

**WATAUGA COUNTY BOARD OF EDUCATION MEETING**  
**THURSDAY, MARCH 23, 2017**  
**5:00 P.M.**

- |             |   |  |
|-------------|---|--|
| <b>5:00</b> | <b>1. CALL TO ORDER</b>   | <b>Board Chair</b>                     |
| <b>5:02</b> | <b>2. CLOSED SESSION</b>  |  |
|             | A. Student Board Interviews   |  |
|             | B. 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. OPEN SESSION/MOMENT OF SILENCE</b>  | <b>Board Chair</b>                     |
| <b>6:03</b> | <b>4. DISCUSSION AND ADJUSTMENT OF AGENDA</b>   | <b>Board Chair</b>                     |
| <b>6:05</b> | <b>5. CORRECTION AND APPROVAL OF MINUTES</b>  | <b>Board Chair</b>                     |
| <b>6:07</b> | <b>6. PUBLIC COMMENT</b>  | <b>Board Chair</b>                     |
|             | <b>Note: Anyone who wishes to address the Board should sign the Public Comment Roster</b> |  |
| <b>6:12</b> | <b>7. STUDENTS' REPORT</b>  | <b>Kelsie Marlett and Andrew Nenow</b> |
| <b>6:17</b> | <b>8. PUBLIC RECOGNITION</b>  |  |
|             | A. National Social Workers Month  | <b>Dr. Paul Holden</b>                 |
|             | B. Principal of the Year Recognition  | <b>Dr. Stephen Martin</b>              |
|             | C. Servant's Heart Award  | <b>Dr. Scott Elliott</b>               |
| <b>6:37</b> | <b>9. CONCURRENCE</b>   |  |
|             | Field Trips   | <b>Dr. Scott Elliott</b>               |
|             | Joint Resolution Supporting Local Control of School Calendars                             | <b>Dr. Scott Elliott</b>               |
|             | Resolution Supporting the Funding and Construction of a New County Recreation Center      | <b>Dr. Scott Elliott</b>               |
| <b>6:50</b> | <b>10. TECHNOLOGY</b>   |  |
|             | <b>e-Rate Overview</b>  | <b>Ms. Nancy Zeiss</b>                 |

**7:00 11. PERSONNEL**

- I. Resignations
- II. Certified Employment - New Employment
- III. Classified Employment
  - A. New Employment
  - B. Transfer of Assignment
  - C. Extended Employment
- IV. Substitutes
- V. Hospital Homebound List
- VII. Leave of Absence Request

Dr. Stephen Martin

**7:05 12. REGULATORY POLICY FOR FIRST READ**

- 6524-R Data Recovery and Protection Procedures

Dr. Wayne Eberle

**7:10 13. POLICIES FOR REPEAL**

- 4.022.55 Disaster Recovery Policy

Dr. Wayne Eberle

**7:15 14. FINANCE**

- Contract for Audit Services
- Lottery Application
- Declaration of Surplus Property
- Budget Amendment #5
- Review and Approval of Budget for the 2017-2018 School Year

Ms. Ly Marze  
Ms. Ly Marze  
Ms. Ly Marze  
Ms. Ly Marze  
Ms. Ly Marze

**8:00 15. BOARD OPERATIONS**

Board Chair

**8:05 16. BOARD COMMENTS**

**8:10 17. ADJOURNMENT**

- 18. MISCELLANEOUS:**
  - Elementary Curriculum Committee Minutes**
  - High School Curriculum Committee Minutes**

**Important Future Dates:**

**Teacher of the Year Banquet - May 4, 2017**  
**Personnel Advisory Meeting - to be rescheduled**  
**Watauga Education Foundation Meeting - March 28<sup>th</sup>, 4PM**

**DATE:** February 13, 2017      **PRESENT:** Ron Henries, Brenda Reese,  
Jay Fenwick, and Jason K. Cornett,  
**TIME:** 5:30 p.m.      Dr. Stephen Martin, Asst.  
Superintendent;  
John Henning, Board Attorney;  
Andrew Nenow, Student  
Representative;  
Kelsey Marlett, Student  
Representative

**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, N.C.G.S.143-318.11(a)(6) Personnel, and N.C.G.S.143-318.11(a)(3) Attorney Client

### **OPEN SESSION**

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

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

Due to Dr. Elliott's absence, Dr. Stephen Martin, Assistant Superintendent, presented items previously listed for Dr. Elliott. No Servant's Heart Award will be bestowed this month. A motion was made by Jay Fenwick and seconded by Jason Cornett to flip items 10 and 11 in the agenda. The motion for the updated agenda was approved.

## **CORRECTION AND APPROVAL OF MINUTES**

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

## **PUBLIC COMMENT**

There were no public comments at the February 2017 meeting.

## **SUPERINTENDENT'S REPORT**

There was no Superintendent's report due to Dr. Elliott's absence.

## **STUDENT'S REPORT**

Mr. Andrew Nenow spoke about the "outdoor classroom" and relaxation potential of the area which will be located between the 1<sup>st</sup> and 2<sup>nd</sup> wings at Watauga High. Ms. Kelsey Marlett, spoke about student participation in the North Carolina DECA competition in Greensboro in March, and the national DECA competition to be held in Anaheim, CA. Mr. Nenow spoke about an upcoming poetry competition.

## **PUBLIC RECOGNITION**

Dr. Paul Holden recognized School Counselors for National School Counselor Week, February 6-10, 2017. He introduced Sandra Ruppert who represents them all. He shared accolades for all of the Counselors and the many responsibilities and duties that they have. He felt that they were the finest group with which he has worked he has worked. Mr. Henries highlighted the value of our school counselors who often fill the role of Assistant Principal at the smaller schools, and hold everything together.

Dacia Tretheway, Watauga High Arts teacher, on behalf of Brett McDonough, Watauga High Art instructor, and Whit Whitaker, former Industrial Crafts teacher, presented the new poster for the Empty Bowls fundraiser to benefit the Hunger and Health Coalition. She shared that this will be held April 1, 2017. 4:30 to 6 PM. They noted that over \$97,000 had been raised since the inception and had been completely managed by students. Students Reina Marze and Kasey Stokes, spoke about how much \$100 impacts our community. A \$20 donation feeds a family for one week. The event consists of student-made bowls, soup, and bread through donations which come from area restaurants and caterers. There will also be a silent auction. Elizabeth Young and Kyle Moss from the Hunger and Health Coalition shared accolades and said they were grateful for the donations last year which helped to serve an ever-increasing need in the community. They are so pleased that Watauga County Schools supports them.

