



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

WATAUGA COUNTY BOARD OF EDUCATION MEETING JUNE 13, 2016 5:30 P.M.

- | | | | |
|------|----|--|-------------------|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:30 | 2. | CLOSED SESSION | |
| | | A. Approval of Minutes | |
| | | B. Student Records – N.C.G.S.143-318.11(a)(1) | |
| | | C. Reportable Offenses - N.C.G.S.115C-288(g) | |
| | | D. Personnel - N.C.G.S.143-318.11(a)(6) | |
| | | E. Attorney Client – N.C.G.S. 143-318.11(a)(3) | |
| 6:00 | 3. | OPEN SESSION/MOMENT OF SILENCE | Board Chair |
| 6:03 | 4. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:05 | 5. | SUPERINTENDENT'S REPORT | Dr. Scott Elliott |
| 6:10 | 6. | PUBLIC COMMENT | Board Chair |

Note: Anyone who wishes to address the Board should sign the Public Comment Roster

- | | | | |
|------|----|--|--------------------|
| 6:13 | 7. | PUBLIC RECOGNITION | |
| | | A. 2015-2016 Outstanding Elementary Mathematics Teacher | Tamara Stamey |
| | | B. FFA Recognitions | Olivia Watson |
| | | C. Hope Street Fellowship Update | Amanda Wallace |
| | | D. Servant's Heart Award | Dr. Scott Elliott |
| 6:35 | 8. | CORRECTION AND APPROVAL OF MINUTES | Board Chair |
| 6:40 | 9. | CONCURRENCE | |
| | | A. Field Trip Request | Dr. Scott Elliott |
| | | B. Watauga County Schools Schedule of Fees 2016-2017 | Tamara Stamey |
| | | C. Elementary Curriculum Committee Members for 2016-2017 | Tamara Stamey |
| | | D. High School Curriculum Committee Members for 2016-2017 | Tamara Stamey |
| | | E. 2016-2017 CTE Local Plan Executive Summary for Approval | Marshall Gasperson |
| | | F. Calendar Committee Representatives 2016-2017 | Dr. Wayne Eberle |
| | | G. Proposed Title I Budget for 2016-2017 for Approval | Dr. Wayne Eberle |
| | | H. Student Services Committee Members for 2016-2017 | Dr. Paul Holden |

7:00 10. FACILITIES

Sidewalk Easement Request from the Town of Boone

Eric Gustaveson

7:10 11. PERSONNEL

I. Resignations

Dr. Stephen Martin

II. Administrative Personnel

A. New Employment

B. Administrator Contract

C. Transfer of Assignment

III. Certified Personnel

A. New Employment

B. Re-Employment: Contract Teachers (One-Year Contracts)

C. Extended Employment

D. Transfer of Assignment

IV. Classified Personnel

A. New Employment

B. Extended Employment

C. Transfer of Assignment

7:15 12. CURRICULUM

AIG Plan for Final Approval

Ike Smith

7:25 13. FINANCE

A. Budget Amendment #6

Ly Marze

B. Declaration of Surplus

C. Provider for Banking Services Update

7:30 14. CHILD NUTRITION

A. Grocery Distributor Fixed Delivery Fee Renewal

Monica Bolick

B. Bakery Products New Bid Award

C. Beverages New Bid Award

D. Delivered Pizza New Bid Award

E. Vended Snacks New Proposal Award

WORK SESSION ITEMS FOR DISCUSSION
7:40 15. POLICIES FOR SECOND READING

6350 School Bus Regulations

7:45 16. POLICIES FIRST READING

1330 Board Member Compensation and Expenses

3400 Evaluation of Student Progress

3530 Citizenship and Character Education

6445/6535 Energy Efficiency

6440 Local Purchasing Requirements

7280 Prohibition Against Retaliation

7650 Employee Travel and Other Expense Reimbursement

8305 Federal Grant Administration

8:15 17. REVISED POLICIES RECOMMENDED FOR APPROVAL ON FIRST READING

1600	Hearings Before the Board
3400-R	Grading and Reporting
3410	Testing and Assessment Program
3620	Extracurricular Activities and Student Organizations
4015/7225	Discrimination, Harassment, and Bullying Complaint Procedure
4135	Tuition for Discretionary Admissions
4333	Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety
5027/7275	Weapons and Explosives Prohibited
5030	Community Use of Facilities
7635	Return to Work
7810	Evaluation of Licensed Employees
7950	Non-Career Status Teachers: Nonrenewal

8:25 18. BOARD COMMENT/OPERATIONS

8:30 19. ADJOURNMENT

20. MISCELLANEOUS INFORMATION; Elementary Curriculum Meeting Minutes, March, 2016

Important Future Dates:

June 19-24, 2016 NCSBA Summer Leadership Conference
July 11, 2016 Board of Education Meeting

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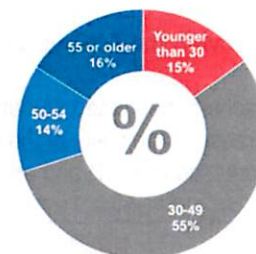
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Fall 2015 Data Collection Overview

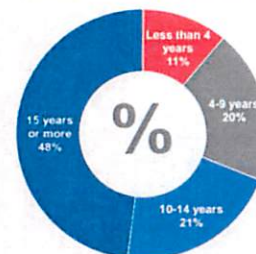
Thirty-one educators from across the state were the first group of Network Leaders for the N.C. TVN. The **Focus Group Data** reflects the major themes of the 74 moderated focus groups on topics selected for the fall 2015 data collection. The **Survey Demographics & Results** reflects the 2,347 teachers (2 percent of all N.C. teachers) who responded to survey questions.

The highlighted quotes, data, and recommendations below comes from the Fall 2015 full report, analyzed by Magnolia Consulting.

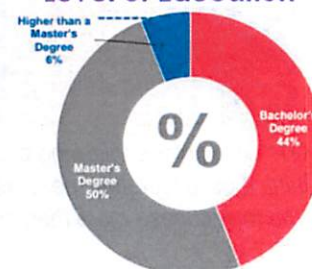
Age Range



Years of Experience



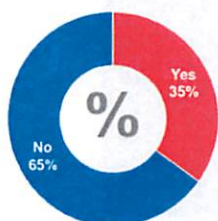
Level of Education



Top Responding Districts

- Durham: 9.78%
- Chapel Hill-Carrboro: 8.66%
- Wake: 7.72%
- Guilford: 6.69%
- Watauga: 6.18%
- Orange: 5.85%
- Henderson: 4.54%
- Wilkes: 4.26%
- Jackson: 3.18%

Focus Group Data & Survey Results



Q6: Do you have textbooks (digital or print) you need to teach your students?

Impact of Changes in Resources on the Classroom

Many teachers felt there was a lack of sufficient funding for classroom resources (n = 140), updated technology (n = 88), and quality resources (including updated textbooks (n = 78)) creating an obstacle for equitable access. Many also commented on the lack of funding for teachers and teacher assistants, negatively impacting individual classrooms (n = 110).

Public & Charter School Interactions

Many teachers voiced that charter schools take resources away from public schools (n = 62), were not aware of any interaction between the two (n = 42), and all around negative perceptions with an 'air of competition' (n = 27). Many were also concerned about a perceived difference in charter school curricula and standards of learning (n = 35).

District & State Level Measures and Educational Equity

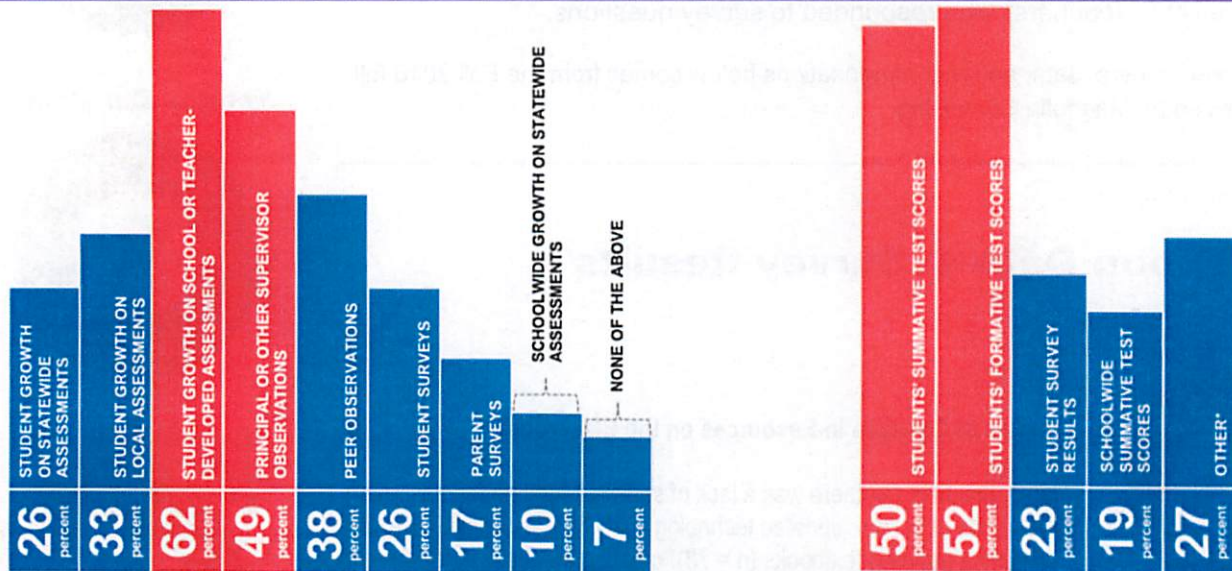
Many teachers brought up equitable funding for resources as a measure for educational equity (n = 68), including access to technology (n = 20) and an increase in teachers and specialists to reduce class size (n = 37). Further standardized testing lacks informal measures of student learning and variations in student needs and ability (n = 24) and not recognizing the differences in student demographics (n = 29) hurts equitable measures of accountability. Further, student growth is a more effective (and accepted) measure of success (n = 24).

Teacher Professionalism

Most teachers stated fair compensation would be the best indicator for being treated as a professional, as determined by graduate degrees and years of experience, (n = 137). Also, trusting teacher judgement and respecting their expertise and background as it relates to classroom management (n = 100), respecting teacher planning time (n = 86), and seeking teacher input on policy decisions at the classroom, school, district, and state level (n = 63) would contribute to the elevation of the profession.

Improving the Teacher Evaluation System

Teachers mentioned student assessment results are not accurate measures of teacher performance (n = 88), and there should be an increase in the utility of the evaluation system (n = 54). Further, some teachers noted the subjectivity of teacher evaluation should be addressed (n = 41) and an increase in administrator involvement in the classroom, for a clearer understanding of the needs (n = 34).



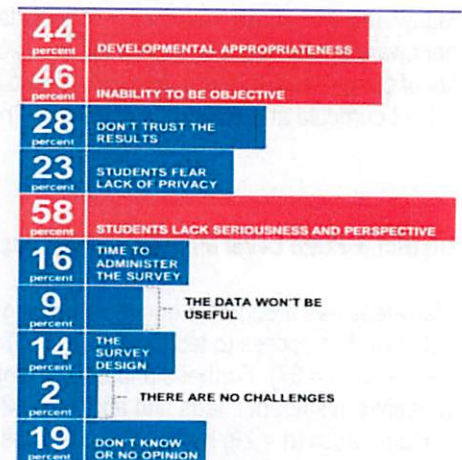
Q1: Which of the following possible evaluation components do you think most accurately measures a teacher's level of effectiveness? You may choose more than one.

Q2: Which measures should be considered when evaluating teachers on Standard 6? You may choose more than one response.

Recommendations

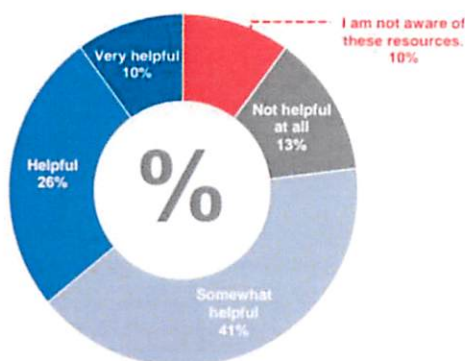
N.C. Educator Evaluation System

- NCDPI should offer additional/expand existing training to clarify and provide information on the utility of the student achievement growth metric in evaluations and how it is calculated.
 - NCDPI should take action to implement a recommendation made by Consortium for Educational Research and Evaluation that principals and teachers receive training for clarity on Standard 6.
- NCDPI & the N.C. Board of Education should take steps to reduce perceived subjectivity of the evaluation by establishing inter-rater agreement with principals & increase the utility of results.



Q14: What are the challenges, if any, associated with using student perception surveys?

N.C. Standard Course of Study Resources & Professional Development

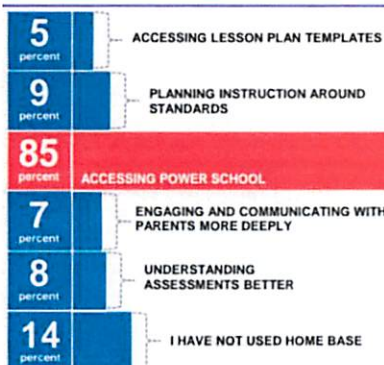


Q4: How helpful are the instructional resources prepared by your district for teaching the N.C. Standard Course of Study?

- NCDPI and districts should offer all teachers opportunities to participate in small-group professional development within local schools or districts.
- NCDPI should take steps to ensure all teachers are aware of their resources for the Standard Course of Study, and encourage districts to increase visibility and means of dissemination.

Use of Resources

- NCDPI should offer strategies to districts on how to reallocate existing resources as well as share with educators how the 2016 state budget allocates additional funds in the areas of classroom resources.
- NCDPI and the N.C. State Board of Education should consider four key comments when implementing new technology initiatives:



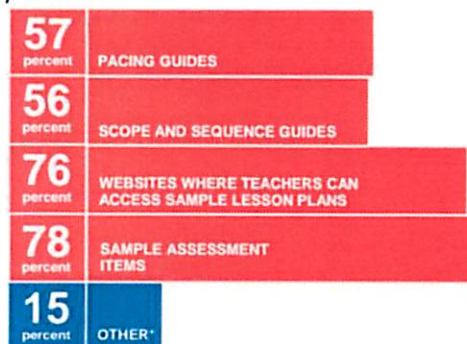
Q13: I use Home Base for the following...

- Evaluate technological requirements & infrastructure
- Investigate specific needs of classrooms related to infrastructure
- Seek teacher input in grade/subject-specific technology resources
- Explore research evidence results for technology curricula
- NCDPI should provide more information about Home Base resources available to teachers.

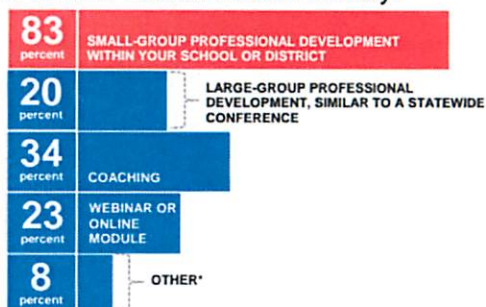
Teacher Voice, Collaborations, & Leadership

- NCDPI and N.C. State Board of Education should consider how to support districts in restructuring the school day or year to provide more time teachers to collaborate, participate in teacher-led professional development, receive one-on-one mentoring or coaching.
- NCDPI and the N.C. State Board of Education provide and encourage effective collaboration opportunities between LEAs and charter schools.
- NCDPI and the N.C. State Board of Education should consider different ways to increase teachers' positive feelings regarding their value.

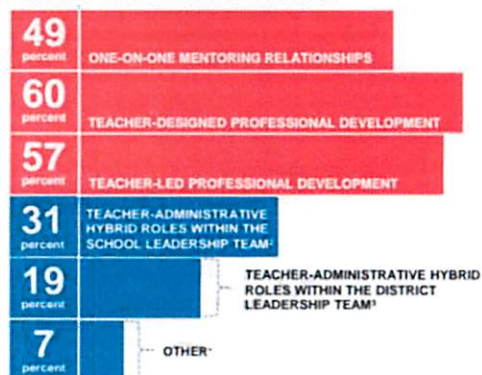
Q5: Which instructional resources should DPI provide?



Q11: Which professional development setting would be most useful in supporting your teaching of the N.C. Standard Course of Study?



Q16: Which model of teacher leadership would have the greatest impact on the development of teachers as effective educators?



Spring 2016 Survey

Work began in Dec. 2015 with NCDPI and N.C. State Board of Education leadership to identify a topic(s) for the spring 2016 data collection.

Spring 2016 Report Highlights

Participation:

3,754 survey responses

77 focus groups of 558 participants

1,876 online focus group respondents

Results were generally consistent across regions, charter, and rural v. nonrural schools

Restructuring School/Calendar Schedules

- NCDPI may consider how it supports districts in restructuring the school day or year to provide teachers with more time for planning, preparation, and collaboration
- NCDPI may consider encouraging superintendents to support administrators and teachers to identify opportunities for protected time for teacher planning and collaboration
- The importance of flexible schedule underscores the importance of principal preparation and development so they have the skills to adapt and manage in this capacity

Curricular Resources

- NCDPI may consider emphasizing the utility of HomeBase as an online repository of curricular resources
- This data ties back to the Fall Report on the underutilization of HomeBase, but also to Superintendent Atkinson's #GoOpenNC initiative

Class Size

- 95% of teachers noted classes should be 22 students or less
- 75% noted class size should not exceed 18 students
- Class size impacts differentiation, instructional quality, and behavioral problems

Parent Engagement

- Email is by far the most common way teachers communicate with parents
- NCDPI could help by holding parents accountable, conducting parent communication, providing parents with support and resources (wraparound services), and training on academic support parents could provide their child
- This data ties into Hope Street Group's work planning and facilitating parent focus groups for the Proof of Concept pilot in New Hanover County and supporting parent survey distribution
- This data also ties back to the Office of the State Board of Education's review of wraparound services that NCDPI may provide

Assessments

- Data supports the current Proof of Concept pilot on formative assessments

Teacher Compensation

- 508 teachers commented teacher pay should be increased for all teachers. This supports a summary Governor McCrory's Education Policy Advisor Catherine Truitt has made about teacher preference to raise salaries for all before individual increases based on other factors are provided.
- Most teachers agreed that those teachers who take on additional roles and responsibilities should be compensated for such
- Most teachers agreed that those teachers who serve at low performing schools should receive additional compensation, though many teachers also stated they would require a 15-20% increase to be incentivized to serve at a low performing school
- This data shows teacher support for the State Board's request for bonuses for educators who exceed growth in the lowest-achieving 5 percent of schools

Supports for Working in Low-Achieving Schools

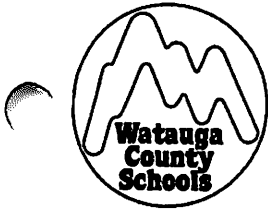
- Review pages 105-107 for expanded information on focus group responses
- Increased teacher compensation was mentioned 134 times (8th out of 11 common topics)

Professional Development

- The two most common supports needed for teachers to provide professional development to their peers relate to the opportunities that come from flexible scheduling and to opportunities for a compensation structure based on additional roles and responsibilities performed by teacher leaders

Communication with Teachers

- 25% of teachers reported they do not reference any of the listed communication tools on a monthly basis
- Email still the most preferred method, but opportunity may be in more in-person information sessions and/or communication teams of teachers



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DATE: May 09, 2016
TIME: 5:30 p.m.
PLACE: Margaret E. Gragg Education Center

PRESENT: Ron Henries, Brenda Reese,
Barbara Kinsey, Jay Fenwick
and Jason K. Cornett
Dr. Scott Elliott, Superintendent
Darcy Carson, Andrew Nenow
Student Representatives

CALL TO ORDER

Ron Henries, Board Chair, called the meeting to order.

