:

<b>Contractor</b>	<b>Total Bid Amount</b>
Greene Construction Inc., Boone NC	\$ 194,522.00
VPC Builders, Banner Elk NC	\$204,642.50

Since both bids exceeded the available funding for the project, we proceeded with negotiations with the low bidder, Greene Construction Inc. Based on conversations with Greene's staff, it appeared that the proposed drainage system in the original design was the reason for the high bids. We therefore evaluated 4 substitutions for the original trench drain system design. A negotiated bid of \$110,450.00 was submitted for a concrete swale to replace the existing bare earth strip between the track and the apron under the bleachers, and this was determined to be the most desirable of the 4 options. I understand that this negotiated bid price is within the available funding.

Greene Construction Inc. is properly licensed for the work of this project. I understand that they have completed similar projects in the past and they are qualified to perform this work.

Mr. Daniel Clark  
April 20, 2017  
Page 2 of 2

Therefore, assuming that funds are available, I recommend that Watauga County Schools award the project to Greene Construction Inc. in the negotiated amount of \$110,450.00.

I am available at your convenience to discuss the bids and/or proceed with preparation of contract documents upon award of project.

As always, thank you for asking me to assist Watauga County Schools with this important project. If you have any questions, please do not hesitate to call.

Sincerely,



DALE E. PENNELL, PE, PLS



# LEA/Charter Beginning Teacher Support Program Plan

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## Overview of Watauga County Schools Beginning Teacher Support Program

Watauga County Schools believes in providing the best opportunities for teachers. Induction programs for new teachers have proven to be successful. Watauga County Schools conducts a three year Induction Program for all initially licensed teachers (referred to as Beginning Teachers or BTs). The program consists of a formal orientation, mentor training and support, professional development, and meetings to support the growth of our Beginning Teachers. Also, within the program, new teachers receive guidance from the BT Coordinators, their school mentor, their school administrator, the personnel department, and the finance department.

Our plan is to assess the needs of our BTs each year and to adjust our program accordingly. Beginning teachers have been surveyed in the past and their feedback has been incorporated into this plan.

### **1. A documented process for identifying and verifying all beginning teachers (BTs)**

The process must include beginning teachers who meet requirements for NCDPI's assignment of initial licensure, identifying which teachers will/will not be included in the program (based on appropriate experience and position held), assignment in the area of licensure, plan for documentation of required licensure tests requirement and the process for license conversion (coursework, exams passed, three years of teaching), and the process for collecting BT data for the State of the Teaching Profession in NC Report.

Upon initial hire, all teachers have their license verified by the district's licensure specialist. If teachers need to apply for a NC Teaching License, the licensure specialist assists them with the application process. Beginning teachers have an SP-1 license and these teachers are shared with the Beginning Teachers Program Coordinators. Tracking sheets for each school are created to share license and evaluation status with school administrators. Teachers who have a provisional, temporary, or lateral entry license are provided a program of study to complete including coursework and/or required exams to pass. All teachers are entered into HRMS (Human Resource Management System) and assigned courses/classes in PowerSchool according to their licensure areas. The licensure specialist reviews the progress on required components throughout the year with beginning teachers. At the end of the three years of teaching, BTs that have successfully completed all required components of the BT program are recommended for a license conversion from SP-1 to SP-2. The licensure specialist collects BT data and submits the data for all reports including the State of the Teaching Profession in NC Report.

### **2. Plan for implementing a sound BT Induction process**

Plans must include three-year induction process (120 workdays each year) that includes a formal orientation, required working conditions, the process for mentor selection, training, and assignment, the process for development and monitoring of the BTs' professional development plan, and required or prescribed professional development.



# LEA/Charter Beginning Teacher Support Program Plan

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## *Three year induction process overview*

Watauga County Schools has an induction process that includes a formal orientation for all Beginning Teachers. At the beginning of the year, or as soon as they are hired, they receive a mentor that has completed the state Mentor Training and is selected jointly by the Principal and BT Coordinators. We have a Board of Education policy in place that places requirements on working conditions for Beginning Teachers. Principals monitor the PDP's of the Beginning Teachers in their school. All Beginning Teachers are required to come to two seminars of Professional Development provided by the BT Coordinators and Mentors, as well as to complete a monthly check-in email with the BT Coordinators.