There was no Servant's Heart Award for February.

## **STUDENT SERVICES**

Dr. Holden reminded the Board about the May 5<sup>th</sup> planning event on the State of the Child and invited them to attend.

Dr. Holden presented Dr. Kurt Michael who shared the data from the Youth Risk Behavior Survey completed by Watauga High School (WHS) students.

There was a 70% response rate. Weighting was used to approximate 100% response.

The survey includes information related to: drug and alcohol use, e-cigarette use, marijuana use, and sexual behavior. The latter was reported by 33% of high school students in 2014, is lower now and below national averages. Graphs indicated percentages of recent results compared to 2014 results and also compared those to the National average and to North Carolina rates. Data was aggregated by grade level and demographic categories. Throughout the survey there was some improvement of statistics which indicate higher risk behaviors and some decline in other statistics.

On the positive side:

WHS Drug and alcohol use rates are lower than those for North Carolina and the most recent are less than 2014.

Rates of Bullying have decreased, but there is still a problem for females and non-white students.

Watauga High is below the state and national averages for planned suicide.

On the negative side:

WHS is higher supervision than the national average in the amount of time students spend after-school without adult supervision.

Students still report feelings of unhappiness: WCS is near National and State averages. Non-white students have higher use of un-prescribed prescription drugs.

Females and non-white students have higher rates of negative indicators in nearly all categories.

In many cases, the ninth grade reported higher levels of negative behaviors.

Dr. Michaels stated that at Watauga High, the Assessment Support and Counseling Center (ASC) Center has seen 95 students, and responded with cognitive behavioral services and crisis intervention. Western North Carolina has the highest rate of suicide in the state. Females have higher rates, but now there are more males. ASC balances instruction time and therapy time. Following questions from Dr. Fenwick and Mr. Henries, Dr. Holden recommended a Board funded program to support the non-white community. Mr. Henries noted that this would be a good topic for a work session. Dr. Michaels gave compliments to Dr. Eberle for his positive influence and participation at meetings, his knowledge of policy and good suggestions in the ASC Center program. Mr. Henries agreed that we were fortunate to have someone with the skills and expertise of Dr. Eberle.

Dr. Holden thanked Dr. Michael for the ASC center and its influence on the high school. He then presented the information on dropouts for the 15-16 school year which have just been released. The definition of a dropout is a student who was in school on the 20<sup>th</sup> day of the previous year, but left, and are confirmed not to be in school, or school staff don't know where they have enrolled. Students in the adult high school program at Caldwell Community College don't count if they've left. Students enrolled in a GED program are counted as a dropout. We are generally below the state rate in dropouts. Dropout is not the same as Graduation rate. In the 15-16 year, 11 students said they were going to adult high school, seven went, and five continued.

Strategies that are being used to reduce the rate are: a Graduation coach, engagement from early in school, GearUp grant, better transitioning of kids to WHS, focus on the whole student, therapists, attendance intervention, an alternative learning program to help students acquire missed credits, credit recovery, and accelerated programs. Watauga County Schools had no long-term suspensions in 15-16.

Zach Green presented information on the Mountain Alliance program. This is Mr. Green's second year with Mountain Alliance. Since he arrived, there has been a shift in the demographics and they have tried new programs to attract a broader demographic from Watauga High. They have hosted a luncheon, tried different activities, and been involved collaboratively with other groups such as

GearUp. They took a six-day trip with GearUp Freshman only in the fall, brought students from middle school to the alpine tower, created team-programs, been instrumental in Winterfest, curriculum assistance, the English as a Second Language group, hosted female only trips, had a weekend retreat, and an outdoor photography program. They brought in an expert to teach a self-defense course. They took an Extended break to Los Angeles and to the District of Columbia. So far this year, there have been 55 off-campus programs. Four of the Middle Schools have visited the Alpine Tower. There have been 61 "Schools Out" sessions which provide a positive place to go after school, at school, which they have moved from the Mountain Alliance room to the Media center. The program includes snacks, homework assistance, early field experience, and is open until 7 PM, Monday through Thursday. This is a really a big change in programming, but has been positive and very well attended. Mr. Greene hopes this will be a springboard for more Mountain Alliance participation. This year, they have provided 565 student days of programming.

Dr. Holden shared that Zach had the idea for the afterschool program and the credit goes to him. Success has been partially due to the Media center's neutrality. There have been 700 students visits this term, with the highest day of participation seeing 38 students in one day

Mr. Greene spoke about their service trip where there were nine students and 3 in the Baton Rouge flood-stricken area. Eight feet of water entered most residences in that parish, where 91% of residents were affected. They worked with the international relief agency, "All-Hands", tearing out the damaged building materials and furnishings and made their base camp at a church youth center. It provided and international experience as other participants came from other countries to help. This organization is a good connection to have made and they welcomed students even for a short term and many ages of students which included lots of diversity. Two alternative spring break trips are planned as well as Rolling Academy, Mountain Alliance's big summer trip. Ms. Reese stated that she appreciates Mr. Greene's updates.

## **CONCURRENCE**

The field Trip requests were presented to the Board. There is a field trip for the Swim Team. Dr. Elliott has approved it, but would also like Board approval. Brenda Reese made a motion to approve the requests, Jason Cornett seconded the motion. The vote to approve was unanimous.

Dr. Martin gave an overview of the K-3 Class-size issue. HB-13 would help reduce the estimated eight additional classes and financial burden on the school budget. The K-3 Class size resolution was presented which will be sent to the North Carolina Legislators if approved. This would be quite impactful to the available space, as well as school funding. Dr. Fenwick made a motion to approve the resolution which asks the state to set their ruling aside. Brenda Reese seconded the motion. The vote to approve was unanimous. This resolution will be forwarded to the legislature immediately for their consideration.

The Bethel School Easement was presented by Mr. John Henning, Board Attorney. The portion that the easement is for which the owner is asking is 45 feet and Mr. Henning wanted to make certain that there wouldn't be additional development which would impact the school. Mr. Henning placed a limit in the easement of one house and only up to 2 additional homes. They are only asking for a small portion of the road. Mr. Henning stated that most of the property is in a flood plain and that most of the road is state maintained road. Mr. Henning said that there is a plat yet to be produced for this property. Dr. Fenwick questioned the use of the word "surplus" and thanked Mr. Henning for the

language. Jason Cornett made a motion to approve easement. Jay Fenwick seconded the motion. The vote to approve was unanimous.