CLOSED SESSION

Ron 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 by Board Chair Ron Henries. He began the meeting with a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

A motion was made by Barbara Kinsey and seconded by Jay Fenwick to approve the agenda as amended, revised, and a personnel addendum. The motion passed unanimously.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed everyone to tonight's meeting with a special hello to our administrators, teachers and community members. Dr. Elliott reminded folks of the budget workshop with the county commissioners on Wednesday at 2:30. He also reminded folks that graduation will be June 11th, at 10:00 AM in the Holmes Convocation Center at ASU. The capping and senior awards ceremony is June 2nd, at 4:30 and the Baccalaureate service is June 5th, at 5:00 PM at Boone United Methodist Church. Senior breakfast and graduation practice is June 10th, at 10:00 AM at the ASU Convocation Center. To date, we have completed 156 days of school and 977 hours of instruction. Our last day of school is June 10th with our K-8 schools dismissing at 12:00 PM and the high school dismissing at 1:00 PM. Dr. Elliott publically recognized Miss Darcy Carson on her two years of service as the student representative to the Board of Education. "Miss Carson has always had very constructive suggestions and insightful questions and she has represented her fellow students very well," commented Dr. Elliott.

STUDENT'S REPORT

Senior Student Board Representative, Darcy Carson and Junior Student Board Representative, Andrew Nenow reported that AP testing started Monday and would be finishing up Friday. May 18th marks the induction service for the National Honor Society. Shooting Stars was a huge success on May 6th and the prom is being held Saturday, May 14th at the Art of Living Center. The powder puff football game is scheduled for May 31.

PUBLIC COMMENT

There was no public comment at tonight's meeting.

PUBLIC RECOGNITION

Dr. Mike Marcela presented the regional winner of the Special Olympics T-shirt Art Contest, student Kusal Weerasinghe, who is in Ms. Heckle's class at Hardin Park. A t-shirt was presented to each of the board members, complete with the winning artwork adornment! April 28th marked the Special Olympic spring games at the high school.

Dr. Holden introduced the team of five school nurses and thanked them publically for their hard work. They are very involved in our prevention activities, health fairs, dental screenings, hearing and vision screenings, and case management particularly with students with chronic illnesses. Our nurses work with our A team and our IEP teams and all of this goes above and beyond their daily responsibilities of caring for student illness and needs. All five of our nurses are nationally certified and include; Shelly Klutz, Ashley Greene, Amanda Combs, Susan Milhaupt, and Theresa Gibbs.

Larry Jones, Auto Technology instructor at the high school, presented three young men who collectively have been offered more than \$240,000 in scholarships based on their performances in regional and state competitions. The students representing WCS include; Jacob Miller, Daniel Taylor and Graham Roten. Since 1988, the amount of scholarships earned in the automotive department at Watauga High School is just over 1.1 million dollars.

Jason Matthews, CTE instructor at the high school, presented Devin Hollars, first place recipient of the state NCSkillsUSA competition in carpentry. Mr. Matthews remarked, "Devin is an awesome student who I would trust with any of the jobs in my own business."

Brett Green, CTE instructor at the high school, presented the state finalists in DECA who competed in March. "They are all wonderful students who represent Watauga with the utmost of respect," he claimed. Students presented included, Paul Hagaman, Sara Fran Greene, Addie Hall, Mary Mink, Kate Cone, Jack Tucker and Luke Herman.

The teachers and students scheduled for the NCSkills USA state cosmetology winner presentation were absent from the meeting.

Dr. Elliott presented May's Servant Heart Award to Caldwell Community College and Technical Institute, retiring president, Dr. Kenneth Boham who has served the college since 1995. Dr. Boham has dedicated his career to providing opportunities for others and Dr. Elliott thanked him for the partnerships with Watauga High School and for his service to all of the students of Watauga County Schools.

CORRECTION AND APPROVAL OF MINUTES

A motion was made by Jay Fenwick and seconded by Barbara Kinsey to approve the April 11, 2016 minutes as printed. The motion passed unanimously.

CONCURRENCE

A motion was made by Jason K. Cornett and seconded by Brenda Reese to approve the requested field trips as presented. The motion passed unanimously.

CURRICULUM

Meredith Jones, Director of Curriculum, and Kelly Walker, Assistant Principal of Watauga High School, presented the local proposal for the analysis of student work, for approval. The plan looks at student performance and achievement. Over the past two years a piloted local model in K-8 Physical Education has provided an opportunity to look at student growth in a meaningful way. The teachers involved have found it to be the "best professional development than they have ever had." Mrs. Jones would like board approval for the local model which will then be submitted to the state for approval. A motion was made by Barbara Kinsey and seconded by Brenda Reese to approve the plan. The motion passed unanimously.

STUDENT SERVICES

Dr. Kurt Michael, Project Director for the Assessment, Support, and Counseling Center, presented to the board, information on the center and the partnership between Appalachian State University and local school districts. The center provides school mental health services to students in the High Country. Services address a number of concerns, including depression, academic difficulties, anxiety, behavior problems, and suicidal thoughts or behaviors. The center meet's with about 80-150 students a year and are also serving students in Ashe and Allegheny counties as well.

CHILD NUTRITION

A motion was made by Brenda Reese and seconded by Jay Fenwick to approve the Child Nutrition Ice Cream Bid Renewal for the 2016-2017 school year as presented. The motion passed unanimously.

A motion was made by Jason K. Cornett and seconded by Barbara Kinsey to approve the Child Nutrition Milk Bid Renewal for the 2016-2017 school year as presented. The motion passed unanimously.

FINANCE

A motion was made by Jay Fenwick and seconded by Jason K. Cornett to approve the Declaration of Surplus report as presented. The motion passed unanimously.

A motion was made by Brenda Reese and seconded by Jay Fenwick to approve Budget Amendment #5. The motion passed unanimously.

PERSONNEL

Dr. Martin presented the personnel report with addendum for approval. A motion was made by Jason K. Cornett and seconded by Barbara Kinsey to approve sections one through eight of the personnel report and the addendum. The motion passed unanimously.

TECHNOLOGY

Ike Smith, Director of Instructional Services, presented the AIG plan to the board, for approval. AIG, academically or intellectually gifted, is a program for students who perform or show potential to perform at substantially high levels of accomplishment when compared with others of their age, experience, or environment. "It doesn't matter what your status is in life, anyone can be gifted, and students come from all walks of life," explained Mr. Smith. Watauga's AIG program receives about \$225,000.00 from the state in funding. Our spring head count was 613 gifted students up from 562 in the fall, which is about 18 percent of our total student population. Third grade is when we start to identify the gifted students in Watauga. Mr. Smith explained that going forth, "they will be looking at ways to strengthen services with our AIG students, and how we can serve them as best as we can." He also would like to "look for ways to facilitate collaboration between specialists, teachers and ITF Facilitators." Mr. Smith will bring the appendices to the plan to June's board meeting where it will need approval so the plan can be submitted to DPI. No vote was taken at tonight's meeting. The slide presentation that was shown at tonight's meeting is available online at bit.ly/wcsaigboe2016.

POLICIES FIRST READING

The following policies were presented for first reading:

- 5030 Community Use of Facilities
- 9000 Planning to Address Facility Needs
- 1370 Board Committees

A motion was made by Jay Fenwick and seconded by Brenda Reese to approve the policies presented on first reading. The motion passed unanimously.

APPROVAL ON FIRST READING

- 2.05.10 Board of Education-Owned Vehicles
- 3580 Destruction of Non-Current Records of Students with Disabilities
- 5030-R Guidelines for Use of Facilities
- 5225 Fund-Raising Activities
- 5245 Use of Automated Messages
- 6220 Operation of School Nutrition Services
- 6350 School Bus Regulations
- 6410 Organization of the Purchasing Function
- 6420 Contracts with the Board
- 6430 State Purchasing Requirements for Equipment, Materials and Supplies
- 6440 Local Purchasing Requirements for Equipment, Materials and Supplies
- 6442 Vendor Lists
- 6450 Purchase of Services
- 6560 Disposal of Surplus Property
- 8210 Grants and Funding for Special Projects

- 9010 Site Selection
- 9110 Use and Selection of Architects, Engineers, Surveyors, and Construction Managers at Risk
- 9115 Prequalification of Bidders for Construction Projects
- 9120 Bidding for Construction Work
- 9400 Sale, Disposal, and Lease of Board-Owned Real Property

A motion was made by Barbara Kinsey and seconded by Jay Fenwick to approve the revised policies, with the exception of 6350, on first reading. The motion passed unanimously.

BOARD COMMENT/OPERATIONS

Dr. Elliott explained to the board the two options for subscription to the North Carolina School Board Association on the payment options for the updating services for our school board policies. Dr. Elliott recommended option two. A motion was made by Brenda Reese and seconded by Jason K. Cornett to accept the customized option number two for a one year time period. The motion passed unanimously.

A motion was made by Jay Fenwick and seconded by Barbara Kinsey to accept the nomination of Kelsey Marlett as the new Junior Student Board Representative. The motion passed unanimously.

Dr. Martin reminded everyone about the Teacher of the Year Banquet Thursday, May 12, 2016. Ike Smith reminded everyone that on Friday, May 13th student led, mock trials will be held all day at Hardin Park and the Margaret E. Gragg Education Center, and folks are invited to attend.

CLOSED SESSION

A motion was made by Jay Fenwick and seconded by Jason K. Cornett to move into closed session under N.C.G.S.143-318.11(a)(6) Personnel. The motion passed unanimously.

OPEN SESSION

A motion was made by Jay Fenwick and seconded by Jason K. Cornett to approve the superintendent's contract, amendment number one. The motion passed unanimously.

ADJOURNMENT

A motion was made by Jay Fenwick and seconded by Jason K. Cornett to adjourn the meeting at 9:40 p.m. The motion passed unanimously.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

Day trips must be submitted to the principal 15 days before the trip. Overnight 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) JASON MATTHEWS Cell phone number: 828-406-1391

Other School Staff Chaperones: JIM LUSK, TERRY GREENE

Names of Non-School Chaperones: _____

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

Grade(s): 12 Number of Students: 4 Dates of Trip: from 6/20/16 to 6/25/16

Departure Time/Date: 9:00 am
6/20/16 Return Time/Date: 5:00
6/25/16

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

Louisville, Ky Kentucky Exposition Center

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

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: **CTE VEHICLE** (If applicable, bus request form must be attached)

Driver/s: JASON MATTHEWS / JIM LUSK Round Trip Mileage: 703 # of Buses Needed: 0

Total Cost per student \$ 625

Source of Funds: DONATIONS

Purpose of Trip and How It Relates to the Curriculum: NATIONAL SKILLS USA

COMPETITION

Sponsoring Teacher Signature: [Signature] Date of Request: 06/3/16

Principal Approval: [Signature] Date: 3 May 16

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

Superintendent Approval:  Date: 6/3/16

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

Other School Staff Chaperones: Emily Green, Amanda Ward

Names of Non-School Chaperones: Carrie Miller, LeAnne Martin, Sheila Green, Lee Marshall, Jimmy Green, Paula McGlennery, Steve Ward

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

Grade(s): 5-8 Number of Students: 40 Dates of Trip: from 10/9/16 to 10/11/16

Departure Time/Date: 9 am 10/9/16 Return Time/Date: 4 pm 10/11/16

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

Concord, NC - Great Wolf Lodge

(see attachments) - 2015 Agenda attached, 2016 has not been released

Are all site(s) accessible to students with disabilities? ☒ yes ___ no How will students with disabilities be accommodated for site access and transportation? handicapped room, pool lifts if needed, life jackets

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

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

Driver/s: Will Barker Round Trip Mileage: 261.6 # of Buses Needed: 1

Total Cost per student \$ 250

Source of Funds: self pay - payment plan

Purpose of Trip and How It Relates to the Curriculum: Through guest speakers + various activities students learn about what leadership is, different leadership styles service learning, servant leadership, + how to make a difference in their schools + communities.

Sponsoring Teacher Signature: Christina Welch Date of Request: 4/29/16

Principal Approval: Mark C. Hagan Date: 5/4/16

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

Superintendent Approval: [Signature] Date: 5/5/16

Board of Education Approval: _____ Date: / /

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

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

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

NC Guidance Essential Standards:

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



GOIN' TO THE LODGE!!

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

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

Thanks!
Christy Welch

Parent/Guardian Field Trip Information and Consent

I. Description of Trip (an itinerary that provides the same information may be attached instead of filling out items A-D below)

- A. Purpose of trip is to expose students to multiple leadership styles and personal development, cultivate positive leadership skills in order to prepare students to excel in the future, embrace active learning in a focused and creative environment, and provide an intense summit that allows students to form life long relationships with Betas from around the southeast. Beta Student Leadership Summits define the qualities and achievements that students need in order to complete in order to be ready to enroll, persist, and succeed in college, post-secondary training opportunities, and gain entry into meaningful careers.
- B. Trip destination and activities planned, including a description of potentially hazardous activities, including but not limited to swimming/wading/boating. Students will have the opportunity to enjoy the Water Park while at Great Wolf Lodge. Safety measures are attached to this document for your review. Please make sure to let Mrs. Welch if your student cannot swim so that we can ensure they get a Coast Guard certified life jacket from the facility.
- C. Means of transportation Activity Bus – Driver Will Barker
- D. Arrangements for student supervision: There are 4 areas of the Water Park: There will be 2 adults stationed at each area, including the water attractions. I have attached the Great Wolf Lodge Safety statements. There will also be one adult per room. During the leadership programming there is Beta Club staff, as well as the teachers and staff from Mabel who will be with the students.
- E. Arrangements for meals during trip: Parents are responsible for sending money for lunch and dinner (lunch at the McDonalds by Great Wolf Lodge and Dinner at the resort) the first day and lunch on the way back (Concord Mills Mall). On Monday, lunch will be subs from Subway and dinner will be pizza. Breakfast items will be sent in a box, one box per room. This includes, pastries, grits, juice, fruit, and water for 2 breakfasts for each person.

II. Conditions for participation

- A. All school rules and policies apply for this trip. The principal and/or trip sponsor may establish additional rules as deemed necessary to protect student safety and preserve the educational value of the trip for all participants.
- B. If the student violates school rules or policies or the instructions of teachers or other chaperones in a way that warrants his/her removal from the trip, the student's

Payment Information

Beta Club Leadership Summit Payment Plan

June 1st: \$50 Deposit (to hold rooms)

August 21st: \$50 (Cover Registration)

September 1st: \$25 (2 breakfasts, 2 dinners)

September 15th: \$50 (Bus)

October 1st: \$50 (Bus Driver/Subs for teacher chaperones)

TOTAL: \$225

THIS TRIP IS NON REFUNDABLE!!!

****Two lunches and one dinner will be on your own, one lunch at McDonalds, one dinner at the waterpark and one at Concord Mills on the way home.**

The online payment system will have these entered for you to pay using your debit or credit card. You may make payments monthly during the summer months using the online system or by coming by Mabel. If your child would like to attend, but cost is an issue please see Mrs. Welch for scholarship opportunities.

PARENT INFORMATION

Things to bring:

- Swimsuits
- Towel
- Flip Flops
- Toiletries
- Jeans and Blue, Green, or Mabel School shirt/sweatshirt for Leadership Summit time (please no tank tops)
- Snacks
- Money for 2 lunches and 1 dinner

Christy Welch
828-266-2043 (Cell)

Great Wolf Lodge
(704) 549-8206

Is my child safe in the water park?

We employ hundreds of lifeguards, which have extensive training in monitoring pools and operating rides. You may observe some of their regular drills performed during operation, which provides real-life practice. We contract with a company that independently audits lifeguard performance and vigilance. In addition, we would like to remind parents that although we have award-winning lifeguards, they are not a substitute for responsible parental supervision. Lifeguards are provided to monitor and respond to emergencies, but not to baby-sit children. Always keep your child within arm's reach and if your child is in the water, you should be too.

What is the common attire and footwear for the water park?

We recommend that you bring bathing suits, aqua socks or flip flops for the 84-degree water park. Our lodge is considered casual but we do ask that when you are outside of the water park that shirts and shoes are worn.

Are life jackets provided?

We provide courtesy Coast Guard approved life jackets on a first come, first serve basis. We strongly recommend that children under 48 inches and weak or non-swimmers wear a life jacket. Please note that inflatable toys are not allowed in the water park.

Does the resort have wheelchair accessibility?

Our hotel public spaces, accessible rooms, and water park decks are ADA compliant. Temporary use of wheelchairs are available through Guest Services on a first come, first serve basis.

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) Christy Welch Cell phone number: 828-266-2043

Other School Staff Chaperones: Hedge, Williams, Cooper, Downs, Turner, Strahan, Carmichael, Cole

Names of Non-School Chaperones: _____

John Welch

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

Grade(s): 7/8 Number of Students: 48 Dates of Trip: from 4/11/18 to 4/14/18

Departure Time/Date: 9pm 4/9/18 Return Time/Date: 4/14/18 - 9am

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

Orlando, FL - Disney World

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

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

Mode of Transportation: charter or plane (If applicable, bus request form must be attached)

Driver/s: Young Driver Round Trip Mileage: _____ # of Buses Needed: _____

Total Cost per student \$ 900 (this cost estimates a rise in cost between now + 2018)

Source of Funds: Fundraising, payment plan, scholarships

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

Sponsoring Teacher Signature: Christy Welch Date of Request: 5/10/16

Principal Approval: Mark P. [Signature] Date: 5/10/16

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

Superintendent Approval: [Signature] Date: 5/12/16

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

Disney Youth in Education Series Trip Proposal

Dates: Spring 2018

Grades: 7/8

Cost: TOTAL - \$900 (\$275.00-Tickets \$200.00-Room \$150.00-Food \$250 Transportation \$25 for T-Shirt)

Travel: Allegient Air out of Concord, NC or Charter bus

Fundraisers:

Blood, Sweat and Gears Volunteer

ECR Parking Lot

Appalachian State Football Program Sales

BINGO Food - MS Team members

Volleyball Concessions - To be rotated between MS Team members

Basketball Concessions - To be rotated between MS Team members

Candy/Jerky Fundraiser - Welch

Volleyball/Basketball Tournament Concessions - MS Team members

Programming (MS Team would choose 2 based on student feedback): See descriptions below

Lodging: Pop Century Resort

Dining: Lunch and Dinner Meal Certificates -Breakfast in rooms

3 nights/4 days

Disney Parks

Disability Access Service Card

Disney Parks have an unwavering commitment to providing a welcoming and inclusive environment and accessible experiences for guests.

Disney Parks is modifying the current Guest Assistance Card program, which provides access to attractions for guests with disabilities, so it can continue to serve the guests who truly need it. The new program is designed to provide the special experience guests have come to expect from Disney. It will also help control abuse that was, unfortunately, widespread and growing at an alarming rate.

The new Disability Access Service (DAS) Card will allow Guests with disabilities at Walt Disney World Resort and Disneyland Resort to receive a return time for attractions based on the current wait time. Guest Relations at the front of each park will continue to assist Guests and provide assistance that is responsive to their unique circumstances.

Frequently Asked Questions

What is a Disability Access Service Card and how does it work?

The DAS Card is designed to accommodate guests who aren't able to wait in a conventional queue environment due to a disability (including non-apparent disabilities). A Disability Access Service Card will be issued at Guest Relations main entrance locations and will offer guests a return time for attractions based on the current wait time. As soon as the Guest finishes one attraction, they can receive a return time for another. This service can be used in addition to Disney's FASTPASS Service and Disney FastPass+ service.

What will Disney Parks do if a Guest is concerned the DAS Card doesn't meet their needs?

Disney Parks have long recognized and accommodated guests with varying needs and will continue to work individually with guests with disabilities to provide assistance that is responsive to their unique circumstances. Guests should visit Guest Relations to discuss their individual needs.

Who will be eligible for a Disability Access Service Card?

Disney Parks' goal is to accommodate guests who aren't able to wait in a conventional queue environment due to a disability (including non-apparent disabilities). Guests should visit Guest Relations to discuss their assistance needs.

How will guests get a Disability Access Service Card?

A Disability Access Service Card will be issued at Guest Relations main entrance locations. Guests will participate in a registration process, which also includes having their photo taken.

Why is Disney Parks doing this?