### *a. Orientation*

Orientation must be provided, attended, and documented within two weeks of the beginning teacher's first day of work. At a minimum the orientation must include: an overview of the school's/system's goals, policies, and procedures; a description of available services and training opportunities; a copy of the BTSP and the process for achieving a continuing license; develop and distribute optional working conditions guidelines\*; the North Carolina Teacher Evaluation Process (NOTE: A local board shall use the North Carolina Professional Teaching Standards and North Carolina Teacher Evaluation Process unless it develops an alternative evaluation that is properly validated and that includes standards and criteria similar to those in the North Carolina Professional Teaching Standards and North Carolina Teacher Evaluation Process); the NC Standard Course of Study; local curriculum guides; the safe and appropriate use of seclusion and restraint of students; and the State Board of Education's Mission and Goals.

Watauga County Schools provides a 3-day orientation for new employees, including Beginning Teachers, prior to the arrival of students. The Personnel Department will work with the BT Coordinators and Principals to make sure all who need to attend the Orientation are notified in a timely manner. The orientation gives the beginning teacher an overview of the State Board of Education's Mission and Goals, school district's goals, policies, procedures, and expectations, available services and training opportunities in the district, the Beginning Teacher Support Program (including where to locate a copy of our plan), the process for achieving a continuing license, the North Carolina Teacher Evaluation Process, and examples of best practices in the classroom. In addition, the current curriculum from the State Board of Education and the Department of Public Instruction (known as the North Carolina Standard Course of Study), as well as local curriculum guides and expectations are also presented during the orientation. Board of Education policies, including the Code of Ethics, Seclusion and Restraint, and the Working Conditions for Beginning Teachers are presented during orientation. Finance procedures, including information on retirement and benefits, are shared during the orientation. A bus tour of Watauga County including historical and statistical information is included in the orientation process.

Teachers entering after the orientation are addressed separately and an orientation is conducted during the first ten days of employment. As part of all orientation sessions, teachers receive resources to help them begin their career in the teaching profession, such as research based professional books and resources designed to help them begin their careers. Beginning Teachers may receive other resources as budgetary resources are available.

The Orientation shall be aligned with the NC Mentor Program Standards per State Board Policy.

## LEA/Charter Beginning Teacher Support Program Plan

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### *Working Conditions*

Explain the process for ensuring that beginning teachers have: mentor assigned early, and in close proximity; limited preparations; limited non-instructional duties; limited number of exceptional or difficult students; and no extracurricular assignments unless requested in writing by the beginning teacher.

The Beginning Teachers Program Coordinators work with Principals to make mentor assignments as soon as a beginning teacher is formally hired. Principals receive an updated list of trained mentors annually and the process of assigning mentors is a joint effort. Preference is given to mentors in the same building as the Beginning Teacher.

In the Talking Points document that mentors use for structured conversations with their BT, the first item is to check with their mentee about the number of extra duties, preparations, and exceptional and difficult students. If there are questions, the mentor shares that with the BT Program Coordinators and it is discussed with Principals to see if changes can be made.

If a Beginning Teacher wishes to take on extracurricular assignments, they must fill out an Extra Duty Waiver form, and it is signed by the mentor or Principal. That form is kept on file at the Central Office. In addition, we have a Board of Education policy that addresses these working conditions for Beginning Teachers so that all parties are on the same page about what is expected.

### *a. Mentor Selection, Training, and Assignment*

Describe the mentor program including the process for selecting appropriate mentors (based on SBE policy and GS 115C-296(e) requirements concerning mentors' NCEES evaluation and student growth expectations), mentor assignment and guidelines, and training and support provided for mentors.