### **FINANCE**

Dr. Stephen Martin presented the Surplus Report for February. He noted that some items were being surplusd due to a donation from the old Blowing Rock Hospital. A motion was made by Jay Fenwick to approve the report. Brenda Reese seconded the motion. The vote to approve was unanimous.

### **PERSONNEL**

Dr. Martin noted that there was no addendum.

A motion was made by Brenda Reese and seconded by Jay Fenwick to approve items 1-7 of the Personnel report. The vote to approve was unanimous.

### **POLICIES - SECOND READING**

**4002 Parental Involvement**

**3560 Title I Parent and Family Engagement**

**4003 Translating Policies for Students and Parents**

**9110 Use and Selection of Architects, Engineers, Surveyors, and Construction Managers at Risk**

Dr. Eberle stated that there were no changes in the policies from January. A motion to approve the policy was made by Brenda Reese and seconded by Jason Cornett. The vote to approve was unanimous.

### **POLICIES FOR REPEAL**

4.04.50 Exit Documents at Graduation (replaced by 3460)

4.04.40 Early Admission to College/University High School Graduation (replaced by 3421)

Dr. Eberle noted each of these appear in other previously approved policies.

A motion to approve the policy was made by Jay Fenwick and seconded by Brenda Reese. The vote to repeal was unanimous.

Dr. Eberle stated that there will be a spring update batch of policies.

### **BOARD OPERATIONS/COMMENTS**

Mr. Henries reminded everyone that all school tours will be finished this Thursday afternoon, and then the Board members would go to the commissioners meeting at the courthouse.

He encouraged everyone to go and see the Girls basketball game. Dr. Eberle also suggested seeing the Pacers show.

A note from Dr. Elliott said that 110 school days and 699 hours had been completed in this school year..

Spring law conference dates are in April and Mr. Henries planned to attend.

**ADJOURNMENT**

There being no further business, a motion to adjourn the meeting was made by Jason Cornett, and seconded by Brenda Reese. The vote was unanimous to adjourn at 8:06 PM.

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R. Ivan Henries, Board Chair

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Dr. Scott Elliott, Superintendent





# Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT  
MARGARET E. GRAGG EDUCATION CENTER  
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4.01.20c

## OVERNIGHT STAY FIELD TRIP REQUEST FORM

MUST BE APPROVED BY PRINCIPAL, SUPERINTENDENT AND BOARD OF EDUCATION

Date of Request: 3/7/17 School: WHS Teacher: Lt Col Harper

School Staff Chaperones: Lt Col Harper, MSgt Hernandez

Non-School Staff Chaperones: \_\_\_\_\_  
(See SBE Policy 2.04.50 for standards School Volunteers must meet)

Grade: 9-11 Number of Students: ~18 Dates of Trip: from 6/16/17 to 6/19/17

Time Leaving: 7:00 AM Time Returning: ~ 7:00 PM

City, State, Place to be Visited: Bud Schiele Boy Scout Camp & Navitat Zipline  
(Asheville)

Mode of Transportation: Activity Bus

Driver/s: Harper, Hernandez

Round Trip Mileage: ~200 #Buses Needed: 1 Per Student Expense: \$ 75.00

Source of Funds: Department funds, fund raising, student contribution.

Purpose of Trip and How It Relates to the Curriculum: To conduct annual Cadet Leadership Camp (CLC) with 6 other JROTC units in region, to reinforce leadership skills, teamwork, drill, physical fitness.

Principal's Approval: \_\_\_\_\_ Date: 7 MAR 2017

Superintendent's Approval: \_\_\_\_\_ Date: 3/10/17

Board of Education's Approval: \_\_\_\_\_ Date: 1/1

This field trip request 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 2<sup>nd</sup> Monday of each month.

# WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: \_\_\_ day trip \_\_\_ out of state day trip X 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) Judd Pinnix Cell phone number: 336-977-2982

Other School Staff Chaperones: Will Selle, Kyle Hernandez Adams, Josh Ogles

Names of Non-School Chaperones: Parents yet to be determined 8-10 people

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

Grade(s): 50-60 Number of Students: 6<sup>th</sup> 12<sup>th</sup> Dates of Trip: from 3/30/17 to 3/31/17

Departure Time/Date: 3/30 @ 2:30 Return Time/Date: 3/31 @ 8:00 pm

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

Kennersville NC Glenn High School  
Friedmont Honors Band

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: Activity Buses (If applicable, bus request form must be attached)

Driver/s: Mrs. Williams, Kim Pryor Round Trip Mileage: 240 # of Buses Needed: 2

Total Cost per student \$ 50.00

Source of Funds: Fundraiser / parents out of pocket

Purpose of Trip and How It Relates to the Curriculum: Honor Band for Hardscrabble Park, Blowing Rock, Parkway, Green Valley and Watauga High School.

Sponsoring Teacher Signature: Judd Pinnix Date of Request: 2/13/17

Principal Approval: Stephen Smith 2/13/17 Date: 2/17/17

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

Superintendent Approval: [Signature] Date: 2/23/17

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

## WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

Day trips must be submitted to the principal 15 days before the trip. Overnight 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) Randy McDonough Cell phone number: 828-964-0099

Other School Staff Chaperones: Kevin Shaw, Dan MacAulay

Names of Non-School Chaperones: Thomas McDonough, Hampton Harvin

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

Grade(s): 9-12 Number of Students: 20 Dates of Trip: from 4/7/17 to 4/9/17

Departure Time/Date: 4/7 12pm Return Time/Date: 4/9/17 2am

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

Columbia SC

Are all site(s) accessible to students with disabilities? ☒ yes ☐ no How will students with disabilities be accommodated for site access and transportation? There will not be students with disabilities on this trip

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

Driver/s: R. McDonough Round Trip Mileage: 380 # of Buses Needed: 1

Total Cost per student \$ 30

Source of Funds: Students, Track fund, Athletics Dept.