Disney Parks is modifying the current Guest Assistance Card program so it can continue to serve the guests who truly need it. The new program is designed to provide the special experience guests have come to expect from Disney. Disney Parks also hopes it will help control abuse that was, unfortunately, widespread and growing at an alarming rate.

Does the DAS Cardholder have to be present to obtain a return time at an attraction?

No. Another member of the DAS Cardholder's travel party may obtain a return time but the DAS Cardholder must board the attraction with his or her party.

Where do DAS Cardholders go to receive return times?

At Disneyland Resort, guests will go to Guest Relations kiosks located throughout the parks to receive a return time. At Walt Disney World Resort, guests will go to the attraction to receive a return time.

Does a DAS Cardholder have to ride the attraction at the exact return time listed?

No. Return times are valid until redeemed by the DAS Cardholder.

How long is a DAS Card valid?

A DAS card is valid for up to 14 days depending on a guest's ticket entitlement.

Is a DAS Card issued at one Disney theme park valid at other Disney theme parks?

Yes, the card will be valid throughout the resort at which it was issued.

Why doesn't Disney Parks ask for proof of disability, such as a doctor's note?

Disney Parks takes Guests at their word and there are legal restrictions around asking for proof.

Is this the only service available to Guests with disabilities?

Disney Parks offer a variety of services to guests with disabilities, such as Disney's Handheld Device that offers assistive listening, captioning and audio description. Additionally, Disney Parks has developed a "Guide for Guests with Cognitive Disabilities." This serves as a tool on how best to experience its theme parks and is expected to be available online by mid-October.

Disney Parks will continue to provide excellent guest service and accessible experiences. Guests should visit Guest Relations at any park should they feel they need assistance due to a disability.

Does a Guest whose disability is based on the necessity to use a wheelchair or scooter need a DAS Card?

No, a Guest whose disability is based on the necessity to use a wheelchair or scooter does not need a DAS Card. Depending on the attraction, the Guest will either wait in the standard queue or receive a return time at the attraction based on the current wait time. For some attractions at Disneyland Resort, these guests will go directly to an alternate entrance. Guests with additional needs should discuss them with Guest Relations.

Will Disney Parks continue to provide a service to wish-granting organizations?

The change will not affect those who are visiting on trips organized by wish granting organizations. There is a separate program for children with life-threatening illnesses.

Watauga County Schools

Schedule of Fees

2016-2017

K-8 Schools:

Grades K-5	\$7.00	General Student Fee
Grades 6-7	\$8.00	General Student Fee
Grade 8	\$25.00	General Student Fee which includes use of school issued mobile device

Watauga High School:

Grades 9-12	\$50.00	General Student Fee which includes use of school issued mobile device
Physical Education	\$10.00	Per Course
Visual Art	\$20.00	Per course
Studio Crafts I Studio Crafts II		Materials Cost for Both classes will be paid by the student. All finished products become property of the student.
Band	\$50	
Student Parking	\$80	

ELEMENTARY CURRICULUM COMMITTEE 2016-2017

<i>SCHOOL</i>	<i>AREA</i>	<i>MEMBER</i>	<i>TERM EXPIRATION</i>
Bethel	K-5	Callie Jarman	2019
	6-8	Jake Orange	2018
Blowing Rock	K-2	Laura Seagle	2017
	3-5	Martha Trimble	2019
	6-8	Terri Hodges	2018
Cove Creek	K-5	Patricia Pfister	2018
	6-8	Debbie Norris	2019
Green Valley	K-2	Mitzi Ledford	2019
	3-5	Erin Flynn	2018
	6-8	Gail Richards	2017
Hardin Park	K-2	Olga Fairbanks	2019
	3-5	Maria Mohr	2017
	6-8	Adam Pyles	2018
Mabel	K-5	Jeanie Hicks	2018
	6-8	Summer Williams	2019
Parkway	K-2	Char Chiarolonzio	2017
	3-5	Sarah Holt	2018
	6-8	Hannah Clarke	2019
Valle Crucis	K-2	Edyth Berry	2018
	3-5	Jennifer Stevens	2019
	6-8	David Shack	2017
Principal Representative		Phil Norman	2018
K-8 AIG		Natalie Willis	2019
K-8 ARTS		Beaver Robinette	2017
K-8 CTE		Claudine Lovins	2018
K-8 EC		Dina Twigg	2016
K-8 ESL		Stephanie Ballance	2017
K-8 ITF/Media Specialist		Craig Marze	2018
K-8 PE		Donna Raichle	2019
K-8 Reading Specialist		Laurie Gill	2017
CO Representatives	Chief Academic Officer	Tamara Stamey	
	Director of 4-8 Education	Meredith Jones	
Ex-Officio	BOE	Brenda Reese	
	Supt.	Dr. Scott Elliott	

WHS Curriculum Committee Members 2016-17

Name	Department
Sarah Miller	Arts
Timberly Adams	CTE
Jana Dobbins	EC
Robin Lowe	English
Lora Davis	Health/PE
Elizabeth Knight	Math
New Media Specialist (TBD)	Media/Technology
Nick Westveer	Science
Amy Smith	Student Services
Jonathan Miller	Social Studies
Abril Martinez	World Languages
Barbara Kinsey	BOE Member
Paige Sauder	Parent Representative
Kelly Walker	WHS Administrator
Tamara Stamey	WCS District Representative

Watauga County Schools
Application for Career and Technical Education (CTE)
State/Federal Funding
Fiscal Year 2016-2017

Executive Summary

PURPOSE OF THE APPLICATION: The Local Planning System (LPS) is the vehicle for strategic planning, managing performance, and assuring accountability for CTE. Part I of the LPS is a system overview and strategic planning tool. Part II is designed to attain and maintain performance excellence, as defined by the Carl D. Perkins Career and Technical Education Act of 2006. LEAs can analyze measurable performance based on trend information; analyze system and subsystem performance based on relevant subcategories crucial to stakeholders and customers; set rational short and long-term benchmarks; develop strategies based on the greatest opportunities for improvement (OFIs); and allocate resources based on the greatest OFIs. Finally, the LPS incorporates the requirements of all applicable state and federal laws which govern CTE in North Carolina. This application must be submitted to the Department of Public Instruction in order to receive and use state and federal funds for career and technical education programs and services in grades 6-12 for the 2016-2017 fiscal year. The application describes the manner in which we propose to use these funds in accord with the purposes mandated by state and federal legislation.

PROGRAMS AND SERVICES OFFERED THROUGH THESE FUNDS: Career and technical education (CTE) is conducted in the middle grades and at the high school of Watauga County Schools. Supporting Watauga County Schools' strong academic foundation is a diverse career and technical curriculum in which students are provided opportunities to make classroom instruction relevant to real world situations. Watauga County Schools Career and Technical education courses provide students with a variety of options to fulfill the requirements for Future Ready, Occupational Course of Study, and the North Carolina Academic Scholars. Student credentialing and certification opportunities as well as work-based learning opportunities are available in selected program areas. Career and technical education student organizations are an integral part of CTE programs. The ultimate goal of CTE is for our graduates to become successful in a career and contributing members in society. CTE serves students in nine program areas: Agriculture Education, Business, Finance, and Information Technology Education, Career Development, Family and Consumer Sciences Education, Health Sciences Education, Marketing and Entrepreneurship Education, Technology Engineering and Design Education, and Trade and Industrial Education. Expanded course offerings are available through Caldwell Community College. Articulation agreements exist between the two institutions that allow certain high school career and technical education courses to also qualify for college credit.

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

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

The plan in its entirety can be found at:

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

Login as guest, password is guest

**2016-2017 LOCAL PLAN
APPLICATION FOR CAREER AND TECHNICAL EDUCATION (CTE)*
STATE/FEDERAL FUNDING**

FISCAL YEAR 2016-2017

FINAL SUBMISSION FOR OVERALL APPROVAL

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

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

WATAUGA
Local Education Agency (LEA)

950
Number

13 June 2016
Date

APPROVED BY:

Superintendent of Schools

Dr. Scott Elliott
Name

Board of Education

Mr. Ron Henries
Name of Chairperson

Signature

Signature

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

PREPARED BY:

Director, Career and Technical Education

Marshall Gasperson
Name

828.264.2407
Telephone Number

Signature

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

CTE™ Learning that works for North Carolina

WCS CTE Concentrators are College and Career Ready

NC secondary Career and Technical Education (CTE) empowers students to be successful citizens, workers and leaders in a global economy. WCS CTE served **2,641** enrollees (grades 6-12) in 2014-2015 by preparing them for high-wage, high-skill, and high-demand occupations and further education.

CTE High School Enrollment

PROGRAM AREA	2015/2016	2016/2017 (Projected)
Agriculture Education (1 Teacher)	66	73
Business, Finance and Information Technology Education (1.5 Teachers)	125	129
Family and Consumer Sciences Education (2 Teachers)	195	217
Health Sciences Education (2 Teachers)	136	192
Marketing and Entrepreneurship Education (2 Teachers)	257	243
Technology, Engineering and Design Education (2 Teachers)	134	174
Trade and Industrial Education (8.5 Teachers)	502	540

Career and Technical Student Organization Enrollment – 2015/2016

FFA (Agricultural Education)	25
HOSA (Health Sciences Education)	20
DECA (Marketing and Entrepreneurship Education)	126
TSA (Technology Students of America)	12
SkillsUSA (Trade and Industrial Education)	34

Technical Skills

	2011	2012	2013	2014	2015
Industry Recognized Credentials Earned by CTE Students	127	221	130	283	232
% of Credentials Earned Compared to Course Enrollment	10.1%	16.2%	8.6%	18.2%	15.3%
% Technical Attainment Proficiency (credentials and Assessments)	89.1%	88.9%	86.7%	91.8%	93.7%

CTE Graduation Rate

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

Further Education, Training and Employment

Former CTE Concentrators Positive Outcome	93.5%
Enrolled in a community, technical or junior college	28.6%
Enrolled in a four-year college or university	36.3%
Other post-secondary institution	2.2%
Enlisted in the military	3.3%
Employed	72.53%
Not employed, seeking full or part-time work	6.6%

* Education status of concentrators who graduated or left school in 2014, surveyed in 2015.

Watauga County Schools
2016-2017 Calendar Committee

Member Name	Representative School/ Area
Dr. Wayne M. Eberle II- Chair	Central Office
Dr. Stephen Martin- Co-Chair	Central Office
Rhonda Cook	Central Office
Pam Shirley	Central Office
Dr. Jay Fenwick	Board of Education
Karen Cable	Bethel
Anne Sukow	Bethel
Allyson McFalls	Blowing Rock
Sue Walker*	Blowing Rock
Lindsey Gough*	Cove Creek
Meredith Boggs	Cove Creek
Heather Ward*	Green Valley
Michele Lee	Green Valley
Jamie Hayes	Hardin Park
Claudine Lovins	Hardin Park
Wanda Hamilton	HP/ WHS (Parent Rep)
Susan Brookshire	Mabel
Allison Hodge	Mabel
Kim Pryor	Parkway
Deanna Holiday	Parkway
Gina Holste*	Valle Crucis
Katie Mathews*	Valle Crucis
Jennifer Blackledge*	VC (Parent Rep)
Marshall Gasperson	Watauga High School
Laurie Nixon	Watauga High School
Beth Loflin	WHS (Parent Rep)

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

Proposed Title I Budget 2016-2017

Federal Planning Allocation for 2016-2017	\$824, 079
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Total Budget for 2016-2017	\$824,079
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District Administrative Costs	\$49, 445 (6% of Federal Allocation)
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School Professional Development	\$41, 204 (5% of Federal Allocation)
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School Parent Involvement	\$8, 241 (1% of total budget)
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Homeless	\$1, 000
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Total Combined District Set-Asides	\$99, 890
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School Allotments from Federal Allocation <i>(See Attachment for Individual School Totals)</i>	\$724, 189
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Additional Information

Required Per Pupil Allotment	\$795
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Actual WCS Per Pupil Allotment	100%- 60% Poverty = \$1200
Based on Poverty Bands	59.9%- 50% Poverty = \$970
	49.9%- 35% Poverty = \$315

2016-2017 School Allocations

(Paid by district plan)

School	Allotment	Parent Involvement	Professional Development	Subs
Bethel	\$132, 000	\$995	\$4, 479	\$2,000
Cove Creek	\$146, 470	\$1, 366	\$6, 718	\$2,500
Green Valley	\$212, 430	\$1, 981	\$8, 285	\$3, 000
Hardin Park	\$101, 115	\$2, 904	\$17, 019	\$1, 500
Mabel	\$132, 000	\$995	\$4, 703	\$2,000
Total Allotted	\$724, 189	\$8, 241	\$41, 204	\$11, 000
Unallocated	\$174	-	-	-

2015-2016 School Allocations

(Paid by district plan)

School	Allotment	Parent Involvement	Professional Development	Subs	Carryover Supplement
Bethel	\$97, 092	\$867	\$4, 422	\$2, 000	\$30, 000
Cove Creek	\$161, 820	\$1, 448	\$7, 159	\$2, 500	-
Green Valley	\$243, 252	\$2, 176	\$8, 212	\$3, 000	-
Hardin Park	\$128, 017	\$2, 923	\$16, 424	\$1, 500	-
Mabel	\$102, 312	\$915	\$5, 475	\$2, 000	\$25, 000
Total Allotted	\$732, 733	\$8, 338	\$41, 692	\$11, 000	Estimated \$130,000
Unallocated	\$280	\$9	-	-	Estimated \$75,000

Eligibility Report for 2016-2017 (Based on March 2016)

School	# Free	# Reduced	Free+Reduced	# K-8	# PreK	Total ADM	F/R %
Bethel	81	29	110	176	0	176	62.50%
BR	64	18	82	350	0	350	23.43%
CC	111	40	151	278	18	296	50.84%
GV	183	36	219	367	18	385	56.88%
HP	283	38	321	798	18	816	39.10%
Mabel	89	21	110	183	0	183	60.11%
PKW	152	41	193	494	18	512	36.76%
VC	134	25	159	333	18	351	45.04%
WHS	342	92	434	0	0	1, 312	33.03%
District	1, 439	340	1, 779	2, 979	90	4, 381	40.40%

Student Services Advisory Committee 2016-2017

Name	School
Jason Cornett	Board Member
Lee Carter	Bethel
Kelly Baruth	Blowing Rock
Toby Cone	Cove Creek
Donna Greene	Green Valley
Claire Jensen	Hardin Park
Bronwyn Merritt	Mabel
Heather Miller	Parkway
Michael Owen	WHS
Paul Holden	Student Services



June 3, 2016

Ron Henries
Chairman, Watauga County Board of Education
Margaret Gragg Education Center
175 Pioneer Trail
Boone, NC 28607

RE: Easement Request for Sidewalk along Hwy 194 at Hardin Park School

Dear Chairman Henries,

As you may be aware, at the May 23, 2016 Town of Boone Council meeting, Town Council voted to terminate the Hwy 194 Safe Routes to School Sidewalk Project due to Right of Way acquisition costs. However, the Town does continue to remain committed to sidewalks to the school and has directed staff to pursue the construction of approximately 240 feet of 5 foot wide sidewalk to connect New Market Boulevard to the entrance of Hardin Park School on Hwy 194. The project would also include curb and gutter and storm drainage improvements and would be completed using Town staff and funds.

To complete this project, the Town of Boone is asking for a permanent easement of 3,325 square feet for construction and maintenance. (see attached plat). Our Town Attorney will prepare legal documents for execution and recording.

Thank you for your consideration of this request. Please advise if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Gustaveson".

Eric Gustaveson
Deputy Public Works Director
Town of Boone

Cc: John Ward III, Town of Boone Manager
Rick Miller, Public Works Director, Town of Boone
Dr. Scott Elliott, Watauga County Schools, Superintendent
Danny Clark, Director of Maintenance, WCS

SCHOOL PROPERTY
BOUNDARY

1/2" SP 1/2" R

THOMAS M. COLEY &
ROBERT W. HOLTON

WATAUGA COUNTY
BOARD OF EDUCATION

PROPOSED EASEMENT
- 5' BEHIND SIDEWALK
- 7.5' AROUND STORM DRAIN
IMPROVEMENTS
- 3,325 SF

EMILY R. GREER

NEW MARKET BLVD

NCDOT 30' CLAIMED ROW

NC HWY 194

NCDOT 30' CLAIMED ROW

1" SP 1" AG

ABLE FL

EDGE OF PAVEMENT

EDGE OF PAVEMENT

EDGE OF PAVEMENT

1" SP FL

SP FL

SP FL

SP FL

SP FL

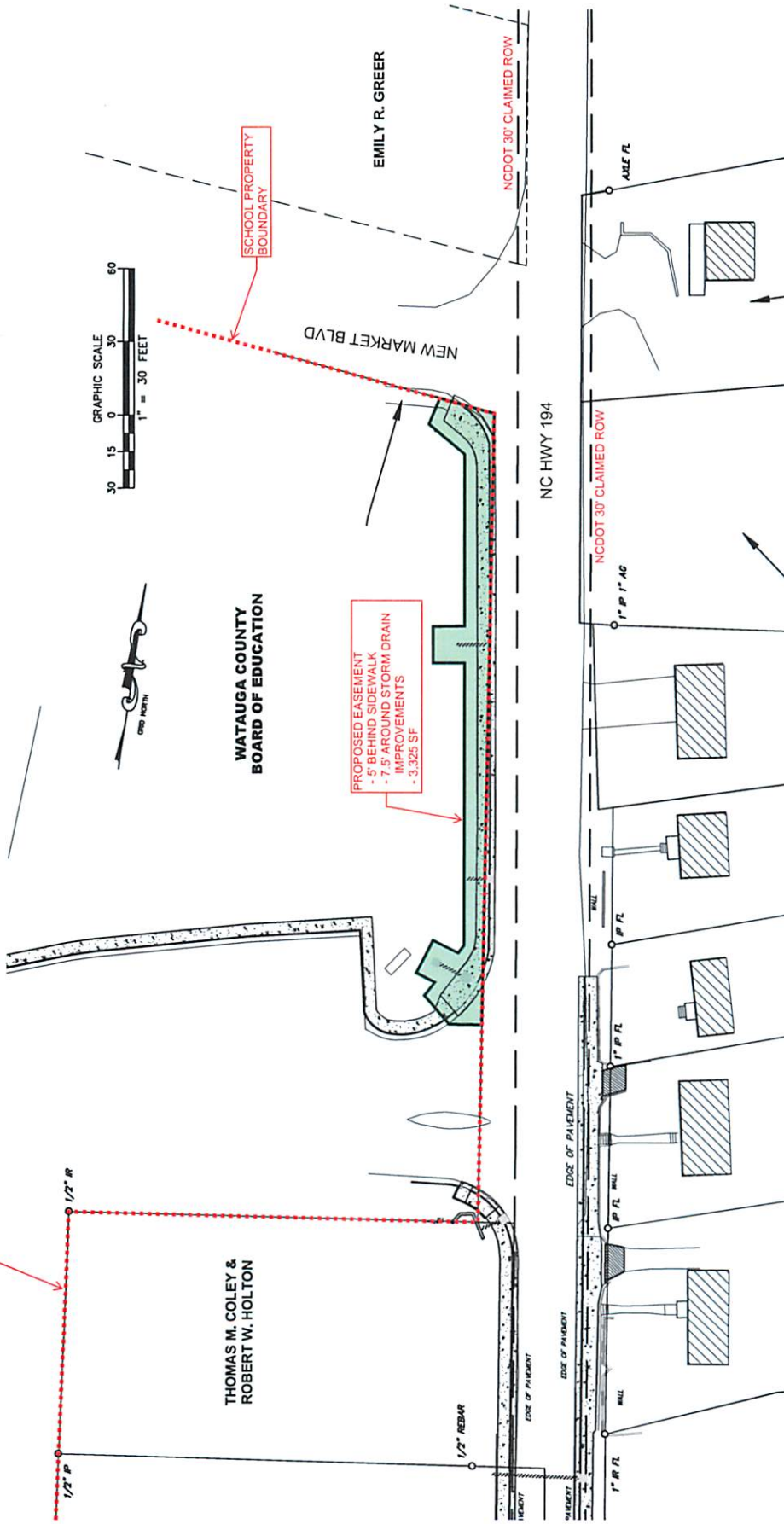
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Watauga County Schools AIG Plan Revision 2016

Summary of Changes Since May 2016

- **Standard 1, Practice A, paragraph 4** -- Removed reference to Parent Nomination Form and inserted guidance for parents to contact classroom teacher and/or AIG Specialist to begin nomination process. This reflects current practice and ensures parents have the guidance of professional educators from the beginning of the AIG process.
- **Standard 1, Practice B, paragraph 1** -- Changed "Scores of at least 90%" to "93rd percentile rank" in order to stay consistent with current practice as stated in Appendix D: Criteria to Access Services.
- **Standard 6, Practice I, paragraph 2** -- Removed reference to AIG Specialists presenting evaluation data to school faculties and parents as this is not current practice.