Prior to mentoring a Beginning Teacher, prospective mentors are asked to fill out an application and provide references of people who can speak to their abilities as a teacher leader. References are checked and Principals are consulted before an application is accepted. Once the application has been accepted, the prospective mentor then must take the 12 hour Mentor Training course that the state provided to our district. Once that is completed, their name goes on a list that is sent to Principals as being eligible to mentor.

When a Beginning Teacher is hired, the Principal and the BT Program Coordinators discuss together which Mentor would be the best fit for the Beginning Teacher. Whenever possible, we try to make sure that the Mentor is in the same grade level, content, and school as the Beginning Teacher. The BT Program Coordinators also check the list of eligible mentors with the NCEES guidelines and student growth expectations provided to the state, and inform Principals if any teacher on their list is not eligible to mentor that year, based on that criteria.

Mentors are provided with a yearly mentoring orientation meeting, quarterly checklists of items to discuss with mentees, and follow up support from the BT Program Coordinators. Follow-up Professional Development is provided as funds and time allow.

# LEA/Charter Beginning Teacher Support Program Plan

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## **b. Professional Development Plans**

Describe the process through which the beginning teacher collaborates with his/her principal and mentor to develop a PDP. Include how the PDP requirements are met and monitored in the LEA/Charter School.

At the beginning of each school year, beginning teachers are required to complete a self-assessment. Based on the self-assessment and other identified areas of growth for the teacher or in the school improvement plan, the beginning teacher develops their professional development plan (PDP). The principal and the mentor review the PDP and provide suggestions. The beginning teacher, principal, and mentor approve the PDP after any revisions have been completed. At each of the formal observations (3), progress on the PDP is checked by the administrator. Additionally, a mid-year PDP review occurs with the teacher and administrator. Mentors and beginning teachers meet at least on a monthly basis to review progress on the PDP as well as other areas of teacher development. A final review of the PDP happens at the end of the school year with the beginning teacher, mentor, and school administrator. The district human resources director provides feedback through reports and regular meetings on the progress of teacher evaluation and PDP completion at each school. Additionally, the curriculum department schedules meetings and professional development sessions throughout the year to provide ongoing support for all teachers in meeting their professional development goals.

## **c. Professional Development**

Describe the process for determining required and/or prescribed professional development for beginning teachers.

Beginning Teachers are asked to keep a record of all Professional Development attended in their first three years. Each year, Beginning Teachers are provided with a list of 10-12 seminars provided by our district and are required to attend two of them. They are encouraged to attend as many as they wish, but the minimum requirement is two. They are also asked to attend school based Professional Development as required by their Principal and grade level/subject area meetings at the district level. Beginning Teachers are encouraged to attend any and all Professional Development opportunities provided to them.

## **3. A formal process for conducting observations and summative evaluations on all BTs**

Provide details on the process that ensures each beginning teacher receives the required observations and evaluation as outlined in SBE policy (Teacher Performance Appraisal process), General Statute and HB 1030.

The district provides each school administrator a list (tracking sheet) of all teachers and their classifications including beginning teachers at the beginning of the school year. The appropriate evaluation cycle (Comprehensive, Standard, Abbreviated) is assigned to each teacher in the online evaluation system. An evaluation guide including a timeline for observation completion is provided to each administrator. Training is provided for new administrators and peer observers in the observation protocol. The human resources director provides reporting updates during the school year on the completion of observations. District Directors have been trained in the observation protocol to provide assistance in completing teacher observations. The district human resources director reviews the status of all summative evaluations at the end of the school year with administrators to ensure completion.

## LEA/Charter Beginning Teacher Support Program Plan

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### **4. Plan for participation in BTSP Monitoring**

Describe the plans for compliance with the BTSP Monitoring process (completed on a five-year revolving cycle) and technical assistance provided based on monitoring results to address areas of concern (if necessary).

The Beginning Teachers Program Coordinators keep records of all activities related to the BT Program for 5 years in order to comply with the BTSP monitoring process. Preparation for the monitoring visit is a collaborative effort.

### **5. Plan for participation in the BTSP Peer Review Process**

Include the process in place in the LEA/Charter School for completing the annual Peer Review Self-Assessment and annual Peer Review process.