Purpose of Trip and How It Relates to the Curriculum: The Watauga High Track team will be competing in the Bojangles T&F Invitational happening on 4/7-4/8

Sponsoring Teacher Signature: [Signature] Date of Request: 3/8/17

Principal Approval: [Signature] Date: 8/Mar/2017

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

Superintendent Approval: [Signature] Date: 3/10/17

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



# Itinerary

4/7 12pm Bus departs for Columbia SC

3:30 Arrive Hotel

4:30 Depart for Spring Valley HS

10:00 Arrive back at Hotel

10:00 In rooms

4/8

6:00-7:30 - Breakfast at Hotel

7:45. Depart for SVHS

9:00-9:00 Bojangles T&F Invitational

9:00 Depart for dinner and Boone

1:30-2:00am Arrive WHS

# WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for an: **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) Deborah Norris

Cell phone number: 828-964-0708

Other School Staff Chaperones: Brian Vannoy, Christy Laws and Madison Hollar

Names of Non-School Chaperones: None

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

Grade(s): 8

Number of Students: 22

Dates of Trip: from 04/12 /2017 to 04/14/ 2017

Departure Time/Date: 5:00 a.m. Return Time/Date: 10:00 p.m.

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

## Places to be visited:

Monticello

University of Virginia

U.S. Capitol

Smithsonian - Air and Space Museum - Steven F. Udvar Hazy Center

Arlington Cemetery

Monuments and War Memorials

Ford's Theater

White House (hopeful)

Washington Nationals baseball game

Holocaust Museum

Pentagon

Historic Georgetown

Are all site(s) accessible to students with disabilities? Yes  
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: charter bus, Young Transportation  
Transportation

Driver/s: provided by Young

Round Trip Mileage: ~800

# of Buses Needed: 1

Total Cost per student \$ 335.00

Source of Funds: parents and fundraisers

**Purpose of Trip and How It Relates to the Curriculum:**

**Math**

**CCSS.Math.Content.8.A.3:** Describe the effect of dilations, translations, rotations, and reflection on two-dimensional figures using coordinates.

**CCSS.Math.Content.G.A.4:** Understand that a two-dimensional figure is similar to another if the second can be obtained from the first by a sequence of rotations, reflections, translations, and dilations; given two similar two-dimensional figures, describe a sequence that exhibits the similarity between them.

**CCSS.Math.Content.8.G.A.5:** Use informal arguments to establish facts about the angle sum and exterior angle of triangles, about the angles created when parallel lines are cut by a transversal, and the angle-angle criterion for similarity of triangles. For example arrange three copies of the same triangle so that the sum of the three angles appears to form a line, and give an argument in terms of transversals why this is so.

**English/Language Arts**

**CCSS.ELA-Literacy.RH.6-8.7:** Integrate visual information (e.g., in charts, graphs photographs, videos, or maps) with other information in print and digital texts.

**CCSS.ELA-Literacy.RH.6-8.8:** Distinguish among fact, opinion, and reasoned judgment in a text.

**CCSS.ELA.RH.6-8.9:** Analyze the relationship between a primary and secondary source on the same topic.

**Science**

**8.L.4.1:** Understand the evolution of organisms and landforms based on evidence, theories and processes that impact the Earth over time. Summarize the use of evidence drawn from geology, fossils, and comparative anatomy to form the basis for biological classification systems and the theory of evolution.

**Social Studies**

**8.H.1:** Apply historical thinking to understand the creation and development of North Carolina and the United States.

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

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

Sponsoring Teacher

Date of Request: 02/10/2017

Signature: Deborah Norris

Principal Approval:

Date: 2/13/2017

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

Superintendent Approval:

Date: 2/17/17

Board of Education Approval:

Date: 2/17/17

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

### A Joint Resolution Supporting Local Control of the Public School Calendar

**WHEREAS**, the North Carolina General Statutes give local boards of education powers of supervision and control of local school systems; and

**WHEREAS**, local control over establishing school calendars is an integral component of school system supervision, administrations and operation with which local boards of education have been vested; and

**WHEREAS**, state law has arrogated local control by imposing a one-size-fits-all decree on how school calendars are to be set; and

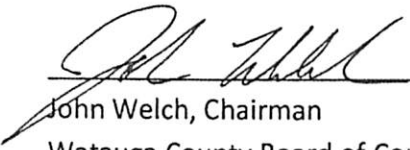
**WHEREAS**, by arrogating local control, the current calendar law has led to the calendar for high schools, community colleges and universities being out of alignment by approximately two weeks, causing scheduling problems as college courses now begin before high school students complete January final exams; and

**WHEREAS**, restoring local control of school calendars will allow local boards of education to best meet the unique educational needs and school calendar preferences of the children and families within their communities; and

**WHEREAS**, we believe that our local community of educators, parents, and elected officials are in the best position to determine the calendar needs of our local schools.

**NOW, THEREFORE, BE IT RESOLVED** that the Watauga County Board of Commissioners and the Watauga County Board of Education support the efforts in the North Carolina General Assembly for local school calendar control and request that local control over school calendars be returned to the local boards of education.

**ADOPTED** this the 7th day of March, 2017 by the Watauga County Board of Commissioners.

  
John Welch, Chairman

Watauga County Board of Commissioners

ATTEST:

  
Anita J. Fogle, Clerk to the Board



**ADOPTED** this the \_\_\_\_ day of March, 2017, by the Watauga County Board of Education.

\_\_\_\_\_  
Ron Henries, Chairman

Watauga County Board of Education

ATTEST: \_\_\_\_\_

Dr. Scott Elliott, Superintendent



**A Resolution of the Watauga County Board of Education in Support of the Funding and Construction of a New Recreation Center for the Citizens of Watauga County, NC.**

**March 2017**

**WHEREAS**, the Watauga County Board of Education (Board) is committed to the overall health, wellbeing, and vibrancy of Watauga County's citizens; and,

**WHEREAS**, the Board recognizes the importance of healthy recreational and social opportunities for citizens of all ages; and

**WHEREAS**, the Board believes that modern recreational facilities will benefit students and families through improved health, increased educational attainment, and expanded access to after school, weekend, summer-time, and school sponsored opportunities, and

**WHEREAS**, the Board recognizes the limited availability and capacity of the existing County-owned recreational infrastructure including gymnasiums, aquatic facilities, and other facilities necessary for a comprehensive program for all citizens; and

**WHEREAS**, the Board is committed to a continued and supportive partnership with the Watauga County Board of Commissioners (County) to ensure there are ample opportunities for improving recreation and quality of life for all citizens in our county; and

**WHEREAS**, the Board recognizes that the condition of both County-owned recreation facilities and Board-owned school facilities and infrastructure are in significant need of investment and improvement, that there are adequate financial resources available to meet these needs, that these needs can both be met, are complementary to one another, and not in competition with one another;

**NOW, THEREFORE, BE IT RESOLVED** that the Watauga County Board of Education supports the immediate funding and construction of a new recreation center for the citizens of Watauga County.

ADOPTED this 23rd day of March 2017.