WCS AIG Plan 2016-2019

Appendix A: Personnel Roles and Responsibilities

Personnel	Area of Responsibility	Responsibilities	Certification and/or Additional Expertise
AIG Director ¹	Grades K-12	<ul style="list-style-type: none"> ● Supervises/coordinates the WCS (WCS) Academically/Intellectually Gifted (AIG) Education Program ● Facilitates implementation of the WCS AIG Plan ● Keeps current with legal issues related to gifted education ● Coordinates countywide assessment of students for identification ● Coordinates staff development opportunities ● Coordinates evaluation of the WCS AIG Program ● Coordinates communication among appropriate audiences ● Facilitates the AIG Advisory Council ● Oversees the WCS AIG Program budget ● Seeks additional funding to support the WCS AIG Program ● Communicates with the WCS Board of Education on a regular basis and upon request 	<ul style="list-style-type: none"> ● Overall knowledge of gifted education including AIG curriculum and characteristics of AIG population ● Master's degree or higher in education ● AIG certification ● Current knowledge of trends in AIG curriculum, staff development, etc.
AIG Specialists ²	Grades K-8	<ul style="list-style-type: none"> ● Provide faculties, administration, and parents annual orientation on the WCS AIG Plan ● Annually train faculties and Excel Teams in nomination and placement procedures ● Serve as Excel Team chairpersons ● Maintain records of nominated and identified students ● Maintain Excel Team minutes and documentation of decisions ● Assist regular classroom teachers in the planning and delivery of differentiated instruction according to the WCS AIG Plan ● Deliver differentiated instruction to identified students according to the WCS AIG Plan ● Communicate with parents annually regarding students' academic progress through the Differentiated Education Plan (DEP)/Yearly Performance Review (YPR), and Individual Differentiated Education Plan (IDEP) ● Maintains a student file including documentation of placement qualifications, up-to-date testing information, and annual DEPs/YPRs or IDEPs ● Maintains an accurate headcount of identified students 	<ul style="list-style-type: none"> ● Licensure in gifted education upon employment or within the timeline established by the State Board of Education ● Professional development in gifted education of at least 1 Continuing Education Unit (10 clock hours) within 5 years of receiving or renewing gifted licensure

¹ More information on the roles and responsibilities of the AIG Director can be found in Standard 3, Practice A of the WCS AIG Plan.

² More information on the roles and responsibilities of the AIG Specialists can be found in Standard 3, Practice B of the WCS AIG Plan.

Regular Classroom Teachers	Grades K-8	<ul style="list-style-type: none"> ● Serve as members of Excel Teams as needed ● Utilize the service of and collaboratively plan with AIG Specialists ● Provide appropriate differentiation for AIG students 	<ul style="list-style-type: none"> ● Licensure in assigned instructional area/level ● Licensure in gifted education preferred but not required
Honors and Advanced Placement Teachers	Grades 9-12	<ul style="list-style-type: none"> ● Provide rigorous academic instruction appropriate to the needs of advanced learners 	<ul style="list-style-type: none"> ● Licensure in assigned instructional area/level ● Advanced Placement (AP) training when required ● Licensure in gifted education preferred but not required; teachers may pursue gifted education licensure by taking approved university level classes (12 hours)
School Counselors	Grades K-8	<ul style="list-style-type: none"> ● Support social and emotional needs of gifted students ● Counsel underachieving gifted students ● Serve as an ad hoc Excel Team member ● Assist rising ninth grade AIG students in planning an appropriate high school course of study 	<ul style="list-style-type: none"> ● Counseling licensure ● Staff development in the characteristics and social-emotional needs of gifted students is encouraged
School Counselors	Grades 9-12	<ul style="list-style-type: none"> ● Support social and emotional needs of AIG students ● Counsel underachieving gifted students ● Monitor AIG student academic progress ● Provide information on enrichment opportunities, scholarships, and career possibilities to gifted students 	<ul style="list-style-type: none"> ● Counseling licensure ● Staff development in the characteristics and social-emotional needs of gifted students is encouraged
Watauga High School (WHS) Assistant Principal	Grades 9-12	<ul style="list-style-type: none"> ● Supervises implementation of the WCS AIG program at WHS ● Maintains an accurate and current headcount ● Serves as chairperson for the high school Excel Team ● Monitors dropout statistics for identified gifted students 	<ul style="list-style-type: none"> ● Licensure in secondary field and/or administration ● Knowledge of curriculum ● Knowledge of the WCS AIG Plan
School Psychologists	Grades K-12	<ul style="list-style-type: none"> ● Administer individual tests for identification as needed to address special concerns ● Serve as an ad hoc Excel Team member 	<ul style="list-style-type: none"> ● School Psychologist licensure ● Knowledge of the Watauga County AIG Plan
Special Area Teachers ³	Grades K-12	<ul style="list-style-type: none"> ● Support students and teachers at the levels they teach ● Collaborate with regular classroom teachers and AIG Specialists ● Provide differentiation for students who demonstrate exceptional talents or abilities ● Serve as ad hoc Excel Team members 	<ul style="list-style-type: none"> ● Licensure in assigned instructional area/level ● Participation in gifted education staff development

³ e.g. Instructional Technology Facilitators; Media Specialists; Arts, PE, Second Language, and CTE teachers

School-based Excel Review and Placement Teams ⁴	Grades K-8 or 9-12	<ul style="list-style-type: none"> ● Review eligibility and make recommendation for placement of students ● Review student information to consider appropriate service delivery option(s) ● Maintains documentation of student nominations and identification decisions 	<ul style="list-style-type: none"> ● Appropriate licensure in assigned fields
School-based Assistance Teams (A-Teams)	Grades K-8	<ul style="list-style-type: none"> ● Review the progress of underachieving AIG students ● Make recommendations for assistance when appropriate 	<ul style="list-style-type: none"> ● Appropriate licensure in assigned fields
AIG Advisory Council ⁵	Grades K-12	<ul style="list-style-type: none"> ● Serves in an advisory capacity to the superintendent/designee and the WCS Board of Education ● Reviews the WCS AIG Plan ● Provides input to the AIG Director, Superintendent, and the Watauga County Board of Education on the success of the program ● Makes recommendations for program improvement ● Establishes a program of work to support the WCS AIG Program 	<ul style="list-style-type: none"> ● Knowledge of the WCS AIG Plan ● Knowledge of state legislation related to gifted education ● Knowledge of guidelines for gifted education established by the State Board of Education

⁴ Each K-8 school has an Excel Team chaired by the AIG Specialist and made up of the principal or designee and classroom teachers representing the school's grade spans and/or subject areas. See Standard 1, Practice A of the WCS AIG Plan for more information on this group.

⁵ AIG Advisory Council membership includes parents, AIG Specialists, the AIG Director, and other appropriate stakeholders (e.g. representatives of local institutions of higher education, community members, etc). See Standard 5, Practice C of the WCS AIG Plan for more information on this group.

Watauga County Schools AIG Plan 2016-2019 | Appendix B: Array of Services

	All students		
Content Modification Differentiated instruction through strategies such as:	<ul style="list-style-type: none"> Alternative course delivery options Apprenticeships/internships Contracts Curriculum compacting Enrichment events Individual/small group investigations Learning centers Mentorships Paideia/Socratic seminar discussions Problem- and/or project-based learning Thematic and/or interdisciplinary units Tiered assignments 		
	Grades K-2 ¹	Grades 3-8	Grades 9-12
Learning Environment	<ul style="list-style-type: none"> Flexible grouping Heterogeneous grouping Subject acceleration Grade acceleration 	<i>All service options for grades K-2, plus:</i> <ul style="list-style-type: none"> Online courses 	<i>All service options for grades K-8, plus:</i> <ul style="list-style-type: none"> Core curriculum classes Electives Advanced Placement (AP), dual-enrollment, and honors courses Early admission to college Governor's School NC School of Science and Math* NC School of the Arts*
Enrichment Programs and Events Development of interests and talents through opportunities such as:	<ul style="list-style-type: none"> Classroom interest centers Community resource programs Cultural arts presentations and programs Field trips (e.g. Space Camp, Sound to Sea) Guest speakers Interest-based clubs, contests, and/or competitions (e.g. art and writing contests, Math/Science fairs, Odyssey of the Mind, etc.) Summer programs and/or camps (e.g. through WCS, universities, community organizations, etc.) Visual and/or performance arts programs 	<i>All service options for grades K-2, plus:</i> <ul style="list-style-type: none"> All-County Band and/or Orchestra Battle of the Books Cyberkids Duke Tip Junior Beta Club Geography Bee Model UN Peer mentoring Regular enrichment courses (Art, Band, Spanish, etc.) School newspaper School yearbook Soil and Water Conservation Contest Spelling Bee State Band and Chorus contests Student Council 	<i>All service options for grades K-2, plus:</i> <ul style="list-style-type: none"> Academic clubs All-County Band and/or Orchestra Apprenticeships, internships, and/or job shadowing Beta Club Career/Technical Education and performance competitions Community service projects Elective courses Independent studies / Graduation Project Mentorships Online courses School newspaper School yearbook State Band and Chorus contests Student Council

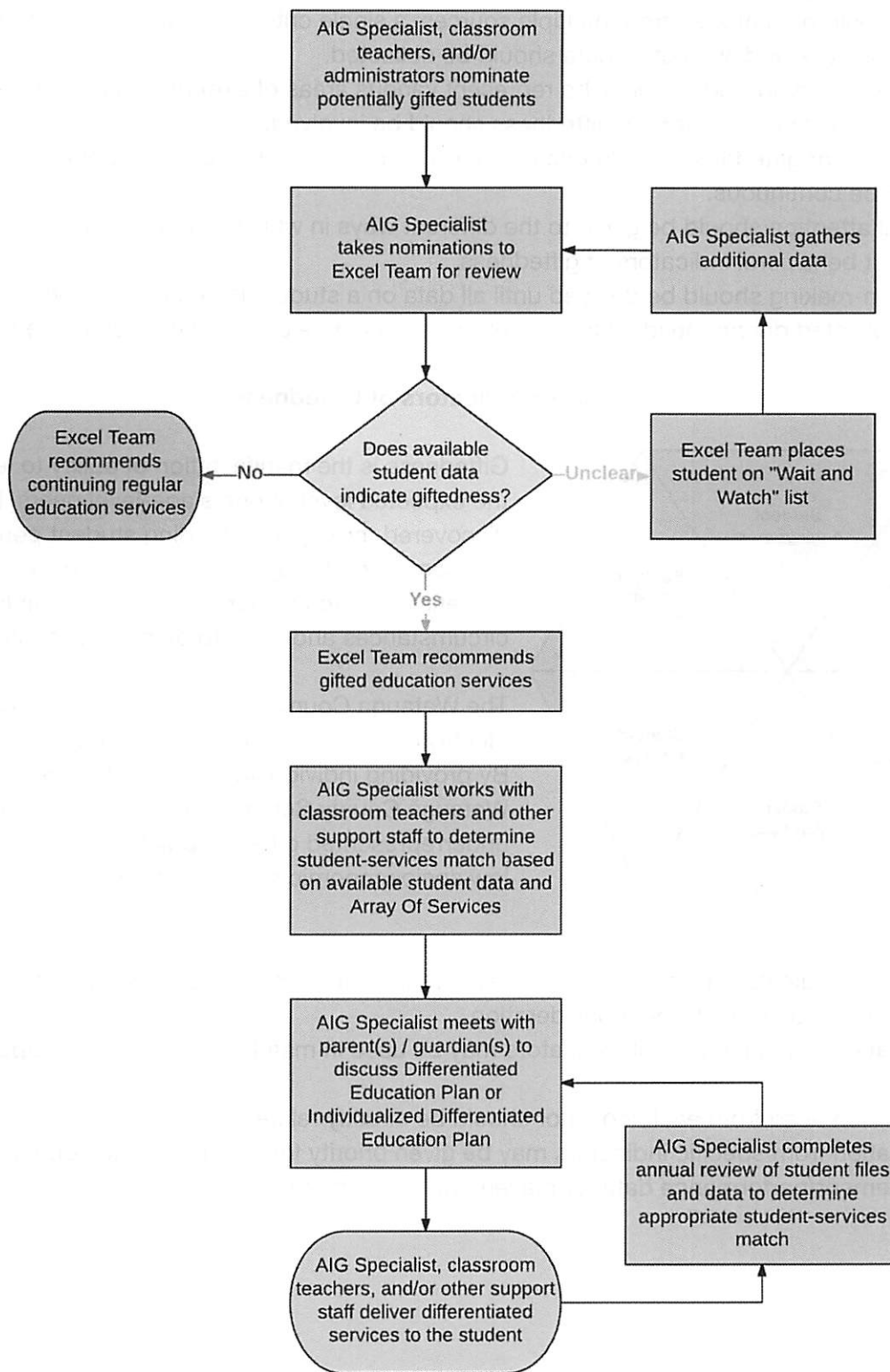
¹ AIG services beyond nurturing in grades K-2 require identification as Highly Gifted as documented in an Individualized Differentiated Education Plan (IDEP).

* Offered outside of school at student expense

Watauga County Schools AIG Plan 2016-2019

Appendix C: Identification Flowchart and Gifted Indicators

Watauga County Schools AIG Identification Flowchart¹

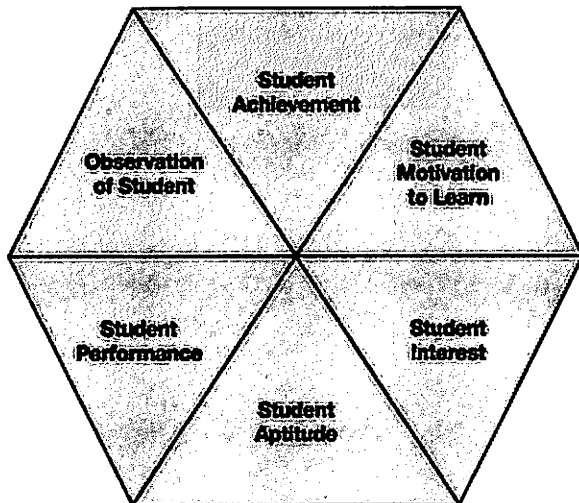


¹ For a more detailed description of the identification process, see Standard 1, Practice A of the WCS AIG Plan.

Best Search Practices²

- The focus should be on the diversity within gifted populations. The gifted are not a homogeneous group, nor do they express their talents in the same way.
- The goal should be inclusion rather than exclusion of students.
- Data should be gathered from multiple sources; a single criterion of giftedness should be avoided.
- Both objective and subjective data should be collected.
- Educators and non-educators who represent various areas of expertise and who are knowledgeable about behavioral indicators of giftedness should be involved.
- Screening for giftedness should occur as early as possible, should consist of a series of steps, and should be continuous.
- Special attention should be given to the different ways in which children from different cultures manifest behavioral indicators of giftedness.
- Decision-making should be delayed until all data on a student have been reviewed.
- Data collected during the identification process should be used to help determine the curriculum.

Multiple Indicators of Giftedness³



Giftedness is the manifestation of ability to learn well beyond the expected level of one's age-level peers. It can be discovered through outstanding student performance, high test scores, or through observation. These abilities are sometimes muted in students by unfavorable environmental circumstances and need to be actively sought.

The Watauga County Schools AIG Program is committed to identifying those students with limited opportunities to learn. By providing individually appropriate differentiated services, Watauga County Schools seeks to address the needs of underrepresented gifted populations (e.g. twice exceptional, low socioeconomic status, culturally/linguistically diverse).

- Within any indicator, a single criterion may reveal a need for services; however, no single criterion can eliminate a student from consideration.
- Information from any, and all, indicators may be used in matching students with appropriate service options.
- Information used from each indicator should be directly related to the service option considered.
- Information from specific indicators may be given priority for specific service options (e.g., math achievement/performance data for placement in advanced math).

² Fraser, M. M., 1987

³ Coleman, Gallagher, Harrison, and Robinson, 1995

Indicators of Giftedness

Student Achievement	Indicator of a student's knowledge. This may be shown through a standardized test score or an End-of-Grade/End-of-Course test score (93rd percentile or above). Achievement may also be reflected on criterion-referenced tests designed by teachers.
Student Motivation to Learn	Indicator of a student's commitment to pursue learning experiences. This may be shown through school and/or outside of school activities. With some students, this area may be muted by unfavorable environmental or experiential circumstances. For these students, who have often been called "underachievers," an individual case study may be important to reflect the student's specific areas of need.
Student Interest	Indicator of a student's focus areas and/or curiosity. This may be shown through a formal interest inventory/survey, informal interview, and/or documentation of a student's particular passion(s). Interest may also be demonstrated through a student's participation in extracurricular activities.
Student Aptitude	Indicator of a student's capacity for learning. This involves reasoning, problem solving, memory, etc. Aptitude may be shown through an IQ score of demonstrated abilities.
Student Performance	Indicator of a student's demonstrated mastery. This may be shown through work samples, portfolios, grades, or other authentic assessment strategies. In some cases, performance may be demonstrated outside the school arena.
Observation of Student⁴	<p>Indicator of a student's need for differentiation, based on his/her observable behavior: This may be shown through the student's abilities in the following areas:</p> <ul style="list-style-type: none"> ● Communication – Highly expressive and effective use of words, numbers, and symbols ● Humor – Conveys and picks up on humor ● Imagination/Creativity – Produces many ideas, highly original ● Inquiry – Questions, experiments, explores ● Insight – Quickly grasps new concepts and makes connections, senses deeper meanings ● Interests – Intense (sometimes unusual) interests ● Memory – Large storehouse of information on school or non-school topics ● Motivation – Evidence of desire to learn ● Problem Solving – Effective, often inventive, strategies for recognizing and solving problems ● Reasoning – Logical approaches to figuring out solutions

⁴ Frasier, 1995

Watauga County Schools AIG Plan 2016-2019

Appendix D: Criteria to Access Services

Excel Teams base their identification of gifted students at any grade level on the criteria outlined in this document. These criteria are not inflexible gateways to gifted services, but rather a set of guidelines to help frame the consideration of each individual student's unique abilities, circumstances, and needs. AIG Specialists and Excel Team members should be mindful of underachieving and historically underrepresented gifted populations and the need to give full consideration to individual strengths and needs. Excel Teams can recommend further evaluation at the school or district level for students who do not achieve the recommended criteria as stated in this document.

More information about identification criteria for gifted services can be found in Standard 1, Practice B of the WCS AIG Plan.

Grades K-2 Nurturing

K-2 nurturing services are consultative in nature; no formal identification or placement is required.

The AIG Specialist will provide consultative services for K-2 regular education teachers of students who exhibit the need for further differentiation. This need may manifest itself through the following:

- Exhibiting high quality performance on daily assignments;
- Exceeding grade level average on local assessment inventories for the appropriate assessment time of year;
- Demonstrating interest in the subject; and
- Documentation of student performance via teacher observation and anecdotal records.