The Beginning Teachers Program Coordinators work together to ensure that our district is represented at each ILCC meeting where work is completed on the BTSP Peer Review Process. The Coordinators work jointly on all required documents to ensure our full participation in the process.

### **6. Statement on how BTs' personnel files (files that include the teacher's PDP and performance evaluation report(s)) are filed and secured.**

Upon initial employment, a personnel file is created for each beginning teacher. The personnel file is kept in the Human Resources department. Observations, evaluations, and professional development plans are stored electronically.

### **7. Plan for a timely transfer of BT files to subsequent employing LEAs, Charter Schools, or non-public institutions within the state.**

In the event that a beginning teacher transfers to another LEA, charter school, or non-public institution within North Carolina, the employing agency would make a request to Watauga County Schools Human Resources Department for the employee information included in the personnel file. A copy of the personnel file is created and sent to the employing agency that has made the request.

## LEA/Charter Beginning Teacher Support Program Plan

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BTSP Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

School Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the local School Board (date): \_\_\_\_\_

Submitted to NCDPI (date): \_\_\_\_\_

Approved by NCDPI (date): \_\_\_\_\_

**Watauga County Schools  
Per Student School Fee  
2017-2018 School Year**

<b>Grades K-5</b>	<b>\$ 7</b>
<b>Grades 6-7</b>	<b>\$ 8</b>
<b>Grade 8</b>	<b>\$25</b>
<b>Grades 9-12</b>	<b>\$35</b>

**There is no change in the K-8 student school fee--- it remains the same as the 2016-2017 school year.**

**This is a reduction in the 9-12 student fee from \$50 to \$35 fee due to the lower cost of insuring the 2017-18 student devices.**



# 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: May 8, 2017

RE: 2016-17 Budget Amendment #7

Attached is Budget Amendment #7 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	\$ 0	\$ 13,265,400
State Public School	26,724,329	(1,992)	26,722,337
Federal Grants	1,991,334	0	1,991,334
School Nutrition	1,758,100	0	1,758,100
Extended Learning Centers	465,588	0	465,588
Capital Outlay	2,117,601	0	2,117,601
Special Revenue	731,071	0	731,071
Total	\$ 47,053,423	\$ (1,992)	\$ 47,051,431

**Watauga County Schools  
BUDGET AMENDMENT #7  
May 8, 2017**

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

**BA #7-1 Explanation:**

*This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #45-49.*

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.003.162	Non-Instructional Support	1,250
1.5110.015.311	School Technology Fund	130
1.5110.046.180	Bonus Pay	(7,372)
1.6550.056.165	Transportation	4,000
1.5110.061.413	Other Classroom Textbooks	338,000
1.5110.130.412	State Textbooks	(338,000)
<b>Total Appropriations</b>		<b>(1,992)</b>

**Revenues:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	336,008
1.3211.130	State Textbooks	(338,000)
<b>Total Revenues</b>		<b>(1,992)</b>

**BA #7-2 Explanation:**

*This amendment is to transfer funds within the WHS Athletic Department.*

**Appropriations:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.5501.898.333.336	WHS Athletics Transportation	(3,000)
2.5501.898.532.336	WHS Athletics Complex	3,000
<b>Total Appropriations</b>		<b>-</b>