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Chairman

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Superintendent





## E-Rate Discounts apply to:

- Telecommunications
- Internet Access
- Internal Connections

## E-Rate Discounts depend on:

- NSLP
- Urban/rural status of the population
- Discounted 20%-90% of the costs of eligible services.

# **E-Rate: What is it?**

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## **Category 1 services:**

- **Internet Access**
- **Dark Fiber**
- **Telephone services**

*Note: telephone services are being phased out and will be completely eliminated by 2020.*

## **Category 2 services: \$150/ps (5 year)**

- **Internal connections, Wi-Fi**
- **LAN/WAN wiring, switches, routers, racks and UPS**
- **Managed services**

*Note: installation and maintenance of these items is also eligible.*

# WCS WAN Contract/Form 471

## BID EVALUATION MATRIX

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2
Price of eligible products and services	30	30	25
Prior experience with the vendor	25	5	25
Availability for on-site support	20	10	20
Accurate/timely invoicing	15	0	15
Local or in-state vendor	10	8	10
<b>TOTAL</b>	<b>100</b>	<b>53</b>	<b>95</b>

**Category 1 E-Rate Services**  
**\$8,175/monthly cost**  
**vs.**  
**\$18,100/monthly cost**

Bidders	24 Month		36 Month		60 Month	
	10 GB/ 1 GB	10 GB/ 2 GB	10 GB/1 GB	10 GB/ 2 GB	10 GB/1 GB	10 GB/ 2 GB
Charter (Vendor 1)	N/A	N/A	\$8,650.00	\$9,820.00	\$8,185.00	\$8,815.00
Skyline (Vendor 2)	\$10,900.00	\$12,700.00	\$9,810.00	\$11,430.00	\$8,175.00	\$9,525.00

# WCS Cell Phone Contract/Form 471

## BID EVALUATION MATRIX

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2	VENDOR 3
Price of eligible products and services	30	30	25	15
Prior experience with the vendor	25	25	15	10
Prices for ineligible services, products, and fees	20	20	10	10
Flexible invoicing	15	15	15	15
Local or in-state vendor	10	10	10	10
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>75</b>	<b>60</b>

**Category 1 E-Rate Services**  
**\$1,681.12/monthly cost**  
**vs.**  
**\$1,812.15/monthly cost**

Bidders	SmartPhone (35 lines)	Regular Phone (13 lines)	Total Monthly Cost
Verizon (Vendor 1)	\$1,486.25	\$194.87	\$1,681.12
Carolina West (Vendor 2)	\$1,451.85	\$299.04	\$1,750.89
AT&T (Vendor 3)	\$1,627.15	\$324.87	\$1,952.02

# WCS Internal Connections/Form 471

## BID EVALUATION MATRIX

FACTOR	POINTS AVAILABLE	VENDOR 1	VENDOR 2
Price of eligible products and services	30	30	30
Prior experience with the vendor	25	0	25
Availability for on-site support	20	20	20
Accurate/timely invoicing	15	0	15
Local or in-state vendor	10	5	10
<b>TOTAL</b>	<b>100</b>	<b>55</b>	<b>100</b>

### Bidders

A3 (Vendor 1)

CNIC (Vendor 2)

## Category 2 E-Rate Services

AP 130s: Bethel/Mabel/Cove Creek

AP 250s: BR/GV/HP/PK/VC/WHS

### 1 Year

AP 130	AP 250
\$434.00	\$703.00
\$434.00	\$703.00

### 3 Years

AP 130	AP 250
\$461.00	\$741.00
\$461.00	\$741.00

## WCS E-Rate funding for 2017-18

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<b>Funding Category</b>	<b>Total Amount</b>	<b>E-Rate Amount</b>
Category 1	WAN -\$98,100.00 Cell Phone - \$21,535.20 Local Phone - \$27,948.60 Long Distance - \$3,224.40	70% 10% 10% 10%
Category 2	Internal Connections (Wireless APs) - \$255,379	70%

The purpose of these procedures is to outline the data protection and recovery procedures to ensure network security and maintain continuity of technology operations for Watauga County Schools.

### **Scope**

The primary component of data recovery will be effective, timely data and system configuration backup. Other components should include (but not be limited to): 1) the acquisition of top quality equipment that operates efficiently with built-in redundant features to help avoid data loss due to system failure; 2) centralized management and acquisition of all network equipment and workstations to ensure recoverability of configurations and settings; 3) implementing effective, up-to-date virus protection on all network servers and workstations; 4) effective controls to prevent downloading and installation of errant applications and programs without prior approval and opportunities for testing of those programs; and 5) other measures deemed necessary by the district level technology director, as newer issues emerge.

### **Responsibilities**

1. District technology staff will be responsible for the following backups;
  - a. All centralized backups from designated schools and Central Office
  - b. Centralized file servers (both virtual and physical)
  - c. Network switch settings and configurations
  - d. Firewall settings and configurations
2. School based technology personnel will be responsible for backing up the following;
  - a. Any mission critical files, configurations, data, etc. which are not handled centrally.
3. Finance, Personnel, and Transportation will be responsible for backing up systems configurations and data exclusive to their individual systems (not housed on WCS centralized servers).
4. All Watauga County Schools' employees are responsible for backing up the following;
  - a. Data stored on their individual workstation hard drives. This may be done by copying this data to external media such as floppy disks, CD's, etc. In the course of normal maintenance to workstations, it may be necessary to reconfigure workstations thereby losing any data saved on individual hard drives. Employees are expected to maintain critical data on network or cloud storage to assure proper file backups.

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### **Virus Protection Guidelines**

All files downloaded to the Watauga County Schools' computer network might potentially harbor computer viruses or other destructive programs (collectively called "viruses"); and therefore, all downloaded files must be scanned for such viruses. Virus detection programs and practices shall be implemented throughout the school system. Training must take place to ensure that all computer users know and understand safe computing practices. Designated staff shall make certain that all computer equipment has the most current anti-virus software and appropriate patches installed.