Each AIG Specialist will collaborate with K-2 regular education teachers throughout the year to target this group of potential AIG students and to differentiate instruction accordingly. Differentiation strategies may include, but are not limited to:

- In-class flexible clustering;
- Flexible clustering for advancement in English Language Arts and/or Math within the classroom, across teacher teams, or across grade levels; and
- Flexible enrichment clusters for the extension of thematic/instructional units.

Grades K-2 Formal Services

Excel Teams consider the following criteria in evaluating nominations of K-2 students for gifted identification and formal service delivery:

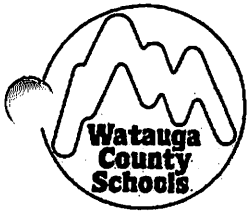
- Exceptional student interest in the subject
- Teacher recommendation
- AIG teacher recommendation
- Principal recommendation
- AIG Program Director recommendation
- Anecdotal information regarding social and academic levels
- Portfolio of work samples indicating high ability/level of performance
- Score at least three years above grade level expectations on a standardized individual achievement test in all areas for grade acceleration, or two years above grade level in the subject to be accelerated
- Aptitude score (WISC-V, Naglieri, or other appropriate aptitude test) at the upper level (98th percentile recommended)
- Parental approval/permission

Grades 3-8

	Strong Learners / Future Referrals	Academically Gifted	Intellectually Gifted	Highly Gifted
Achievement and Performance	<ul style="list-style-type: none"> ● 90th percentile on Math and/or Reading End-Of-Grade tests (EOGs) ● Average above 85 in specific subject area(s) ● Work samples 	<p><i>Grade 3</i></p> <ul style="list-style-type: none"> ● K-2 assessment results (any or all components) ● 93rd percentile on Math and/or Reading Beginning/End-of-Grade tests ● Portfolio of work samples indicating high ability and/or strong student interest in area <p><i>Grades 4-8</i></p> <ul style="list-style-type: none"> ● 93rd percentile on Math and/or Reading EOGs ● Average of 90 or greater in specific subject area(s) ● Work samples 	<p>Average/below average academic achievement/performance in the context of high aptitude scores (see "Aptitude" below)</p>	<ul style="list-style-type: none"> ● 98th percentile on Math and/or Reading EOGs ● Average of 93 or greater in specific subject area(s) ● Portfolio of high-quality work samples
Aptitude	<p><i>(No aptitude criteria for strong learners/future referrals)</i></p>	<p><i>Grade 3</i></p> <p>90th percentile Verbal, Math, and/or composite score from an acceptable group or individual aptitude test</p> <p><i>Grades 4-8</i></p> <p>90th percentile Verbal, Quantitative, and/or Composite score on the Cognitive Abilities Test (CogAT) or other group aptitude test</p>	<ul style="list-style-type: none"> ● 98th percentile or greater Verbal, Quantitative, and/or Composite score on the CogAT or other group aptitude test, <u>and</u> ● 98th percentile Verbal Comprehension, Perceptual Reasoning or Full Scale IQ score on an individual aptitude test 	<p>98th percentile Verbal Comprehension, Perceptual Reasoning or Full Scale IQ score on an individual aptitude test</p>
Recommendations	<ul style="list-style-type: none"> ● Gifted Behavior Scale (GBS) rating of 114-129 ● Recommendations from Excel Team, AIG Specialist, and/or classroom teacher(s) 	<ul style="list-style-type: none"> ● GBS rating of 130-145 ● Recommendations from Excel Team, AIG Specialist, and/or classroom teacher(s) 	<ul style="list-style-type: none"> ● GBS rating of at least 130 ● Recommendations from Excel Team, AIG Specialist, classroom teacher(s), and/or other support staff 	<ul style="list-style-type: none"> ● GBS rating above 145 ● Recommendations from Excel Team, AIG Specialist, and/or classroom teacher(s)

Grades 9-12

	Strong Learners / Future Referrals	Academically Gifted	Intellectually Gifted	Highly Gifted
Achievement and Performance	<ul style="list-style-type: none"> ● Strong past performance in subject area ● Average of 90 or greater in specific subject area(s) 	<ul style="list-style-type: none"> ● Score of Level IV or higher on North Carolina Final Exams (NCFEs) and/or End-of-Course tests (EOCs) ● Average of 90 or greater in specific subject area(s) ● At or above county average on other available tests (e.g. ACT, PLAN, SAT) 	Average/below average academic achievement/performance in the context of high aptitude scores (see "Aptitude" below)	<ul style="list-style-type: none"> ● Average of 93 or greater in specific subject area(s) ● Portfolio of high-quality work samples
Aptitude	<i>(No aptitude criteria for strong learners/future referrals)</i>	90th percentile Verbal, Quantitative, and/or Composite score on Cognitive Abilities Test (CogAT) or other group aptitude test	<ul style="list-style-type: none"> ● 98th percentile or greater Verbal, Quantitative, and/or Composite score on the CogAT or other group aptitude test, <u>and</u> ● 98th percentile Verbal Comprehension, Perceptual Reasoning or Full Scale IQ score on an individual aptitude test 	98th percentile Verbal Comprehension, Perceptual Reasoning or Full Scale IQ score on an individual aptitude test
Recommendations	Strong teacher and/or School Counselor recommendation(s)	Strong teacher and/or School Counselor recommendation(s)	Strong teacher and/or School Counselor recommendation(s)	Strong teacher, School Counselor, and/or administrator recommendations



Watauga County Board of Education

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

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

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

FROM: Ly Marze, Finance Officer *LM*

DATE: June 13, 2016

RE: 2015-16 Budget Amendment #6

Attached is Budget Amendment #6 that changes totals in Watauga County Schools 2015-16 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	\$ 12,821,299	\$ 803,127	\$ 13,624,426
State Public School	25,394,029	495,035	25,889,064
Federal Grants	2,123,048	199,096	2,322,144
Child Nutrition	1,748,500	80,024	1,828,524
Extended Learning Centers	463,667	0	463,667
Capital Outlay	1,635,450	162,137	1,797,587
Special Revenue	956,531	368,000	1,324,531
Total	\$ 45,142,524	\$ 2,107,419	\$ 47,249,943

Watauga County Schools
BUDGET AMENDMENT #6
June 13, 2016

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

BA #6-1 Explanation:

This amendment is to budget state transfers and additional state allotment dollars as reflected in DPI revisions #37-40.

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.5110.003.162	Non-Instructional Support	1,700
1.5401.005.114	School Building Administration	(83,556)
1.5110.009.184	Benefits/Longevity and Annual Leave	150,000
1.5110.011.163	NBPTS Leave	500
1.5110.015.311	School Technology Fund	18
1.5350.016.121	Summer Reading Camp	14,249
1.5110.045.183	Top of Scale / State Bonus	350,000
1.6550.056.165	Transportation	60,187
1.5110.130.412	State Textbooks	1,937
	Total Appropriations	495,035

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
1.3100	State Allocation	493,098
1.3211.130	State Textbooks	1,937
	Total Revenues	495,035

BA #6-2 Explanation:

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

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.5110.076.529.000.008	Cafeteria Upgrades-Lottery	(42,000)
4.8400.076.715	Transfer to Child Nutrition/Capital Outlay	42,000
2.6622.802.181.000.104	Child Nutrition Supplements	(38,024)
2.8400.802.715	Transfer to Child Nutrition	38,024
5.7200.035.461	Child Nutrition/Capital Outlay	42,000
5.7200.035.181	Child Nutrition Supplements Expense	38,024
	Total Appropriations	80,024

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
5.4924	Transfer from Capital Outlay	42,000
5.4922	Transfer from Current Expense	38,024
	Total Revenues	80,024

**Watauga County Schools
BUDGET AMENDMENT #6
June 13, 2016**

BA #6-3 Explanation:

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

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.6550.120.551	School Bus Purchase	162,137
Total Appropriations		162,137

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
4.3400.120	DPI School Bus Purchase Allotment	162,137
Total Revenues		162,137

BA #6-4 Explanation:

This amendment is to budget special revenue funds.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
8.5210.305.142	Exceptional Children Program	350,000
8.6580.802.311	Contract Services	18,000
Total Appropriations		368,000

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
8.3700.305	Medicaid Receipts	350,000
8.4880	Indirect Costs	18,000
Total Revenues		368,000

BA #6-5 Explanation:

This amendment is to budget funds for the 1:1 technology initiative year 3 costs.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.6401.861.418.000.100	1:1 District Technology Materials	686,580
2.6401.861.135	Technology Salaries/Benefits	116,547
Total Appropriations		803,127

Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
2.4910	Current Expense Fund Balance	803,127
Total Revenues		803,127

Watauga County Schools
BUDGET AMENDMENT #6
June 13, 2016

BA #6-6 Explanation:

The following amendment is to finalize all federal budgets for 2015-16.

Appropriations:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.8200.017.399	Program Improvement	1,713.59
3.8200.050.399	Title I	856.00
3.8200.060.399	IDEA Title VI-B	53,977.07
3.8200.082.399	SIP Grant	21,198.18
3.8200.103.399	Improving Teacher Quality	(300.00)
3.8200.104.399	Language Acquisition	361.50
3.8200.109.399	Rural and Low Income Schools	72,604.15
3.8200.111.399	Language Acquisition - Significant Increase	72.00
3.8200.114.399	Children w/Special Needs - Risk Pool	34,495.83
3.8200.118.399	PBIS Grant	12,117.66
3.8200.119.399	PreSchool Targeted Assistance	2,000.00

Total Appropriations	199,095.98
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Revenues:

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
3.3600.017	Program Improvement	1,713.59
3.3600.050	Title I	856.00
3.3600.060	IDEA Title VI-B	53,977.07
3.3600.082	SIP Grant	21,198.18
3.3600.103	Improving Teacher Quality	(300.00)
3.3600.104	Language Acquisition	361.50
3.3600.109	Rural and Low Income Schools	72,604.15
3.3600.111	Language Acquisition - Significant Increase	72.00
3.3600.114	Children w/Special Needs - Risk Pool	34,495.83
3.3600.118	PBIS Grant	12,117.66
3.3600.119	PreSchool Targeted Assistance	2,000.00

Total Revenues	199,095.98
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Declaration of Surplus Items - June 2016

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
C.Office	1	Canon Fax/Copier		1
	1	HP Laserjet Printer		1
	1	HP LJ2605DN Printer		1
	<u>3</u>		<u>0</u>	<u>3</u>
Maintenance	1	Leonard 8x12 Metal Building	1	
	1	40"x155" Metal Handrail	1	
	1	Leftover Metal Roofing Material <i>(includes 7 sheets of metal that are 17"x14', 1 sheet of metal that is 17"x13', and 2 metal down spouts)</i>	1	
	3	Tailgate Salt Spreaders		3
	1	1998 Ford F250 4x4 Truck	1	
	1	1989 Chevy 1/2 Ton 4x4 Truck	1	
	1	Kenwood Mobile Radio		1
	2	Shindaiwa Leaf Blowers	2	
	2	McCulloch ProMac 555 Chain Saws	2	
	1	Craftsman Shop Vacuum		1
	1	Makita Battery-Powered Drill		1
	2	Tecumseh Portable Generators		2
	1	10 Ft Utility Trailer	1	
	1	16 Ft Utility Trailer	1	
	1	Danka Omnifax L621 Fax Machine	1	
	1	HP CLJ2605DN Color Laserjet Printer	1	
	2	Holt Floor Buffers		2
	1	Brother Intellifax 2600 Fax Machine		1
	1	Makita Battery Drill Kit		1
	1	HP 4050TN Laserjet Printer		1
	<u>26</u>		<u>13</u>	<u>13</u>
Transportation	3	Craftsman Cordless Drills		3
	3	Craftsman Angle Drills		3
	<u>6</u>		<u>0</u>	<u>6</u>
Blowing Rock	4	Interactive White Boards	4	
Cove Creek	1	Scoreboard		1
	1	NEC NP400 Projector		1
	<u>2</u>		<u>0</u>	<u>2</u>
Hardin Park	1	NEC NP400 Projector		1

Mabel

1	TV Modulator	1	
3	Sharp Projectors	3	
1	Otomba Projector	1	
1	HP Compaq TC4400 Laptop	1	
1	Dell Latitude E5420 Laptop	1	
1	NEC Projector	1	
1	HP Compaq DC7900 CPU	1	
1	Dell GX280 Optiplex CPU	1	
1	SmartBoard 560	1	
2	HP Scanjet 5470c Document Scanners	2	
1	HP Laserjet 4700N Printer	1	
1	HP Color Laserjet 2600n Printer	1	
1	NEC NP400 Projector		1
1	Loveseat		1
17		15	2

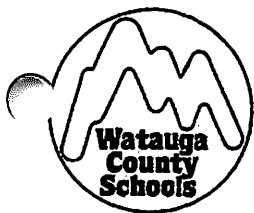
Valle Crucis

1	VPR Matrix 1820 Laptop		1
1	Dell Dimension 4700 CPU		1
2	Dell Optiplex 755 CPUs		2
2	Dell Optiplex 745 CPUs		2
1	Elmo TT-02 TX Document Camera		1
1	Dell CRT Monitor		1
2	HP Compaq DC7900 CPUs		2
1	Samsung VCR		1
1	Sanyo VCR		1
1	JVC Stereo		1
1	Califone Portable Stereo		1
2	Anchor 16-Channel UHF Microphones		2
2	SmartBoard 680s		2
1	SmartBoard 580		1
1	SmartBoard		1
20		0	20

WHS

1	Magnum Lifts R9000 Drive-On Lift*	1	
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**Being sold to Ashe County High School for their CTE program*



Watauga County Board of Education

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

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

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

FROM: Ly Marze, Finance Officer *LM*

DATE: June 13, 2016

RE: Recommendation of bid

Background Information:

The Watauga County Board of Education adopted policy 8320, "Depositories", on February 8, 2016, which allows for the solicitation of bids for a provider of banking services for the Board.

The Finance Officer released a Request for Proposal for bids to be submitted and received by 12:00 p.m. on Friday, May 13, 2016. On Thursday, May 19, 2016, the bids received were opened and reviewed by an ad-hoc committee of the Finance Officer and several School Treasurers.

Consideration:

It is the ad-hoc committee's recommendation for the Board of Education to name BB&T as the Board's official depository effective July 1, 2016 and ending June 30, 2021.



Watauga County Board of Education

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FAX: (828) 264-7196

June 13, 2016

Grocery Distributor Fixed Fee Delivery Renewal

It is the recommendation of the School Nutrition Department to renew our grocery distributor fixed fee delivery bid for the 2016/17 school year. US Foods – Fort Mill has agreed to maintain current delivery prices on all product categories (groceries, snacks, produce & supplies) for the 2016/17 school year.

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

Thank you,

Monica C. Bolick
Director of School Nutrition

Official 2016 - 2017 NCPA - Distributor Bid - Renewal Agreement

COMMODITY STORAGE RENEWAL AGREEMENT IF REQUIRED - The Distributor offers the same, or lowered, 2016 - 2017 STORAGE FEES (Double-click box and type fixed fee amount in Default text box)

- BROWN BOX STORAGE/DELIVERY FEE** \$2.59 1 - 180 Days \$4.59 180+ Days

FARM TO SCHOOL DELIVERY FEE IF REQUIRED: \$2.59

DISTRIBUTOR RENEWAL BID AGREEMENT AND SIGNATURE

I certify by my signature below that the Flat Fixed Fees (LOTS 1-4) or Firm Prices (LOT 6) renewed in this IFB/CONTRACT are the same as the original IFB/Contract and that I have the authority to obligate the company named to perform under requirements of this Bid Renewal Agreement and all Terms and Conditions stated in the Official NCPA 2016 - 2017 IFB/Contract with any Addenda.

Jennifer Bates

Name of Distributor Representative

VP of National Sales

Title of Distributor Representative

US Foods-Fort Mill

Name of Company


Original Signature of Distributor Authorized To Sign

3-17-16

Date

SCHOOL DISTRICT OFFICIAL ACCEPTANCE SIGNATURE

When any or all parts of the Distributor Renewal Agreement are accepted by the School District, an authorized School District representative shall affix their signature hereto and collectively this Official Renewal Agreement, along with the updated 2016-2017 Official NCPA IFB/Contract, Attachments, Addenda and the Distributor's bid sheets shall become the Contract and shall represent the agreement between the School District and the Distributor. The sections outlined in the Terms and Conditions of the IFB/Contract are for convenience and reference only, and in no way define, describe, extend, or limit the scope or intent of the provisions of any section of this document. One (1) original copy is mailed to the awarded Distributor and one (1) original copy retained by the School District.

NOTE: The NCPA Pre-Bid Audit Approval and Local School District approval is required prior to the Official Renewal Agreement is signed by a School District official.

Type Name of School District/Co-Op Representative

Original Signature of School District/Co-Op Representative

Type Title of School District/Co-Op Representative

Date

Type Name of School District



Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT
MARGARET E. GRAGG EDUCATION CENTER
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TEL: (828) 264-7190
FAX: (828) 264-7196

June 13, 2016

Bakery (Delivered Fresh Bread) Products New Bid Award

The Mountain Purchasing Co-Op, consisting of Alleghany, Ashe, Avery and Watauga Counties, met at 10:00am on May 18th for the bid opening of fresh bread products.

After full review and analysis of bids presented by Bimbo Bakeries, USA and Flowers Baking Company of Jamestown, LLC the preliminary bid award was granted to Bimbo Bakeries, USA.

Final bid award is recommended to Bimbo Bakeries, USA based on completion of bid packet documents and pricing per item.

Attached are official bid spreadsheets from both bidders as well as the bid analysis.

Thank you,

Monica C. Bolick
Director of School Nutrition

Bimbo Bakeries USA

BAKERY PRODUCTS OFFICIAL BID SPREADSHEET

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

* See Product Nutritional Sheets behind bid for Specs.

INSTRUCTIONS

Return one copy of this proposal executed as your bid no later than 10 AM,
May 18, 2016 to:

Avery County Schools
Child Nutrition Services
Tammy Woodie, CDM, CFPP
775 Cranberry Street
Newland, North Carolina 28657.

Mark the outside of the envelope to indicate " Bakery Products Bid- 2016-2017". No other
proposal will be accepted.

In compliance with this "Invitation to Bid on Bakery Products" and subject to all terms
and conditions thereof, the undersigned offers and agrees to furnish bakery products for
the Mountain Purchasing Cooperative Programs at the prices quoted.

NAME OF COMPANY Bimbo Bakeries USA

ADDRESS 565-A Shackelford Rd, Piedmont, SC 29683

SIGNED BY Amia Bold

TITLE Sales Analyst DATE 5/16/2016

Flowers Bakery

BAKERY PRODUCTS OFFICIAL BID SPREADSHEET

<u>Bread, Whole Grain White Wheat</u> , whole grain 53% Pullman loaf, min. net wt. 1 1/2 lb. ^{20oz} after baking. Individually wrapped in standard commercial wrap. Each slice should weigh a minimum of 1 oz.	<u>Unit Price</u> \$ 2.39	<u>USAGE</u> 25,197
<u>Bread 100% Whole Grain Wheat</u> , Pullman loaf, min net wt. 1 1/2 lb after baking. Individually wrapped in a standard commercial wrap. Each slice should weigh a minimum of 1 oz.		
<u>Hamburger Bun, Whole Grain Wheat</u> , net wt. 22-oz ^{15oz} per dozen after baking. 12 pack. ^{8pk}	\$ 2.17	7036
<u>Hamburger Bun Whole Grain White</u> 53% WG min. net wt. 22-oz ^{32oz} per dozen after baking. Indicate pack. 12 PK ^{16 PK}	\$ 3.06	23,106
<u>Wiener Roll, Whole Grain White 53% WG</u> , net wt. 22-oz ^{32oz} per dozen after baking. Indicate pack 16 pk.	\$ 3.06	9,916
<u>Wiener Roll Whole Grain Wheat 100%</u> Net weight 2 oz per dozen after baking Indicate pack size 16 count		100
<u>Hoagie Buns, Whole Grain White 53%</u> , 5 in. min. net wt. 2.5 oz. each after baking. Indicate pack 6 ct ^{12pk} 24oz	\$ 3.50	176
<u>100% Whole Grain Wheat Dinner Rolls</u> 12 ²⁴ count Individually wrapped in standard commercial wrap. Each Roll should weigh a minimum of 1 oz. 24oz	\$ 2.24	328
<u>Texas Toast, Whole Grain White 53%, Enriched</u> , net wt. 2.5 oz per slice after baking Indicate pack.	\$ 1.99	988
<u>Special Conditions for school districts listed below</u>		

INSTRUCTIONS

Return one copy of this proposal executed as your bid no later than 10 AM.,
May 18, 2016 to:

Avery County Schools
Child Nutrition Services
Tammy Woodie, CDM, CFPP
775 Cranberry Street
Newland, North Carolina 28657.