## Declaration of Surplus Items - May 2017

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
<b>Bethel</b>	9	Samsung Wall-Mounted TVs		9
	11	Dell Optiplex 755 CPUs		11
	12	Dell Optiplex 745 CPUs		12
	1	Dell Optiplex GX620 CPU		1
	<u>33</u>		<u>0</u>	<u>33</u>
<b>Blowing Rock</b>	1	NEC NP400 XGA 2600 Projector	1	
	1	HPL1710 Monitor Screen	1	
	23	Dell Optiplex 745 CPUs	23	
	4	Dell Optiplex 755 CPUs	4	
	1	Sony DVD Player	1	
	1	Magnavox DVD/VHS Player	1	
	1	Pioneer LaserDisc Player	1	
	1	Tennant Model 3110 Vacuum Cleaner		1
	1	HP Compaq 6730S Laptop	1	
	2	HP Probook 4510S Laptops	2	
	1	Dell Latitude E5400 Laptop	1	
	1	Lenovo Thinkpad S1 Yogi Laptop	1	
	1	HP Elitebook 2730 Laptop	1	
	<u>39</u>		<u>38</u>	<u>1</u>
<b>Cove Creek</b>	1	HP Revolve 810 Laptop	1	
	1	HP SB Ultrastim G2 Docking Station	1	
	<u>2</u>		<u>2</u>	<u>0</u>
<b>Green Valley</b>	18	HP Compaq DC7900 CPUs	18	
	6	Dell Optiplex 745 CPUs	6	
	1	Dell Optiplex 755 CPU	1	
	1	Dell Latitude E5420 Laptop	1	
	<u>26</u>		<u>26</u>	<u>0</u>
<b>Hardin Park</b>	27	Dell Optiplex 755 CPUs	27	
	1	Lenovo Thinkpad S1 Yogi Laptop	1	
	<u>28</u>		<u>28</u>	<u>0</u>
<b>Mabel</b>	2	HP Compaq TC4400 Laptops		2
	4	Magnavox Wall-Mounted TVs		4
	10	Samsung Wall-Mounted TVs		10
	4	Zenith Wall-Mounted TVs		4
	1	Phillips Wall-Mounted TV		1
	6	Dell Optiplex GX270 CPUs		6
	2	HP Compaq DC7900 CPUs		2

3	Dell Optiplex 755 CPUs		3
13	Dell Optiplex 745 CPUs		13
1	DFI Power Series Voice Processing System		1
1	Dell Monitor		1
1	Reply Plus Monitor		1
48		0	48

<b>Parkway</b>	22	Dell Optiplex 755 CPUs		22
	5	Dell Optiplex 745 CPUs		5
	1	Dell Optiplex GX620 CPU		1
	50	Dell Latitude 2120 Laptops		50
	1	Dell Latitude E5400 Laptop		1
	1	HP ProBook 4510s Laptop		1
	12	Asus EEE 10.1" Mini Laptops		12
	1	Dell Latitude E5430 Laptop	1	
	93		1	92

<b>Valle Crucis</b>	50	Dell Latitude 2120 Laptops		50
	1	Earthwalk Prewired Netbook Cart		1
	1	Datamation Systems Netbook Cart		1
	31	HP Compaq DC7900 CPUs	31	
	83		31	52

<b>WHS</b>	2	Dell Latitude E5410 Laptops	2	
	2	HP Elitebook Revolve 810 Laptops	2	
	1	NeuTab N10 Tablet	1	
	1	DragonTouch Y88X Tablet	1	
	1	LenoTab TU-6718 Tablet	1	
	1	DragonTouch M10X Tablet	1	
	1	Asus Transbook 10 Touchscreen Laptop	1	
	1	Lenovo Thinkpad Yoga 11E Laptop	1	
	1	Lenovo Thinkpad S431 Laptop	1	
	24	Dell Latitude E5420 Laptops	22	2
	1	NeuTab N7 Pro Tablet	1	
	1	Dell E5400 Docking Station	1	
	2	HP SB Ultralim G2 Docking Stations	2	
	3	Apple 16GB iPads		3
	2	HP Compaq 6730S Laptop		2
	44		37	7

<b>Central Office</b>	1	HP LaserJet 1022N Printer		1
	1	HP Revolve 810 Laptop	1	
	4	HP Elitebook Folio 9470 Laptops	2	2
	1	Lenovo Thinkpad S431 Laptop	1	
	1	HP Probook 4510S Laptop	1	
	3	HP SB Ultralim G2 Docking Stations	3	
	1	Dell Latitude E5400 Laptop	1	
	12		<hr/> 9	<hr/> 3
<b>Maintenance</b>	1	Samsung Galaxy 4 Tablet	1	



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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

May 8, 2017

## **Beverages Bid Rollover (Water, Juice & Isotonic Beverages)**

It is the recommendation of the School Nutrition Department to rollover the beverage bids for the 2017/18 school year. This includes water, juice and isotonic beverages.