1. Virus education and training is the shared responsibility of the WCS Technology Department and the school-based technology staff:
  - a. Providing directions for use of anti-virus software, including scanning for viruses on files or external devices, as required.
  - b. Providing guidance before any software is added to the network or individual device, whether from public software repositories, or other systems.
2. System configuration management is the responsibility of the WCS Technology Department and includes:
  - a. Installation and management of anti-virus software on all LAN servers and workstations
  - b. Periodic review of overall controls to determine weaknesses
  - c. No network connections to outside organizations without a mutual review of security practices
  - d. Use of software that can be verified to be free of harmful code or other destructive aspects.
3. Incident management procedures include:
  - a. Verification of a virus threat
  - b. Identify the personnel/program responsible for mitigation of threat
  - c. Maintain process for identifying, containing, eradicating and recovering from virus threat
  - d. Individual reporting of all virus incidents that extend beyond a single PC to the WCS Technology Department

### **Other Considerations**

Although backing up data is critical to all applications, proper backups will not always assure effective restoration of systems. Whenever possible, redundant systems should be ready for reconfiguration and restoration in the event of a disaster. Testing of recovery procedures should be executed whenever possible.

### **Procedure**

In the event of infrastructure and/or server failure, plans for restoring computing and network facilities for the Watauga County Schools are outlined below. This plan lists those measures that are in place to assist in such a recovery, as well as the actual steps taken after the disaster to



begin the restoration process.

Restoration Process

1. Technology Director is contacted with the report of the network disaster.
2. Technology Director directs appropriate personnel to conduct damage assessments and construct a priority list for restoration/recovery.
3. Technology Director and other appropriate personnel use the priority list to develop a strategic plan for network recovery.
4. Director will keep the Superintendent informed of findings and plan for recovery.

Suggested prioritization of network components:

Highest priority – network backbone (firewall, switches, wiring components, call managers, main servers that contain critical operational data)

Medium priority – web filter, network print services, desktop computer of critical personnel

Low priority – instructional computer labs, desktop computers and individual peripherals

The WCS Technology Department will maintain and review these procedures for implementation in the event of a disaster. As network requirements and configurations change, the WCS Technology Department will make recommendations to the WCS Media/Technology Advisory Committee to reflect current requirements.

Adopted:

Replaces: Policy 4.02.55 Disaster Recovery Policy and 4.02.65 Virus Protection Policy

<i>Watauga County Schools</i>	
<b>Policy</b>  <b>DISASTER RECOVERY POLICY</b>	<b>Number</b> 4.02.55
	<b>Adopted</b> 10/10/05
	<b>Revised</b> 10/10/11

### **Overview**

Watauga County Schools' local area networks and the wide area network store a great deal of vital information that is critical to the normal operation of the school district. In the event of a disaster there should be a plan to recover data which may be lost or corrupted with as little time and information loss as possible. Some catastrophic events, such as the total destruction of critical facilities may be both unpreventable and unrecoverable due to the fiscal and physical limitations of the operation of redundant systems. Steps should be taken do as much as prudently possible to protect and recover critical data.

### **Scope**

The primary component of data recovery will be effective, timely data and system configuration backup. Other components should include but not be limited to; 1) the acquisition of top quality equipment that operates efficiently and effectively with built-in redundant features to help avoid data loss due to system failure, 2) centralized management and acquisition of all network equipment and workstations to ensure recoverability of configurations and settings, 3) implementing effective, up-to-date virus protection on all network servers and workstations, 4) effective controls to prevent downloading and installation of errant applications and programs without prior approval and opportunities for testing of those programs, and 5) other measures deemed necessary as newer issues emerge by the district level technology director.

### **Responsibilities**

1. District technology staff will be responsible for the following back up;
  - All centralized back ups from designated schools and Central Office
  - All email servers and data
  - Centralized file servers
  - Network switch settings and configurations
  - Firewall settings and configurations
2. School based technology personnel will be responsible for the following;
  - Any back ups which are not handled centrally
  - By working with district technology staff, assuring that centralized back up files contain all mission critical files, configurations, data, etc. are included with centralized backups.
3. Finance, Personnel, and Transportation will be responsible for backing up systems configurations and data exclusive to their individual systems.
4. All Watauga County Schools' employees are responsible for backing up important data stored on their individual workstation hard drives. This may be done by copying this data to external media such as floppy disks, CD's, etc. In the course of normal maintenance to workstations, it may be necessary to reconfigure workstations thereby losing any data saved on individual hard

drives. Employees are expected to maintain critical data on network hard drives to assure proper file back ups.

**Other Considerations**

Although backing up data is critical to all applications, proper back ups will not always assure effective restoration of systems. Whenever possible, redundant systems should be ready for reconfiguration and restoration in the event of a disaster. Testing of recovery procedures should be executed whenever possible.

**Disaster Recovery and Business Continuity Procedures**

WCS Technology Department will develop procedures to implement in the event of a disaster. These procedures will be reviewed on a regular basis. As network requirements and configurations change along with the increased importance of critical data and systems, procedures will need to reflect current requirements.

**CONTRACT TO AUDIT ACCOUNTS**

Of Watauga County Board of Education  
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 8th day of December, 2016

Auditor: COMBS, TENNANT & CARPENTER, P.C. Auditor Mailing Address: PO BOX 1098

BOONE, NC 28607

Hereinafter referred to as The Auditor

and the Board (Governing Board(s)) of Watauga County Board of Education  
(Primary Government)

and \_\_\_\_\_ : hereinafter referred to as the Governmental Unit(s), agree as follows:  
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2016, and ending June 30, 2017. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

## Primary Governmental Unit

## Discretely Presented Component Units (DPCU) if applicable

**Auditing Standards.** The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. **The Auditor shall file a copy of that report with the Secretary of the LGC.**
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

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Primary Governmental Unit

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Discretely Presented Component Units (DPCU) if applicable

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11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

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

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit should be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #25 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.

See attached engagement letter.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2016. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.
25. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

***SIGNATURE PAGES FOLLOW***

Contract to Audit Accounts (cont.)

Watauga County Board of Education

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Watauga County Board of Education

- FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]

Audit

\$33,000

Preparation of the annual financial Statements

\$9,000

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$

31,500

\*\* NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

COMBS, TENNANT & CARPENTER, P.C.