Mark the outside of the envelope to indicate " Bakery Products Bid- 2016-2017". No other
proposal will be accepted.

In compliance with this "Invitation to Bid on Bakery Products" and subject to all terms
and conditions thereof, the undersigned offers and agrees to furnish bakery products for
the Mountain Purchasing Cooperative Programs at the prices quoted.

NAME OF COMPANY Flowers Baking Co of Jamestown, LLC

ADDRESS 801 West main street Jamestown, NC 27282

SIGNED BY 

TITLE Vice President of sales DATE 5-6-16

2016-2017 Bread Bid Analysis

Company:

BIMBO BAKERIES USA

	PACK SIZE	PRICE EACH	Unit Price	Usage	Bottom Line Total
Bread, WG White Wheat loaf	1	1.59	\$1.59	25,197	\$40,063.23
Bread, 100% WG loaf	0	#DIV/0!	\$0.00		
Hamburger Bun WG wheat	12	0.15583	\$1.87	7,036	\$1,096.44
Hamburger Bun WG white	12	0.15583	\$1.87	23,106	\$3,600.69
Wiener Roll, WG white	16	0.15625	\$2.50	9,916	\$1,549.38
Wiener Roll, WG 100% wheat		#DIV/0!		100	
Hoagie Roll, WG White	6	0.265	\$1.59	176	\$46.64
100% WG Wheat Dinner Rolls	12	0.12833	\$1.54	328	\$42.09
Texas Toast WG White	1	1.59	\$1.59	988	\$1,570.92
Total Bottom Line					\$47,969.39

Company:

FLOWERS BAKING COMPANY OF JAMESTOWN

			Unit Price	Usage	Bottom Line Total
Bread, WG White Wheat loaf	1	2.39	\$2.39	25,197	\$60,220.83
Bread, 100% WG loaf		#DIV/0!			
Hamburger Bun WG wheat	8	0.27125	\$2.17	7,036	\$1,908.52
Hamburger Bun WG white	16	0.19125	\$3.06	23,106	\$4,419.02
Wiener Roll, WG white	16	0.19125	\$3.06	9,916	\$1,896.44
Wiener Roll, WG 100% wheat		#DIV/0!		100	
Hoagie Roll, WG White	12	0.29167	\$3.50	176	\$51.33
100% WG Wheat Dinner Rolls	24	0.09333	\$2.24	328	\$30.61
Texas Toast WG White	1	1.99	\$1.99	988	\$1,966.12
Total Bottom Line					\$70,492.87

BASED ON PRICE PER ROLL AND PACK SIZE AND USAGE, BOTTOM LINE BID AWARD GOES TO BIMBO BAKERIES USA



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

June 13, 2016

Bakery (Delivered Fresh Bread) Products New Bid Award

The Mountain Purchasing Co-Op, consisting of Alleghany, Ashe, Avery and Watauga Counties, met at 10:00am on May 18th for the bid opening of fresh bread products.

After full review and analysis of bids presented by Bimbo Bakeries, USA and Flowers Baking Company of Jamestown, LLC the preliminary bid award was granted to Bimbo Bakeries, USA.

Final bid award is recommended to Bimbo Bakeries, USA based on completion of bid packet documents and pricing per item.

Attached are official bid spreadsheets from both bidders as well as the bid analysis.

Thank you,

Monica C. Bolick
Director of School Nutrition

Bimbo Bakeries USA

BAKERY PRODUCTS OFFICIAL BID SPREADSHEET

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

* See Product Nutritional Sheets behind bid for Specs.

INSTRUCTIONS

Return one copy of this proposal executed as your bid no later than 10 AM,
May 18, 2016 to:

Avery County Schools
Child Nutrition Services
Tammy Woodie, CDM, CFPP
775 Cranberry Street
Newland, North Carolina 28657.

Mark the outside of the envelope to indicate "Bakery Products Bid- 2016-2017". No other
proposal will be accepted.

In compliance with this "Invitation to Bid on Bakery Products" and subject to all terms
and conditions thereof, the undersigned offers and agrees to furnish bakery products for
the Mountain Purchasing Cooperative Programs at the prices quoted.

NAME OF COMPANY Bimbo Bakeries USA

ADDRESS 565-A Shackelford Rd, Piedmont, SC 29683

SIGNED BY Amisa Bold

TITLE Sales Analyst DATE 5/16/2016

Flowers Bakery

BAKERY PRODUCTS OFFICIAL BID SPREADSHEET

Bread, Whole Grain White Wheat, whole grain 53% Pullman loaf, min. net wt. 1 1/2 lb. ^{28oz} after baking. Individually wrapped in standard commercial wrap. Each slice should weigh a minimum of 1 oz.	Unit Price \$ 2.39	USAGE 25,197
Bread 100% Whole Grain Wheat, Pullman loaf, min net wt. 1 1/2 lb after baking. Individually wrapped in a standard commercial wrap. Each slice should weigh a minimum of 1 oz.		
Hamburger Bun, Whole Grain Wheat, net wt. 22-oz per dozen after baking. ^{15oz} 12-pack ^{8pk}	\$ 2.17	7036
Hamburger Bun Whole Grain White 53% WG min. net wt. 22-oz per dozen after baking. ^{32oz} 12 PK ^{16 PK}	\$ 3.06	23,106
Wiener Roll, Whole Grain White 53% WG, net wt. 22-oz per dozen after baking. Indicate ^{32oz} pack 16 pk.	\$ 3.06	9,916
Wiener Roll Whole Grain Wheat 100% Net weight 2 oz per dozen after baking Indicate pack size 16 count		100
Hoagie Buns, Whole Grain White 53%, 5 in. min. net wt. 2.5 oz. each after baking. Indicate pack 6 ct ^{12pk} 24oz	\$ 3.50	176
100% Whole Grain Wheat Dinner Rolls 12 count ^{24oz} Individually wrapped in standard commercial wrap. Each Roll should weigh a minimum of 1 oz. 24oz	\$ 2.24	328
Texas Toast, Whole Grain White 53%, Enriched, net wt. 2.5 oz per slice after baking Indicate pack.	\$ 1.99	988
Special Conditions for school districts listed below		

INSTRUCTIONS

Return one copy of this proposal executed as your bid no later than 10 AM.,
May 18, 2016 to:

Avery County Schools
Child Nutrition Services
Tammy Woodie, CDM, CFPP
775 Cranberry Street
Newland, North Carolina 28657.

Mark the outside of the envelope to indicate " Bakery Products Bid- 2016-2017". No other
proposal will be accepted.

In compliance with this "Invitation to Bid on Bakery Products" and subject to all terms
and conditions thereof, the undersigned offers and agrees to furnish bakery products for
the Mountain Purchasing Cooperative Programs at the prices quoted.

NAME OF COMPANY Flowers Baking Co of Jamestown, LLC

ADDRESS 801 West main street Jamestown, NC 27282

SIGNED BY 

TITLE Vice President of sales DATE 5-6-16

2016-2017 Bread Bid Analysis

Company:					
BIMBO BAKERIES USA					
	PACK SIZE	PRICE EACH	Unit Price	Usage	Bottom Line Total
Bread. WG White Wheat loaf	1	1.59	\$1.59	25,197	\$40,063.23
Bread. 100% WG loaf	0	#DIV/0!	\$0.00		
Hamburger Bun WG wheat	12	0.15583	\$1.87	7,036	\$1,096.44
Hamburger Bun WG white	12	0.15583	\$1.87	23,106	\$3,600.69
Wiener Roll. WG white	16	0.15625	\$2.50	9,916	\$1,549.38
Wiener Roll. WG 100% wheat		#DIV/0!		180	
Hoagie Roll. WG White	6	0.265	\$1.59	176	\$46.64
100% WG Wheat Dinner Rolls	12	0.12833	\$1.54	328	\$42.09
Texas Toast WG White	1	1.59	\$1.59	988	\$1,570.92
Total Bottom Line					\$47,969.39

Company:					
FLOWERS BAKING COMPANY OF JAMESTOWN					
			Unit Price	Usage	Bottom Line Total
Bread. WG White Wheat loaf	1	2.39	\$2.39	25,197	\$60,220.83
Bread. 100% WG loaf		#DIV/0!			
Hamburger Bun WG wheat	8	0.27125	\$2.17	7,036	\$1,908.52
Hamburger Bun WG white	16	0.19125	\$3.06	23,106	\$4,419.02
Wiener Roll. WG white	16	0.19125	\$3.06	9,916	\$1,896.44
Wiener Roll. WG 100% wheat		#DIV/0!		100	
Hoagie Roll. WG White	12	0.29167	\$3.50	176	\$51.33
100% WG Wheat Dinner Rolls	24	0.09333	\$2.24	328	\$30.61
Texas Toast WG White	1	1.99	\$1.99	988	\$1,966.12
Total Bottom Line					\$70,492.87

BASED ON PRICE PER ROLL AND PACK SIZE AND USAGE, BOTTOM LINE BID AWARD GOES TO BIMBO BAKERIES USA



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

June 13, 2016

Beverages (Water, Juice, Isotonic/Other) New Bid Award

The Mountain Purchasing Co-Op, consisting of Alleghany, Ashe, Avery and Watauga Counties, met at 9:00am on May 18th for the bid opening of beverage products. The beverage categories consist of water, juice and isotonic/other beverages.

After full review and analysis of bids presented by Dr. Pepper Bottling and Coca-Cola Bottling Company Consolidated the preliminary bid award was granted to Dr. Pepper Bottling. Pepsi Bottling Ventures declined to bid.

Final bid award is recommended to Dr. Pepper Bottling for all three beverage categories based on completion of bid packet documents, pricing per item, variety of products offered, equipment offered and vending machine commissions.

Attached are official bid spreadsheets from both bidders as well as the bid analysis for all three beverage categories. Additionally, the decline letter from Pepsi Bottling Ventures is also attached.

Thank you,

Monica C. Bolick
Director of School Nutrition

5/19/2016

Watauga County Schools Mail - Fwd: Beverage Bid - Isotonic, Water and Juice - Due - May 18, 2016

Hi Tammy,

As discussed today, it is with regret that Pepsi Bottling Ventures will not submit a bid for the Mountain Purchasing Cooperative.

We understand that this is an inclusive bid for all products listed and we do not have many of the selected items on these bids.

Have a nice weekend.

Rox Anne Jacot

Food Service Manager

Pepsi Bottling Ventures

390 Business Park Drive

Winston Salem, NC 27107

office - 336-464-9251

e-mail - Roxanne.jacot@pbvllc.com

Water Proposal

The Mountain Purchasing Cooperative - Proposal Response Form

Please respond fully, completely and appropriately to each item and request for information or proposal on this form.

Name of Vendor: Dr. Pepper Bottling

Mailing Address: PO Box 34

City: West Jefferson

State: NC

Zip: 28694

Telephone: (336) 246-4591

FAX: (336) 246-3891

Email: drpepper-wj@skybest.com

Name of Contact Person: Jeff Busse

Title: General Manager

A: Scope of Proposal: Please indicate below which of the following types or categories of beverages (and brands or flavors) you are offering to provide to The Mountain Purchasing Cooperative. (For each beverage offered please supply (on a separate sheet) information about the nutritional content of the product.)

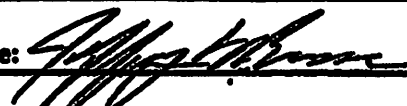
Category of Beverages	Yes	No	Brands and flavors
Bottled Water	✓		<u>See Attached Sheet</u>
Bottled Flavored Water	✓		<u>See Attached Sheet</u>

B: Vending Commission: What commission do you offer to pay the Mountain Purchasing Cooperative based on sales from vending machines? What retail price do you propose to charge? What volume estimate (in cases) is your proposal based upon?

Usage based on a 24 bottle case	Est. Usage	Com.	Case Price	Price per oz.
Bottled water, 16oz bottles	1000	30 %	\$6.25	0.02
Bottled water, 20oz bottles	3000	30 %	\$6.75	0.02
Bottled water, 8oz bottles	500	— %	\$ —	—
Bottled water, 12oz bottles	—	— %	\$ —	—
		% \$		
		% \$		
Bottled Water, Flavored, unsweetened 12oz bottles	0	— %	\$ —	—
Bottled Water, Flavored, unsweetened 16oz bottles <u>Prop 1</u>	1600	30 %	\$ 17.00	0.05
		% \$		
		% \$		
		% \$		
		% \$		

C: Please list below any other beverage merchandise, services and/or equipment the vendor will offer to the Mountain Purchasing Cooperative.

Dr. Pepper will provide glass front vendors and drink vending machines.

3. Supplies and Equipment Consideration		Yes/No
A. Vending Machines. Will you provide and service in a timely manner the vending machines required by the specifications at no cost to the Mountain Purchasing Cooperative?		Yes
B. Vending Machine Operation. Will you ensure that all vending machines are equipped with electronic timers? And, will you ensure that all vending machines are capable of providing an accurate reading of sales, per item sold and time sold?		Yes
C. Cafeteria Equipment. Will you provide and service in a timely manner all the machines and equipment necessary to properly service school cafeterias at no cost to the Mountain Purchasing Cooperative?		Yes
Bottom Line Water Bid for 2016-2017 Based on Estimated Usage		
Please Place the Proposal in a <u>Sealed Envelope</u> <u>Marked on the outside</u> of the Envelope as follows:		
<p> "Sealed Beverage- Beverage -Water 2016-2017" Proposal Number: Proposal Deadline: Name of Vendor: Address: Contact Person: Title: Telephone Number: </p>		
Signature: 		Date: 5/12/16
Title: General Manager		

Water Proposal

The Mountain Purchasing Cooperative - Proposal Response Form

Please respond fully, completely and appropriately to each item and request for information or proposal on this form.

Name of Vendor: Coca-Cola Consolidated

Mailing Address: 795 105 Bypass

City: Roane

State: N. C.

Zip: 27607

Telephone: 804-518

FAX:

Email: Thomas.Widdick

Name of Contact Person: Thomas Widdick

Title: Area Sales Manager

A. Scope of Proposal. Please indicate below which of the following types or categories of beverages (and brands or flavors) you are offering to provide to The Mountain Purchasing Cooperative. For each beverage offered please supply (on a separate sheet), information about the nutritional content of the product.

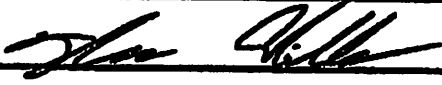
Category of Beverages	Yes	No	Brands and flavors
Bottled Water	✓		<u>Dasani</u>
Bottled Flavored Water	✓		<u>Dasani - Lemon, Strawberry and Grape</u>

B. Vending Commission. What commission do you offer to pay the Mountain Purchasing Cooperative based on sales from vending machines? What retail price do you propose to charge? What volume estimate (in cases) is your proposal based upon?

Usage based on a 24 bottle case	Est. Usage	Com.	Case Price	Price per oz.
Bottled water, 16oz bottles <u>24 pk</u>	1000	%	\$ 6.50	.0160
Bottled water, 20oz bottles <u>24 pk</u>	3000	%	\$ 10.00	.0208
Bottled water, 8oz bottles	500	%	\$	
Bottled water, 12oz bottles		%	\$	
		%	\$	
		%	\$	
Bottled Water, Flavored, unsweetened 12oz bottles	0	%	\$	
Bottled Water, Flavored, unsweetened 16oz bottles	1600	%	\$	
		%	\$	
		%	\$	
		%	\$	
		%	\$	

C. Please list below any other beverage merchandise, services and/or equipment the vendor will offer to the Mountain Purchasing Cooperative.

Coca-Cola Merchandise as mutually agreed upon by both parties. All commissions are based on vend ratio.

3. Supplies and Equipment Consideration		Yes/No
A. Vending Machines. Will you provide and service in a timely manner the vending machines required by the specifications at no cost to the Mountain Purchasing Cooperative?		Yes
B. Vending Machine Operation. Will you ensure that all vending machines are equipped with electronic timers? And, will you ensure that all vending machines are capable of providing an accurate reading of sales, per item sold and time sold?		Yes
C. Cafeteria Equipment. Will you provide and service in a timely manner all the machines and equipment necessary to properly service school cafeterias at no cost to the Mountain Purchasing Cooperative?		Yes
Bottom Line Juice Bid for 2011-2012 Based on Estimated Usage		\$
Please Place the Proposal in a <u>Sealed Envelope Marked on the outside</u> of the Envelope as follows:		
<p>"Sealed Beverage- Beverage-Juice 2016-2017"</p> <p>Proposal Number:</p> <p>Proposal Deadline:</p> <p>Name of Vendor:</p> <p>Address:</p> <p>Contact Person:</p> <p>Title:</p> <p>Telephone Number:</p>		
Signature: 		Date: 5/19/16
Title: Area Sales Manager		

Water						Equipment Provided	Commission
Desc.	Size In Ounces	Pkg Size	total ounces	Bid Price	Bid Price/ounce		
Coke	16	24	384.00	\$6.50	\$0.0169	COLD CARTON MERCHANDISERS	BASED ON VENDING RATE
	20	24	480.00	\$10.00	\$0.0208		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
PEPSI NO BID LETTER PROVIDED	16	24	384.00	\$0.00	#DIV/0!		
	20	24	480.00	\$0.00	#DIV/0!		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
Dr Pepper	16	24	384.00	\$0.25	\$0.0163	GLASS FRONT VENDORS VENDING MACHINES	30%
	20	24	480.00	\$6.75	\$0.0141		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	16	24	384.00	\$17.00	\$0.0443		
	20	24	480.00	\$0.00	#DIV/0!		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	16	24	384.00	\$0.00	#DIV/0!		
	20	24	480.00	\$0.00	#DIV/0!		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	16	24	384.00	\$0.00	#DIV/0!		
	20	24	480.00	\$0.00	#DIV/0!		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	16	24	384.00	\$0.00	#DIV/0!		
	20	24	480.00	\$0.00	#DIV/0!		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	16	24	384.00	\$0.00	#DIV/0!		
	20	24	480.00	\$0.00	#DIV/0!		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	16	24	384.00	\$0.00	#DIV/0!		
	20	24	480.00	\$0.00	#DIV/0!		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		
	16	24	384.00	\$0.00	#DIV/0!		
	20	24	480.00	\$0.00	#DIV/0!		
	8	0	0.00	\$0.00	#DIV/0!		
	12	0	0.00	\$0.00	#DIV/0!		
	0	0	0.00	\$0.00	#DIV/0!		

BASED ON VARIETY OFFERED AND LOWER UNFLAVORED WATER BID PRICE. EQUIPMENT OFFERED AND VENDING COMMISSION-DR PEPPER- BID AWARD

Juice Proposal

The Mountain Purchasing Cooperative - Proposal Response Form

Please respond fully, completely and appropriately to each item and request for information or proposal on this form:

Name of Vendor: Dr. Pepper Bottling

Mailing Address: PO Box 34

City: West Jefferson

State: NC

Zip: 28694

Telephone: (336) 246-4591

FAX: (336) 246-3891

Email: drpepperw@sky.net.com

Name of Contact Person: Jeff Buss

Title: General Manager

A. Scope of Proposal: Please indicate below which of the following types or categories of beverages (and brands or flavors) you are offering to provide to The Mountain Purchasing Cooperative. For each beverage offered please supply (on a separate sheet) information about the nutritional content of the product.