Dr. Pepper Bottling has agreed to maintain current prices for the 2017/18 school year on all beverage items, juice and water.

The rollover proposal was presented to the Mountain Purchasing Co-op (Alleghany, Ashe, Avery & Watauga Counties) at which time all four directors agreed that Dr. Pepper had provided excellent customer service. The original terms and conditions of the bids remain applicable.

Thank you,

Monica C. Bolick  
Director of Child Nutrition



DR PEPPER BOTTLING  
OF WEST JEFFERSON

Providing Dr Pepper Bottling of West Jefferson, NC has met your expectations in the 2016-2017 school year, we request a roll over for three bids, juice bid, water bid, and isotonic bid we ask you to sign an additional one year contract for vending services. The original terms and conditions of the current contract will remain the same during the renewal. By signing below both parties agree to enter into a binding contract effective immediately for the 2017-2018 school year.

Mountain Purchasing Cooperative Representative

Dr Pepper Bottling Company of West Jefferson

By: \_\_\_\_\_ Date: \_\_\_\_\_  
School Rep.

By: Randy Lyall Date: 4-28-17  
Dr Pepper Representative



# Watauga County Board of Education

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May 8, 2017

## Delivered Pizza Bid Rollover

It is the recommendation of the School Nutrition Department to rollover our delivered pizza bid for the 2017/18 school year. E&F Pizza Perfect, LLC (Hungry Howie's Pizza) has agreed to maintain their current prices for the upcoming school year.

The services provided by Hungry Howie's Pizza have been outstanding. The original terms and conditions of the bid remain applicable.

Thank you,

Monica C. Bolick  
Director of School Nutrition

To whom it may concern:

E&F Pizza Perfect llc (DBA Hungry Howies Pizza) would officially like to renew our bid for the Watauga county schools' pizza contract. There will be no price increase and the original terms and conditions of the contract will still apply.

Thanks for your consideration,

Eric Fairbanks, managing member

E&F Pizza Perfect LLC

4/14/2017





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# Watauga County Board of Education

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May 8, 2017

## Ice Cream Bid Rollover

It is the recommendation of the School Nutrition Department to rollover our ice cream bid for the 2017/18 school year. Pet Dairy has agreed to maintain current pricing for the upcoming school year.

The rollover proposal was presented to the Mountain Purchasing Co-op (Alleghany, Ashe, Avery & Watauga Counties) at which time all four directors agreed that the services provided by Pet Dairy have been outstanding. The original terms and conditions of the bid remain applicable.

Thank you,

Monica C. Bolick  
Director of School Nutrition





P.O. Box 2489  
Chester, VA 23831

April 7, 2017

### Mountain Purchasing

Ms. Tammy Woodie  
Director of Child Nutrition  
775 Cranberry Street  
Newland, NC 28657

PET Dairy would like to offer a renewal on the Ice Cream Contract for the upcoming 2017/2018 school year.

Pricing will remain the same.