Name of Audit Firm

By BILLY G. COMBS, CPA

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

Date December 8, 2016

buddy@ctccpa.com

Email Address of Audit Firm

Governmental Unit Signatures:

Watauga County Board of Education

Name of Primary Government

By R. Ivan Henries

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By N/A

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date

\*\* If Governmental Unit has no audit committee, mark this section "N/A"

Watauga County Board of Education

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By

Ly Marze

Primary Governmental Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date

1/9/17

(Pre-audit Certificate must be dated.)

marzel@watauga.k12.nc.us

Email Address of Finance Officer

Date Primary Government Governing Body  
Approved Audit Contract - G.S. 159-34(a)



COMBS,  
TENNANT & CARPENTER, P.C.  
Certified Public Accountants

2348 Hwy. 105, Suite 5  
P.O. Box 1098  
Boone, NC 28607  
828-264-6700  
Fax: 828-264-7756

311 Linville Street  
P.O. Box 1480  
Newland, NC 28657  
828-733-0066

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

December 8, 2016

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

We are pleased to confirm our understanding of the services we are to provide the Watauga County Board of Education for the year ended June 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Watauga County Board of Education as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the the Watauga County Board of Education's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Watauga County Board of Education's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Teachers' and State Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Asset and Contributions

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

1. Schedule of expenditures of federal awards.
2. Combining and individual fund statements and schedules.

### **Audit Objectives**

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

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

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

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board Members of the Watauga County Board of Education. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

### **Audit Procedures—General**

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

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

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

#### **Audit Procedures—Internal Control**

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

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

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

#### **Audit Procedures—Compliance**

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

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

programs. The purpose of these procedures will be to express an opinion on the Watauga County Board of Education's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

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

### **Management Responsibilities**

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

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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

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

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

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

#### **Engagement Administration, Fees, and Other**

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

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

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

We will provide copies of our reports to the Watauga County Board of Education; however, management is responsible for distribution of the reports and the financial statement. Unless restricted by law or regulation, on containing privileged and confidential information, copies of our reports are to be made available for public inspection.

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

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

We expect to begin our audit on approximately June 1, 2017 and to issue our reports no later than October 31, 2017. We estimate that our fee for these services will be \$42,000 and will be billed to you each month as the work progresses. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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

Very truly yours,

*COMBS, TENNANT & CARPENTER, P.C.*

COMBS, TENNANT & CARPENTER, P.C.

**RESPONSE:**

This letter correctly sets forth the understanding of the Watauga County Board of Education.

Management signature: *[Signature]*

Title: Finance Officer

Date: 1/9/17

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: PO Box 1790, Boone, NC 28607

Phone: 828-264-7190

Project Title: Bethel School - VOIP Phone and Bell System

Location: 138 Bethel School Rd, Sugar Grove, NC 28679

Type of Facility: K-8 School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. ***Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.***

Short description of Construction Project: Replacement of the school building's phone, intercom, and bell systems

**Estimated Costs:**

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		60,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	60,000.00

Estimated Project Beginning Date: May 2017 Est. Project Completion Date: July 2017

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 60,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

\_\_\_\_\_  
(Signature — Chair, County Commissioners)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature — Chair, Board of Education)

\_\_\_\_\_  
(Date)

## Declaration of Surplus Items - March 2017

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
<b>Bethel</b>	5	Samsung Televisions	5	
	5	Wall Mount Stands for Televisions	5	
	1	NEC NP 310 Projector		1
	11		10	1
<b>Blowing Rock</b>	1	Dell Latitude E5420 Laptop		1
<b>Cove Creek</b>	2	NEC NP400 Projectors		2
<b>Mabel</b>	2	NEC NP400 Projectors		2
	1	Sharp XG-MB50X-L Projector		1
	3		0	3
<b>Parkway</b>	1	NEC NP400 Projector		1
	1	Frigidaire Microwave		1
	2		0	2
<b>Valle Crucis</b>	1	HP LaserJet 4050N Printer		1
	1	NEC NP500 Projector		1
	2		0	2
<b>WHS</b>	2	Dell GX620 Optiplex CPUs		2
	3	Dell Flat Panel Monitors	2	1
	1	Epson Powerlite 460 Projector		1
	1	1988 Ford 16-Passenger Van	1	
	1	Brown Swivel Chair		1
	8		3	5
<b>Central Office</b>	1	Ice-O-Matic Ice Maker		1
<b>Maintenance</b>	1	1988 Chevy CD30 1-Ton Truck - Dump Flat Bed	1	
<b>Transportation</b>	1	2005 Ford Sport Trak Truck	1	
	1	1992 Navistar Activity Bus	1	
	1	1997 GMC Activity Bus	1	
	3		3	0



## Declaration of Surplus Items - March 2017 (Addendum)

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
<b>WHS</b>	19	Apple MacBook Air 13" Laptops	19	
	5	Apple MacBook Air 11" Laptops	5	
	5	Apple MacBook Pro Laptops	5	
	1	Apple Thunderbolt 27" LED Display	1	
	1	Apple Time Capsule	1	
	1	Bretford Charging Cart	1	
	<u>32</u>		<u>32</u>	<u>0</u>



# Watauga County Board of Education

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

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

## MEMORANDUM

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

FROM: Ly Marze, Finance Officer *LM*

DATE: March 23, 2017

RE: 2016-17 Budget Amendment #5

Attached is Budget Amendment #5 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	26,416,934	215,630	26,632,564
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	1,975,605	141,996	2,117,601
Special Revenue	731,071	0	731,071
 Total	 \$ 46,604,032	 \$ 357,626	 \$ 46,961,658

**Watauga County Schools**  
**BUDGET AMENDMENT #5**  
**March 23, 2017**

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

**BA #5-1 Explanation:**

*This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #30-40.*

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.001.121	Classroom Teachers	(15,563)
1.5110.003.162	Non-Instructional Support	70,033
1.5110.015.311	School Technology Fund	213
1.5110.046.180	Bonus Pay	48,979
1.6550.056.165	Transportation	6,449
1.5110.061.413	Other Classroom Textbooks	76,000
1.5110.130.412	State Textbooks	(60,481)
1.5210.063.142	Special Program Funds - EC	90,000
<b>Total Appropriations</b>		<b>215,630</b>

**Revenues:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	291,630
1.3211.130	State Textbooks	(76,000)
<b>Total Revenues</b>		<b>215,630</b>

**BA #5-2 Explanation:**

*This amendment is to budget funds for the WHS Batting Facility.*

**Appropriations:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.5110.076.529.000.005	WHS Batting Facility	141,996
<b>Total Appropriations</b>		<b>141,996</b>

**Revenues:**

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.4430.	Donations and Contributions	91,996
4.4110.	County Appropriation	50,000
<b>Total Revenues</b>		<b>141,996</b>

## Elementary Curriculum Committee Minutes

December 14, 2016

### Members Present

Bethel- Callie Jarman

Blowing Rock-Laura Seagle

Cove Creek-Patricia Pfister

Green Valley-Jennifer Brown, Gail Richards

Hardin Park-Olga Fairbanks, Maria Mohr, Adam Pyles

Mabel-Jeanie Hicks

Parkway-Char Chiarolanzio, Sarah Holt

Valle Crucis-David Shack

Board of Education-Brenda Reese

Arts-Beaver Robinette

EC-Dina Twigg

AIG-Natalie Willis

CTE-Claudine Lovins

ESL-Stephanie Ballance

Principal-Philip Norman

1. Welcome and Fellowship-Members shared some holiday memories!
2. Adam Pyles made a motion to approve the minutes, David Shack seconded. The minutes were approved.
3. Update from BOE meeting on 12/12/16  
3100-R (2) High School Curriculum Policy was passed on 2nd read.
4. Discussion of 3400-R Grading and Reporting
  - Members shared their feedback on the policy through feedback forms at their table.
  - The policy as written, along with feedback, will be presented to the Board for them to make a determination if any wording changes are needed.