Category of Beverages	Yes	No	Brands and flavors
100% fruit and or vegetable juices	✓		<u>See Attached Sheet</u>

B. Vending Commission: What commission do you offer to pay the Mountain Purchasing Cooperative based on sales from vending machines? What retail price do you propose to charge? What volume estimate (in cases) is your proposal based upon?

NO GLASS Bottles	Est. Usage	Com.	Case Price	Price per oz.
100% Fruit and/or vegetable juices 4oz bottles <u>OK 40</u>	200	— %	\$ 10.60	0.01
100% Fruit and/or vegetable juices 8oz bottles <u>OK 200</u>	2000	30 %	\$ 13.95	0.08
100% Fruit and/or vegetable juices 10oz bottles <u>OK 230</u>	230	— %	\$ —	—
100% Fruit and/or vegetable juices 12oz bottles <u>OK 225</u>	225	30 %	\$ 10.75	0.07
		% \$		
		% \$		
		% \$		
		% \$		
		% \$		
		% \$		
		% \$		
		% \$		

D. Please list below any other beverage merchandise, services and/or equipment the vendor will offer to the Mountain Purchasing Cooperative.

Dr. Pepper will provide glass front vendors and drink vending machines.

3. Supplies and Equipment Consideration		Yes/No
A. Vending Machines. Will you provide and service in a timely manner the vending machines required by the specifications at no cost to the Mountain Purchasing Cooperative?		Yes
B. Vending Machine Operation. Will you ensure that all vending machines are equipped with electronic timers? And, will you ensure that all vending machines are capable of providing an accurate reading of sales, per item sold and time sold?		Yes
C. Cafeteria Equipment. Will you provide and service in a timely manner all the machines and equipment necessary to properly service school cafeterias at no cost to the Mountain Purchasing Cooperative?		Yes
Bottom Line Juice Bid for 2011-2012 Based on Estimated Usage		\$
Please Place the Proposal in a <u>Sealed</u> Envelope <u>Marked on the outside of the Envelope</u> as follows:		
<p>["Sealed Beverage- Beverage-Juice 2016-2017"]</p> <p>Proposal Number:</p> <p>Proposal Deadline:</p> <p>Name of Vendor:</p> <p>Address:</p> <p>Contact Person:</p> <p>Title:</p> <p>Telephone Number:</p>		
Signature: 		Date: 5/17/16
Title: GENERAL MANAGER		

Juice Proposal

The Mountain Purchasing Cooperative - Proposal Response Form

Please respond fully, completely and appropriately to each item and request for information or proposal on this form.

Name of Vendor: Acce - Acce Consolidated

Mailing Address: 795 N.E. By Pass

City: Boone

State: N.C.

Zip: 28607

Telephone: 804-548-5901

FAX:

Email: Thomas.widdick@acce.com

Name of Contact Person: Thomas Widdick

Title: Area Sales Manager

A. Scope of Proposal. Please indicate below which of the following types or categories of beverages (and brands or flavors) you are offering to provide to The Mountain Purchasing Cooperative. For each beverage offered please supply (on a separate sheet), information about the nutritional content of the product.

Category of Beverages	Yes	No	Brands and flavors
100% fruit and or vegetable juices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Minute Maid - Orange,</u> <u>Apple And Fruit Punch</u>
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	


B. Vending Commission. What commission do you offer to pay the Mountain Purchasing Cooperative based on sales from vending machines? What retail price do you propose to charge? What volume estimate (in cases) is your proposal based upon?

NO GLASS Bottles	Est. Usage	Com.	Case Price	Price per oz.
100% Fruit and/or vegetable juices 4oz bottles	200	%	\$	
100% Fruit and/or vegetable juices 8oz bottles	2000	%	\$	
100% Fruit and/or vegetable juices 10oz bottles <u>24 pk</u>	230	%	\$ <u>13.25</u>	<u>.5521</u>
100% Fruit and/or vegetable juices 12oz bottles	225	%	\$	
		%	\$	
		%	\$	
		%	\$	
		%	\$	
		%	\$	
		%	\$	
		%	\$	
		%	\$	

D. Please list below any other beverage merchandise, services and/or equipment the vendor will offer to the Mountain Purchasing Cooperative.

Cold Canteen Merchandise 95 Mutually agreed upon
by both parties.

100% Juice not due to vend through canteen

3. Supplies and Equipment Consideration		Yes/No
A. Vending Machines. Will you provide and service in a timely manner the vending machines required by the specifications at no cost to the Mountain Purchasing Cooperative?		Yes
B. Vending Machine Operation. Will you ensure that all vending machines are equipped with electronic timers? And, will you ensure that all vending machines are capable of providing an accurate reading of sales, per item sold and time sold?		Yes
C. Cafeteria Equipment. Will you provide and service in a timely manner all the machines and equipment necessary to properly service school cafeterias at no cost to the Mountain Purchasing Cooperative?		Yes
Bottom Line Juice Bid for 2011-2012 Based on Estimated Usage		\$
Please Place the Proposal in a <u>Sealed Envelope Marked on the outside</u> of the Envelope as follows:		
<p> "Sealed Beverage- Beverage-Juice 2016-2017" Proposal Number: Proposal Deadline: Name of Vendor: Address: Contact Person: Title: Telephone Number: </p>		
Signature: 		Date: 5/19/16
Title: Area Sales Manager		

Juice							Equipment Provided	Commission	Usage
Coke	Desc.	Size in Ounces	Pkg Size	total ounces	Bid Price	Bid Price/ounce	COLD CARTON MERCHANDISERS	NO VENDING	
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
		10	24	240.00	\$13.25	\$0.0552			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
Dr Pepper	Desc.	Size in Ounces	Pkg Size	total ounces	Bid Price	Bid Price/ounce	GLASS FRONT VENDORS VENDING MACHINES	30% ON 8OZ & 14OZ	
	100% JUICE	4	40	160.00	\$10.80	\$0.0683			
	100% JUICE	8	24	192.00	\$13.95	\$0.0727			
	100% JUICE	10	0	0.00	\$0.00	#DIV/0!			
	100% JUICE	14	12	168.00	\$10.75	\$0.0640			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
PepsiCo NO BID	Desc.	Size in Ounces	Pkg Size	total ounces	Bid Price	Bid Price/ounce			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			
		0	0	0.00	\$0.00	#DIV/0!			

JUICE AWARDED BASED ON VARIETY OFFERED, VENDING COMMISSION, AND EQUIPMENT PROVIDED.

Isotonic/Other Beverages Proposal

The Mountain Purchasing Cooperative –Proposal Response Form

Please respond fully, completely and appropriately to each item and request for information on proposal on this form.

Name of Vendor: Dr Pepper Bottling

Mailing Address: PO Box 34

City: West Jefferson

State: NC

Zip: 28694

Telephone: 336-246-4591

FAX

Email: drpepperwj@skybest.com

Name of Contact Person: Jeff Busse

Title: General Manger

A. Scope of Proposal: Please indicate below which of the following types or categories of beverages (and brands or flavors) you are offering to provide to The Mountain Purchasing Cooperative. For each beverage offered please supply (on a separate sheet) information about the nutritional content of the product.

Category of Beverages	Yes	No	Brands and flavors
Diet Soda	X		Attached
Mountain Dew Kickstart 12oz	X		Attached
Milk	X		Attached
G-2 Gatorade	X		Attached

Vending Commission: What commission do you offer to pay the Mountain Purchasing Cooperative based on sales from vending machines? What retail price do you propose to charge? What volume estimate (in cases) is your proposal based upon?

Usage based on a 24 bottle case	Est. Usage	Com.	Case Price	Price per oz.
Diet Soda, 20oz Bottles	8000	30%	\$12.00	0.03
Diet Soda in Cans, 12oz	1000	30%	\$7.00	0.03
Mountain Dew Kickstart	15000	30%	\$9.60	0.07
G-2 Gatorade		30%	\$13.00	0.05

Milk

\$13.50 0.07

C. Please list below any other beverage merchandise, services and/or equipment the vendor will offer to the Mountain Purchasing Cooperative.

Dr Pepper will provide glass front visa coolers and drink vending machines.

3. Supplies and Equipment Consideration	Yes/No
A. Vending Machines. Will you provide and service in a timely manner the vending machines required by the specifications at no cost to the Mountain Purchasing Cooperative?	Yes
B. Vending Machine Operation. Will you ensure that all vending machines are equipped with electronic timers? And, will you ensure that all vending machines are capable of providing an accurate reading of sales, per item sold and time sold?	Yes
C. Cafeteria Equipment. Will you provide and service in a timely manner all the machines and equipment necessary to properly service school cafeterias at no cost to the Mountain Purchasing Cooperative?	Yes
Bottom Line Water Bid for 2016-2017 Based on Estimated Usage	\$

Please Place the Proposal in a Sealed Envelope Marked on the outside of the Envelope as follows:

"Sealed Beverage- Water
Proposal"
Proposal
Number:
Proposal
Deadline:
Name of
Vendor:
Address:
Contact
Person:
Title:
Telephone Number:

Signature:

[Handwritten Signature]

Date:

5/17/14

Title:

GENERAL MANAGER

Isotonic/Other Beverages Proposal

The Mountain Purchasing Cooperative –Proposal Response Form

Please respond fully, completely and appropriately to each item and request for information or proposal on this form.

Name of Vendor: **Coca-Cola Consolidated**

Mailing Address: **795 North Carolina highway 105 Bypass**

City: **Bonne**

State: **N.C.**

Zip: **28607**

Telephone: **804-548-5001**

FAX:

Email: **thomas.widdick@ccbcc.com**

Name of Contact Person: **Thomas Widdick**

Title: **Area Sales Manager**

A. Scope of Proposal. Please indicate below which of the following types or categories of beverages (and brands or flavors) you are offering to provide to The Mountain Purchasing Cooperative. For each beverage offered please supply (on a separate sheet), information about the nutritional content of the product.

Category of Beverages	Yes	No	Brands and flavors
Diet Soda	X		All 20oz Zero brands
Mountain Dew Kickstart 12oz			Coca Cola, Sprite, Fanta, Mello Yello, Cherry Cola

B. Vending Commission. What commission do you offer to pay the Mountain Purchasing Cooperative based on sales from vending machines? What retail price do you propose to charge? What volume estimate (in cases) is your proposal based upon?

Usage based on a 24 bottle case	Est. Usage	Com.	Case Price	Price per oz.
Diet Soda, 20oz Bottles	8000	15 %	\$18.50	0.03854
Diet Soda in Cans, 12oz	1000	15 %	\$8.50	0.285
Mountain Dew Kickstart	15000	%	\$	

Vend Rate

**1
.75**

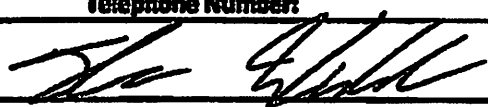
C. Please list below any other beverage merchandise, services and/or equipment the vendor will offer to the Mountain Purchasing Cooperative.

Cold Carton merchandisers as mutually agreed upon by both parties.

3. Supplies and Equipment Consideration

Yes/No

Commission based on vend rate

A. Vending Machines. Will you provide and service in a timely manner the vending machines required by the specifications at no cost to the Mountain Purchasing Cooperative?	Yes
B. Vending Machine Operation. Will you ensure that all vending machines are equipped with electronic timers? And, will you ensure that all vending machines are capable of providing an accurate reading of sales, per item sold and time sold?	Yes
C. Cafeteria Equipment. Will you provide and service in a timely manner all the machines and equipment necessary to properly service school cafeterias at no cost to the Mountain Purchasing Cooperative?	Yes
Bottom Line Water Bid for 2016-2017 Based on Estimated Usage	\$ 156,500
<p>Please Place the Proposal in a Sealed Envelope Marked on the outside of the Envelope as follows:</p> <p style="margin-left: 150px;"> "Sealed Beverage- Water Proposal" Proposal Number: Proposal Deadline: Name of Vendor: Address: Contact Person: Title: Telephone Number: </p>	
Signature: 	Date: 5/12/16
Title: Area Sales Manager	

Coke

Isotonic Beverages Proposal

The Mountain Purchasing Cooperative - Proposal Response Form

Please respond fully, completely and appropriately to each item and request for information or proposal on this form.

Name of Vendor: Chen - Cola Consolidated
 Mailing Address: 795 105 Bypass
 City: Boone State: N.C. Zip: 28607
 Telephone: 804-548-5901 FAX: _____ Email: Thomas.Widdick@ccbec.com
 Name of Contact Person: Thomas Widdick Title: Area Sales Manager

A. Scope of Proposal. Please indicate below which of the following types or categories of beverages (and brands or flavors) you are offering to provide to The Mountain Purchasing Cooperative. For each beverage offered please supply (on a separate sheet), information about the nutritional content of the product.

Category of Beverages	Yes	No	Brands and flavors
Beverages containing less than 20 calories per serving-			<u>Mixed Berry, Orange, Lemon, Grape, Fruit Punch</u>
Isotonic Sports drinks			

B. Vending Commission. What commission do you offer to pay the Mountain Purchasing Cooperative based on sales from vending machines? What retail price do you propose to charge? What volume estimate (in cases) is your proposal based upon?


NO GLASS Bottles	Est. Usage	Com.	Case Price	Price per oz.
Isotonic Sports drinks 16oz	1625	% \$		
		% \$		
		% \$		
Beverages containing less than 20 calories 12oz	1000	% \$		
Beverages containing less than 20 calories 16oz	1000	% \$		
<u>Isotonic Sports Drinks</u>		15 % \$	<u>14.25</u>	<u>.5937</u>
<u>Brewer AIDE 12oz</u>		% \$		
		% \$		
		% \$		
		% \$		
		% \$		
		% \$		

Vend price

\$1.00

D. Please list below any other beverage merchandise, services and/or equipment the vendor will offer to the Mountain Purchasing Cooperative.

Commission based on vend rate

3. Supplies and Equipment Consideration	Yes/No
A. Vending Machines. Will you provide and service in a timely manner the vending machines required by the specifications at no cost to the Mountain Purchasing Cooperative?	Yes
B. Vending Machine Operation. Will you ensure that all vending machines are equipped with electronic timers? And, will you ensure that all vending machines are capable of providing an accurate reading of sales, per item sold and time sold?	Yes
C. Cafeteria Equipment. Will you provide and service in a timely manner all the machines and equipment necessary to properly service school cafeterias at no cost to the Mountain Purchasing Cooperative?	Yes
Bottom Line Juice Bid for 2011-2012 Based on Estimated Usage	\$
<p>Please Place the Proposal in a <u>Sealed Envelope Marked on the outside</u> of the Envelope as follows:</p> <p>["Sealed Beverage- Beverage-Juice 2016-2017"]</p> <p>Proposal Number:</p> <p>Proposal Deadline:</p> <p>Name of Vendor:</p> <p>Address:</p> <p>Contact Person:</p> <p>Title:</p> <p>Telephone Number:</p>	
Signature: 	Date: 5/19/16
Title: Area Sales Manager	

Isotonic Beverages										Equipment Provided	Commission
Cola	Desc.	Size In Ounces	Pkg Size	Total ounces	Bid Price	Bid Price/ounce					
FLAVORS: MIXED BERRY, ORANGE, LEMON, GRAPE, FRUIT PUNCH COKE, SPRITE, FANTA, MELLOW YELLOW, CHERRY COKE	POWERAIDE	0	0	0.00	\$0.00						
		12	12	144.00	\$14.25						15%
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
DIET SODA BOTTLES CANS KICKSTART		20	24	480.00	\$19.50						15%
		12	24	288.00	\$3.50						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
Dr Pepper G2 GATORADE		12	24	288.00	\$13.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
Dr Pepper, CHERRY DR. P. SUNKIST, MTN DEW, 7UP, D RITE, CANADA D, DIET SODA BOTTLES AAW, CHEERWINE, CF MTN DEW CANS KICKSTART		20	24	480.00	\$12.00						30%
		12	24	288.00	\$7.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
PepsiCo NO BID LETTER		12	12	144.00	\$9.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						
		0	0	0.00	\$0.00						

BID AWARD BASED ON LOWER PRICING ON ALL ISOTONIC BEVERAGES, EQUIPMENT PROVIDED, AND COMMISSION



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

June 13, 2016

Prepared & Delivered Pizza New Bid Award

The School Nutrition Department held the bid opening of prepared & delivered pizza on Tuesday, May 31, 2016 at 2:00pm..

Of the six vendors who received bid packets, Little Caesar's and Papa John's both sent letters declining to bid. No communication was received from Domino's Pizza, Mellow Mushroom and Pizza Hut. E&F Pizza Perfect, LLC (Hungry Howie's Pizza) was the only bid quotes returned.

After full review and analysis of the bid documents presented by E&F Pizza Perfect, LLC (Hungry Howie's Pizza) the preliminary bid award was granted to E&F Pizza Perfect, LLC.

Final bid award is recommended to E&F Pizza Perfect, LLC. based on completion of bid packet documents and declining to bid by other vendors.

Attached is the official bid spreadsheet from E&F Pizza Perfect, LLC as well as the bid analysis.

Thank you,

Monica C. Bolick
Director of School Nutrition

WATAUGA COUNTY SCHOOLS OFFICIAL PIZZA BID PROPOSAL FORM

Price is to include delivery, food costs and all related costs

Only large 14"- 16" pizzas will be delivered. All pizza must meet the following nutrition based specifications.

- Crust: To be made with 51% whole grain dough and have a minimum weight of 16oz.
- Sauce: A tomato base using US Grade A tomatoes with an Italian seasoning blend
- Cheese: 100% real Mozzarella Cheese, Reduced Fat, Reduced Sodium; no imitation cheese permitted. Each pizza must contain a minimum of 16oz. in weight of cheese (to equate to 2 oz. meat/meat alternate meal component requirement per pizza slice)
- Pepperoni: Reduced fat and reduced sodium, whole pepperoni slices, minimum of three pepperonis per slice
- Sausage/diced ham/ bacon: Pork Italian sausage-reduced fat, reduced sodium, ground crumbles, Diced Ham-reduced sodium, equally diced portions, Bacon(breakfast style)-cooked crumbles
- Vegetables/fruits: Equally diced portions of green bell peppers, red onions, diced red tomatoes, pineapple and mushrooms
- Toppings: A choice of cheese or pepperoni will be available each day with other choices available at the cafeteria manager's discretion.
- One slice of cut pizza shall not exceed 350 calories, Total Fat <35% of calories, Saturated Fat <10% of calories, Zero Trans Fat, Sugar limit <35% of weight from total sugars in foods, Sodium limits <480mg.

Description	Estimated Usage Based on 2014-15 Sales (WHS ONLY)
Pepperoni Pizza	1610
Cheese Pizza	1185
Bacon Pizza	1300
TOTAL PIZZAS	4095

Our bottom line, per pizza price is as follows:

Amount: \$ 6.80 each cheese pizza

Amount: \$ 7.85 each meat topping pizza

Amount: \$ 7.85 each vegetable only topping pizza

Amount: \$ 7.95 each meat/vegetable combination pizza

Size of each pizza: 16" cut into 8 equal slices prior to delivery.

I certify by my signature below that I have the authority to obligate the above named company to perform under the conditions outlined in all Bid Sections.

SIGNATURE: _____

TITLE: President

Person to contact concerning routine bid response maintenance:

NAME: Eric A. Fairbank

TITLE: President

Telephone: 704-771-8234

E-Mail: Hawiescharlotte@aol.com

USDA is an equal opportunity provider and employer.

Vendor	Pie Size	Cheese Only	Meat Only	Veggie Only	Meat & Veggie Combo	BOTTOM LINE QUOTE
Prairie Pizza (dba Domino's Pizza)	NO BID					\$ -
Little Caesar's	NO BID					\$ -
E&F Pizza Perfect LLC (Hungry Howie's Pizza)	16"	\$ 6.80	\$ 7.85	\$ 7.85	\$ 7.95	\$ 30.45
Mellow Mushroom	NO BID					\$ -
Papa John' Pizza	NO BID					\$ -
Pizza Hut	NO BID					\$ -

*Bottom line quote based on qty. 1 of each pie type



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June 13, 2016

Vended Snacks Proposal Award

The School Nutrition Department held the vendor proposal opening of vended snacks on Tuesday, June 7, 2016 at 2:00pm..