			<u>2016/2017</u>	<u>Pricing</u>	<u>2017/2018</u>
58788	RICHS IC BAR BAN FDG ROCKET	12PK	\$6.0000		\$6.0000
58401	WHL FRT BAR ORG	72PK	\$32.4000		\$32.4000
58402	WHL FRT BAR SR APL	72PK	\$32.4000		\$32.4000
58403	WHL FRT BAR CHRY	72PK	\$32.4000		\$32.4000
43540	PET CUP LT CHOC 4 FZ	24PK	\$11.5000		\$11.5000
43539	PET CUP LT STR 4 FZ	24PK	\$11.5000		\$11.5000
43542	PET CUP LT VAN 4 FZ	24PK	\$11.5000		\$11.5000
44442	PET BAR FDG 2.5FZ	24PK	\$8.5600		\$8.5600
45221	PET IC BAR CRM 2.5FZ	24PK	\$8.5600		\$8.5600
27673	PET BAR BRN MULE 2.5FZ	24PK	\$10.2400		\$10.2400
44446	PET SAND VAN 3.5FZ	36PK	\$10.2400		\$10.2400
44441	PET CONE NUTTY ROYALE 3.5FZ	24PK	\$11.2400		\$11.2400
44654	PET POP UPS TOM TOMS ORG 3FZ	24PK	\$8.5600		\$8.5600
16878	FRED FRMS IC CUPS CTN CANDY	24PK	\$8.8000		\$8.8000
16880	FRED FRMS PUSH POP CTN CANDY	24PK	\$10.4000		\$10.4000
38829	RICHS IC BAR STR SHTCK 3FZ	24PK	\$11.0000		\$11.0000
53392	RICHS IC BAR SR CRY 2.5FZ	24PK	\$8.7500		\$8.7500
38974	RICHS IC BAR CHOC SHTCK 3FZ	24PK	\$11.0000		\$11.0000
42196	RICHS IC CONE CRMBL CKIE 3FZ	24PK	\$11.0000		\$11.0000
53393	RICHS IC CONE LF VAN CHOC 3F	24PK	\$11.0000		\$11.0000
42210	RICHS IC SAND VAN 4FZ	24PK	\$11.0000		\$11.0000
53133	BLUBUN IC FRT BAR CHUNKY STR	24PK	\$15.5600		\$15.5600

All terms and conditions will remain the same.

If you have any questions, please do not hesitate to give me a call.

We appreciate your business and look forward to the upcoming 2017/2018 School Year!

Sincerely,

Ken Gardner  
Sales Manager  
800 849 0369 x 13

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Renewal Acceptance  
Mountain Purchasing  
Ms. Tammy Woodie



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# Watauga County Board of Education

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FAX: (828) 264-7196

May 8, 2017

## Vending Proposal Rollover

It is the recommendation of the School Nutrition Department to rollover our vending proposal for the 2017/18 school year. Triangle Vending has agreed to maintain current commissions and pricing for the upcoming school year.

The services provided by Triangle Vending have been excellent. The original terms and conditions of the proposal remain applicable.

Thank you,

Monica C. Bolick  
Director of School Nutrition



## TRIANGLE VENDING & WATER SERVICE

Providing Triangle Vending and Water Services have met your expectations in the 2016-2017 school year, we ask that you sign an additional one year contract for vending services. The original terms and conditions of the current contract will remain the same during the renewal. I have included a copy of the original signed contract for you to review. By signing below both parties agree to enter into a binding contract effective immediately for the 2017-2018 school year.

Watauga County School Representative

By: \_\_\_\_\_ Date: \_\_\_\_\_  
School Rep.

Triangle Vending and Water Service

By: Randy Lyall Date: 4-24-17  
Operations Manager

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*:

<b><u>Reason for Absence</u></b>	<b><u>Required Documentation</u></b>
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 ~~director~~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, Tthe~~ 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-policymemos>; 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

# 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) \_\_\_\_\_ School: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Grade(s): \_\_\_\_\_ Number of students: \_\_\_\_\_

Departure time/date: \_\_\_\_\_ Return time/date: \_\_\_\_\_

## **Educational purpose:**

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

\_\_\_\_\_  
\_\_\_\_\_

Purpose of trip and how it relates to the curriculum: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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## **Supervision and Safety:**

Names of all school staff chaperones: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

All chaperones have a background check completed:

Sponsoring teacher initials: \_\_\_\_\_

Are all site(s) accessible to students with disabilities? \_\_\_yes\_\_\_no How will students with disabilities be accommodated for site access and transportation? \_\_\_\_\_

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

**Transportation plan:**

Mode of transportation: \_\_\_Activity bus\_\_\_ \_\_\_Rental car/mini-van\_\_\_ \_\_\_Charter bus\_\_\_ \_\_\_Other:\_\_\_\_\_

(If applicable, bus request form must be attached)

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

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

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

**Approval/Signatures:**

Sponsoring teacher signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Required signatures if applicable:**

Transportation Director approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Superintendent approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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