David Shack moved to adjourn the meeting. Meeting adjourned at 4:00pm

## Elementary Curriculum Committee Minutes

November 16, 2016

### Members Present

Bethel: Callie Jarman, Jake Orange

Blowing Rock: Martha Trimble

Cove Creek: Debbie Norris

Green Valley: Mitzi Ledford, Jennifer Brown, Gail Richards

Hardin Park: Maria Mohr, Adam Pyles

Mabel: Sumer Williams

Parkway: Char Chiarolanzio, Sarah Holt, Hannah Clarke

Valle Crucis: Jennifer Stevens, David Shack

Reading: Laurie Gill

ITF: Craig Marze

CTE: Claudine Lovins

Arts: Beaver Robinette

PE: Donna Raichle

AIG: Natalie Willis

Principal: Philip Norman

Student Teacher: Lauren Lee (Jeanie Hicks)

Board of Education: Brenda Reese

1. Welcome and Fellowship
  - o Beaver Robinette called the meeting to order at 3:19pm
  - o Tamara welcomed the group back!
2. Approval of minutes for October
  - o Adam Pyles made the motion to approve, David Shack seconded. Minutes were approved by the committee.
3. Update from BOE meeting on Monday, November 14th
  - 3100R-ECC Guidelines -approved by BOE
  - 3210-R-Parent Request for Reconsideration of Materials -approved by BOE
  - 3320-R Parent Permission Field Trips -approved by BOE
  - 4.01.30 Summer Programs -repealed by BOE
  - 2.04.20 Field Experiences in Teacher Education -won't go into effect until next year so it did not go to the Board of Education.
4. Continued Discussion of **3400-R-Grading and Reporting**
  - All schools did have conferences.
  - Tables discussed feedback from their schools
  - Tables reviewed potential policy revisions to this policy with respect to parent communication and conferences.
  - Most members preferred that the policy include a date range of having conferences scheduled within two weeks on either side of the end of first nine weeks.
  - Members discussed the expectations around midterm reporting. Some members felt that it should be required for all students to receive progress reports, others felt that it

should only be required for students who are experiencing dropping grades or unsatisfactory performance. We will discuss this further at schools and talk about it in December.

Reminders:

- The next meeting is December 14th.
- Mrs. Reese thanked the group for the wonderful School Improvement Plans
- Meredith reminded the group to provide feedback on the new ELA standards.

We will also be making an edit to reflect the revised report cards in K-2 no longer include +,- .



## WHS Teacher Curriculum Committee Meeting Agenda/Minutes

Tuesday, February 14, 2017

3:40

Media Center

### WHS Vision:

We envision a school where everyone can learn and deserves a fair and equal opportunity to learn.

### WHS Mission:

Our mission is to partner with students, parents, and community to develop young adults who value educational excellence, think critically, and become productive citizens with a global perspective.

Topic	Agenda items	Facilitator(s)
Welcome	<ol style="list-style-type: none"><li>1. Purpose of WHS Curriculum Committee - The purpose of the Watauga High School Curriculum Committee shall be to review current curriculum matters and curriculum related policies, and to make recommendations to the Watauga County Board of Education.</li><li>2. Sign-in Sheet (Please sign in to receive CEUs for your service on this committee)</li></ol>	Jennie McGuire
New Business	<ol style="list-style-type: none"><li>1. Math 2 and 3 - Both maths 2 &amp; 3 exams were made jointly in each PLT based on unit assessments.  <u>Math 2</u> used similar questions to those on common unit assessments. Students answered 50 multiple choice questions over the span of 2 days, 25 each day. Standard vs. Honors level teachers had the</li></ol>	Jennie McGuire

	<p>individual discretion to increase the level of difficulty. A 10 point curve was added to the raw scores.</p> <p><b>Math 3</b> selected 2-3 items from each unit assessment based on the released conceptual categories and percentages indicated by the state released test specifications. The test was made up of 30 multiple choice items (the same for standard and honors) that were completed in one class period. Scores were calculated based on 100 point LEA conversions of scores from previous years' Math 3 NCFEs.</p> <p>2. <u>English Language Arts Standards Review</u> ELA is under review and will be decided upon by the state in March 2017. Teacher made exams for English 1-4 will need to be created for SY 2017-2018.</p> <p>3. PLT Update: PLT will occur between 1st &amp; 2nd block and will include a break. This schedule shortens each block by 10min. PLTs will share student supervision: every other week PLTs will meet. The off week, PLTs will watch students. PLTs will run March 29 through May 17. Official schedules will be distributed to staff in March.</p> <p>4. Testing Update: ACT pre-survey is being administered this week. The actual ACT will be on Feb 28. Score updates: Biology EOC grew 8% from 2015-2016, Math I increased 12% , English 2 saw an 8% increase.</p>	<p>Emily Collins</p> <p>Susan Mochen</p>
<p><b>Old Business</b></p>	<p>JROTC: Certifications for PE credits. What certifications are required for MCJROTC instructors to provide PE credits? Suggested that MCJROTC drafts a proposal to correlate PE standards for 9-12 to what MCJROTC standards are and educational credentialing of the MCJROTC instructors. Will also check with CO to see if communication was received from DPI regarding the use of JROTC for PE credits. JROTC is not an option for PE credit at this time per information received from DPI.</p> <p>Course requests for the next school year. What will be offered? When will we know? Who will be teaching what?</p>	<p>Dr. McGuire Ungerer</p>



<b>New Business</b>	Web page design. Parents would like to see a more easily navigable website: Unbury the registration forms. Tutoring Assistance/Resources, Scholarship info, set up a survey for Parents, Students and stakeholders to see what they would like.	Page Sauder
<b>Next Meeting</b>	Tuesday, March 14 @ 3:40 in Media Center	