Two vendors received proposal packets, High Country Vending and Triangle Vending. There are no other vending competitors in the area. Of the two vendors, only Triangle Vending submitted a proposal response.

After full review and analysis of the proposal documents presented by Triangle Vending, the preliminary proposal award was granted to them.

Final proposal award is recommended Triangle Vending based on completion of vendor proposal packet documents and declining to bid by High Country Vending.

Attached is the official proposal response form from Triangle Vending as well as the proposal evaluation.

Thank you,

Monica C. Bolick
Director of School Nutrition

Vended Snacks Proposal

Watauga County Schools – Proposal Response Form

Please respond fully, completely and appropriately to each item and request for information or proposal on this form.

Name of Vendor: Michael D. Vannoy Ent. Inc. dba/ Triangle Vending + Water

Mailing Address: PO Box 110

City: West Jefferson

State: NC

Zip: 28149

Telephone: 336 246 6636

FAX: 846 6580

Email: trivend@yahoo.com

Name of Contact Person:

Title:

A. Scope of Proposal: Please indicate below which of the following types or categories of snacks (and brands or flavors) you are offering to provide to Watauga County Schools.

You may add additional items if you wish. For each item offered please supply (on a separate sheet) the nutritional label of the product along with the Smart Snacks Product Calculator results.

All products must meet USDA "All Foods Sold in Schools" Standards (attached to RFP).

Category of Snacks	Yes	No	Brands and flavors (use additional sheets as needed)
Snack Crackers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Attached Sheets
Baked Chips/Pretzels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	" "
Sweet Rolls/Pastries/Snack Cakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	" "
Granola Bars/Trail Mix/Nuts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	" "
Candy Items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	" "
Beef Jerky	<input checked="" type="checkbox"/>	<input type="checkbox"/>	" "
Other Items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	" "

B. Vending Commission: What commission do you offer to pay Watauga County Schools based on sales from vending machines/s la carte sales? What retail price do you propose to charge? What volume estimate (in cases) is your proposal based upon?

Category of Snacks	Est. Usage	Commission	Case Price/Perk Size	Retail Price per Item
Snack Crackers	5000	35 %	\$	See Attached Sheet
Baked Chips/Pretzels	15000	35 %	\$	" "
Sweet Rolls/Pastries/Snack Cakes	6000	35 %	\$	" "
Granola Bars/Trail Mix/Nuts	2000	35 %	\$	" "
Candy Items	3000	35 %	\$	" "
Beef Jerky	6000	35 %	\$	" "
Other Items	8000	35 %	\$	" "

C. Please list below any other snack vending merchandise, services and/or equipment the vendor will offer to Watauga County Schools.

Triangle Vending will provide Snack Vending machines + Racks for all Frito Lay products in the A la Carte items @ no charge. (See Attached Sheet for Rack Selections for Frito Lay products.) All Vending machines will have timers + bill validators. Will also provide back nutritional labels.

Smart snack calculator handouts.

3. Supplies and Equipment Consideration:

Yes/No

A. Vending Machines. Will you provide and service in a timely manner the vending machines required by the specifications at no cost to Watauga County Schools?

Yes

B. Vending Machine Operation. Will you ensure that all vending machines are equipped with electronic timers? And, will you ensure that all vending machines are capable of providing an accurate reading of sales, per item sold and time sold?

Yes

Estimated Sales Volume for 2015-2017 based on estimated sales (not based on equipment to W.S.)

Please place the proposal in a sealed envelope marked on the outside of the envelope as follows:

"Vending Proposal"

Proposal Opening: June 7, 2016 2:00pm

Name of Vendor:

Address:

Contact Person:

Title:

Telephone Number:

Signature:

Date:

Title:

General Manager

Vended Snacks Proposal Evaluation 2016/17

Product Categories	Estimated Usage	High Country Vending Commission %	High Country Vending Retail \$ Per Item	High Country Vending Commission Amount In \$ per Item	High Country Vending Total Commission Amount In \$
Snack Crackers	5000	NO BID		#VALUE!	#VALUE!
Baked Chips/Pretzels	15000	NO BID		#VALUE!	#VALUE!
Sweet Rolls/Pastries/Snack Cakes	6000	NO BID		#VALUE!	#VALUE!
Granola Bars	2000	NO BID		#VALUE!	#VALUE!
Candy Items	3000	NO BID		#VALUE!	#VALUE!
Beef Jerky	6000	NO BID		#VALUE!	#VALUE!
Other Items	8000	NO BID		#VALUE!	#VALUE!
Bottom Line Commission Amt. In \$					#VALUE!
Vending Equipment (Y/N)	NO BID				

Product Categories	Estimated Usage	Triangle Vending Commission %	Triangle Vending Retail \$ Per Item	Triangle Vending Commission Amount In \$ per Item	Triangle Vending Total Commission Amount In \$
Snack Crackers	5000	35%	\$ 1.00	\$ 0.35	\$ 1,750.00
Baked Chips/Pretzels	15000	35%	\$ 1.00	\$ 0.35	\$ 5,250.00
Sweet Rolls/Pastries/Snack Cakes	6000	35%	\$ 1.00	\$ 0.35	\$ 2,100.00
Granola Bars	2000	35%	\$ 1.00	\$ 0.35	\$ 700.00
Candy Items	3000	35%	\$ 1.00	\$ 0.35	\$ 1,050.00
Beef Jerky	6000	35%	\$ 2.25	\$ 0.79	\$ 4,725.00
Other Items	8000	35%	\$ 1.00	\$ 0.35	\$ 2,800.00
Bottom Line Commission Amt. in \$					\$ 18,375.00
Vending Equipment (Y/N)	Yes				

Progress Chart for Policy Manual Revision
For Board meeting of June 13, 2016

Policies for Second Reading			
Recommended Policy	Current WCS Policy	Lead Reviewer	Comments
6350 School Bus Regulations	5.07.30 School Bus Regulations	Jeff Lyons	Renumbered and put in NCSBA format, includes two edits from May Board meeting
Policies for First Reading			
Recommended Policy	Current WCS Policy	Lead Reviewer	Comments
1330 Board Member Compensation and Expenses	Same	Ly Marze	Recommended with changes as shown (most changes were proposed by NCSBA)
3400 Evaluation of Student Progress	4.03.20 Grading and Reporting, K-8 Schools; 4.04.60 Grading and Reporting for WHS	Curriculum Team	Recommended with changes as shown
3530 Citizenship and Character Education	Not applicable	Curriculum Team	Recommended with changes as shown
6445/6535 Energy Efficiency	2.05.50 Energy Conservation & Management	Daniel Clark & Marshall Ashcraft	In-house revision of existing WCS policy
6440 Local Purchasing Requirements	Same	Marshall Ashcraft	Updated cross-reference to reflect Energy Efficiency policy
7280 Prohibition Against Retaliation	Same	Dr. Stephen Martin	Recommended as drafted by NCSBA
7650 Employee Travel and Other Expense Reimbursement	Not applicable/new	Ly Marze	Recommended with changes as shown
8305 Federal Grant Administration	Not applicable/new	Ly Marze	Recommended as drafted

Revised Policies Recommended for Approval on First Reading			
Recommended Policy	Current WCS Policy	Lead Reviewer	Comments
1600 Hearings Before the Board	Same	Marshall Ashcraft	Updated cross references
3400-R Grading and Reporting	4.03.20 Grading and Reporting for Elementary Schools; 4.04.60 High School Grading and Reporting	Curriculum Team	Current WCS policies combined into one regulation with NCSBA formatting
3410 Testing and Assessment Program	Same	Dr. Wayne Eberle	Recommended with additional paragraph as drafted by NCSBA
3620 Extracurricular Activities and Student Organizations	Same	Marshall Ashcraft	Corrected paragraph reference in second paragraph of part A.
4015/7225 Discrimination, Harassment, and Bullying Complaint Procedure	Same	Dr. Paul Holden	Revised wording in part 3-b. on page 6
4135 Tuition for Discretionary Admissions	Same	Marshall Ashcraft	2 minor edits recommended by NCSBA as shown
4333 Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety	Same	Dr. Paul Holden	Adds personal defense sprays to list of prohibited weapons
5027/7275 Weapons and Explosives Prohibited	Same	Dr. Paul Holden	Adds personal defense sprays to list of prohibited weapons
5030 Community Use of Facilities	Same	Marshall Ashcraft	Revised legal reference
7635 Return to Work	Same	Dr. Stephen Martin	3 edits as shown
7810 Evaluation of Licensed Employees	Same	Dr. Stephen Martin	Adds provision reflecting new State Board of Education requirement

7950 Non-Career Status Teachers: Nonrenewal	Same	Marshall Ashcraft	Revised cross references
Policies Received from NCSBA and Currently Under Review			
1402 Remote Participation in Board Meetings	Not applicable		Would establish guidelines for Board members to participate in Board meetings via technology
3420 Student Promotion and Accountability	4.03.35 Accountability Standards	Curriculum Team	First reading expected for July Board meeting
4305 Alternative Ed. Programs & Schools	Not applicable	Dr. Paul Holden & Marshall Gasperson	Issue of alternative education in WCS must be addressed before policy is reviewed
9125 Participation by Women and Minority Owned Businesses	Not applicable	Daniel Clark	On hold for revised version from NCSBA; will require public hearing and possibly review by Board attorney prior to approval

In accordance with the General Statutes of North Carolina, the Watauga County Schools provides transportation to all eligible students. It is the intention of Watauga County Schools to provide this transportation safely and efficiently.

A school bus driver has complete authority over and responsibility for maintaining order and good conduct on the bus. A driver does not have the authority to punish or suspend a student's riding privilege. The driver, upon observing an ~~infraction of the code~~ **instance of misconduct**, makes a written report to the principal. Principals or their representatives are authorized to take the needed disciplinary actions.

A suspension of school bus privileges does not imply suspension from school unless deemed necessary by the principal. Therefore, any students suspended from riding the bus who do not attend school during that suspension remain subject to the North Carolina Compulsory School Attendance Law.

Complaints against a driver or the operation of a bus should be directed to the principal or the Transportation Director. Any unauthorized person who boards a school bus to settle a problem is trespassing.

All school buses have video capability. Video of an incident, if available, will be reviewed by the principal or his/her designee. Video coverage of a reported incident is not required for the principal to take disciplinary action.

The following offenses and consequences are designed to ~~accomplish the objectives of the code~~ **ensure safe and orderly conduct on buses and to support the educational mission of the Watauga County Schools**. These offenses and consequences are minimal and are not ~~intended to be~~ all-inclusive (see policy cross references below). They are, however, absolute in that strict adherence is required to retain the privilege of riding school buses in the Watauga County Schools system.

Following are the consequences for infractions of the rules by a student rider:

- 1st infraction - driver warning or administrative conference
- 2nd infraction - referral to principal, parent contact
- 3rd infraction - suspension from riding the bus for 3 to 5 days (principal's discretion)
- 4th infraction - suspension from riding the bus for 5 to 10 days (principal's discretion)
- 5th infraction - suspension from riding the bus for 10-15 days (principal's discretion)
- 6th infraction - suspension from riding the bus for the rest of the current school year

Bus discipline is divided into Category I for general misconduct and Category II for severe misconduct. Consequences for students who are guilty of Category II misconduct will be administered beginning with the fourth infraction listed above or such additional consequences as the principal may determine.

Category I Offenses (failure to follow these rules):

1. Bus assignment: Only students assigned to the bus may ride the bus and they must get off at their assigned stop only. Any changes require a note from a parent and signed by a school official. The note should be signed by the principal/designee and a copy given to the driver.
2. Bus stop behavior: Be on time at the designated bus stop only. Stand a safe distance from the road and wait for the bus to come to a complete stop before attempting to board.
3. Boarding and unloading: Students are to board the bus in an orderly manner with no pushing, shoving, or breaking in front of another student.
4. Driver instruction: Instructions from the driver are to be obeyed the first time they are given.
5. Language: Use polite language, speak softly, and maintain respectable conduct.
6. Hands and feet: Keep hands and feet inside the bus at all times.
7. Seat: Stay in your seat facing forward with feet on the floor while the bus is in motion.
8. Personal items: Items not authorized to be transported will be taken by the driver and given to the principal or designee.
9. Food/tobacco: Do not eat, drink, smoke or use tobacco products on or around the bus or bus parking lot.

Category II Offenses:

1. Weapons: Prohibited in accord with policy 5027/7275, Weapons and Explosives Prohibited
2. Controlled substances: No student rider shall possess, use or be under the influence of any illicit drugs on a bus or bus parking area.
3. Fighting: No student rider shall provoke or engage in a fight or cause personal injury or discomfort to another.
4. Physical intimacy: No student will engage in any type of intimate contact with another.
5. Gross disrespect: No student shall show disrespect to another student or driver by use of vulgar and profane language, indecent exposure, etc.
6. Safety equipment: No student shall tamper with emergency exits, bus equipment, or deface a bus in any manner.
7. Willful disobedience: No student shall willfully fail to comply with any request by school personnel or the driver regarding safety and/or the protection of persons or property.
8. Bus privileges: No student shall ride any school bus within the system when the principal has suspended riding privileges.

Legal Ref.: 115C-244

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 4021/7230), Student Behavior Policies (policy 4300), Rules of Conduct and Procedures for Student Suspensions (policy 4300-R), Integrity and Civility (policy 4310), Disruptive Behavior (policy 4315), Drugs and Alcohol (policy 4325), Prohibition of Alcoholic Beverages (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275)

Revised: March 25, 1991

August 12, 1991

June 14, 2004

_____ 2016 as policy 6350

BOARD MEMBER COMPENSATION AND EXPENSES

Policy Code:

1330

A. COMPENSATION

Watauga County Board of Education (the “board”) members will be compensated for the performance of official school system business. The amount of compensation will be established according to applicable laws.

B. EXPENSES FOR CONFERENCES, CONVENTIONS, AND OTHER BOARD DEVELOPMENT ACTIVITIES

Subject to budgetary limitations, the board will defray reasonable out-of-pocket expenses incurred by board members for professional and board development. In accordance with policy 1323, Board Member Opportunities for Development, funds for board member participation in development activities will be budgeted annually. The board chair will monitor expenditures to ensure that expenditures do not exceed the funds allocated in the budget.

1. Authorization to Attend Professional and Board Development

All professional and board development expenses to be paid with school system funds must support school system objectives and be reasonable in cost.

~~Board members who wish to use school system funds to attend a development opportunity within the state must have the prior written approval of the board chair. Board members’ use of school system funds to attend professional development shall be authorized through a blanket authorization form signed by the board chair. In order for a board member to use school system funds to attend a development opportunity located out-of-state, the board member must receive the written approval of the board in advance at an official board meeting.~~

Board members who attend a conference, convention, or other professional development activity will provide a report of the event to other board members.

2. Reimbursable Expenses

The board intends that its members exercise good judgment in incurring travel expenses when pursuing professional and board development opportunities. Members are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. School system funds are not to be

used to pay excess costs or additional expenses that are for the convenience or personal preference of a board member or to pay for expenses incurred by family members or other guests of a board member.

School system funds may be used to pay the following expenses incurred by a board member for attendance at an approved conference, convention, or other professional development activity.

a. Conference Registration Fees

The board will pay registration fees for approved conferences and other events. Ordinarily, registration is arranged through the superintendent's office and prepaid. If not prepaid, registration fees will be reimbursed in accordance with the requirements of subsection D.1.

b. Lodging Expense

Hotel reservations will be scheduled through the superintendent's office. Hotel expenses not prepaid will be reimbursed in accordance with the requirement of subsection D.1. The allowance for lodging will be limited to reasonable actual and necessary expenses. A board member sharing a room with a family member or guest will be limited to the single occupancy rate. Tips for room service, valet, and other hotel services are not reimbursable. Personal services available at the hotel, such as spa services, laundry, child care, and other personal services, are not reimbursable.

c. Meals

The total daily allowance for meals while traveling overnight on official school system business will be limited to the current state allowances. No reimbursement will be provided for meals for family members or other guests of the board member. Alcoholic beverages are not reimbursable.

~~In extenuating circumstances, the board chair may authorize reasonable meal costs in excess of the state approved rates. The vice-chair may authorize excess meal costs incurred by the board chair.~~

d. Travel by Private Vehicle

Mileage for out-of-county travel will be reimbursed at the current state rate, using the board member's home as the origination point. Parking fees and tolls are also reimbursable. Reimbursement for travel within Watauga County shall be paid through the monthly

supplement approved by the Board.

e. Air Travel

If air travel is necessary, airline reservations will be scheduled through the superintendent's office and paid by the school system in advance. Reservations will be for coach fare only. Airline reservations for traveling companions may be booked at the same time if the board member provides a personal credit card or makes other advance arrangements with the finance officer for personal payment. Taxi or other reasonable and necessary transportation fees for travel to and from airports are reimbursable. Rental car fees will be reimbursed when it is more reasonable to rent a car than to use a taxi or other transportation option.

3. Personal Expenses

All other travel and related expenses not covered in these guidelines, including, but not limited to, expenses for laundry, entertainment, between meal snacks, pet boarding, and toiletries or other personal items, are considered personal expenses and are not reimbursable.

4. Cancelled Trips and Missed Events

If a board member cancels a trip or otherwise fails to attend an event for which the school system has prepaid or incurred other expense, the board member is responsible for reimbursing the school system for all funds advanced or expended on the member's behalf, including any cancellation fees.

A board member will not be required to reimburse the school system for expenses paid on the member's behalf if the member is not able to travel because of a medical emergency or death in the immediate family or an emergency work situation; ~~however, the board member must reimburse the school system any funds advanced for the travel.~~

C. OTHER BUSINESS EXPENSES

1. Purchase of Merchandise or Products

Board members should not ordinarily find it necessary to purchase merchandise or other products to carry out official school business. In circumstances when it is reasonable for a board member to make such a purchase, the member should notify the board chair and superintendent in advance of any purchase in an amount greater than \$50. Requests for reimbursement for the expenditure of personal funds for merchandise or

other products must follow the procedures established in subsection D.1 below, and any additional procedures requested by the finance officer.

2. Other Expenses Incurred in the Conduct of Official Board Business

The board chair may approve reimbursement of other reasonable and necessary business expenses incurred by board members. The vice-chair may approve reimbursement of other reasonable and necessary business expenses incurred by the board chair. ~~Expenses associated with overnight travel require prior written approval from the board chair (or vice-chair for overnight travel by the board chair).~~ All reimbursements will be made in accordance with subsection D.1, below.

D. PROCESS FOR REIMBURSEMENT, TRAVEL ADVANCES, AND LIABILITY INSURANCE

1. Reimbursements

Board members will be reimbursed for out-of-pocket expenses incurred in the performance of their duties as provided in Sections B and C. All reimbursements are contingent upon funds available.

Board members should submit requests for reimbursement, along with documentation of the expenses, within ~~30~~ 60 days of incurring the expenses. ~~The board member incurring the expense must sign the reimbursement request, and the board chairperson will approve such requests provided the expenses are reasonable and appropriately documented. Requests for reimbursement submitted by the chairperson will be approved by the superintendent.~~

All claims for reimbursement of expenses must (1) be in writing, itemized, and supported with original detailed receipts, except that no receipt is required for meals that will be reimbursed at the state-approved flat rates; (2) document the official school business purpose for which the expenses were incurred; (3) be signed by the board member; and (4) be approved by the board chair (or vice-chair for requests submitted by the board chair). Claims for reimbursement of expenses that required prior approval must also include a copy of the prior written approval. Claims related to attendance at a conference, convention, or other board development activity must also include a copy of the event agenda if meal reimbursement is being requested. Claims involving an event hosted by a board member must also include a list of the individuals in attendance.

2. ~~Travel Advances~~

~~Board members may request an advance of funds for estimated out-of-pocket travel and related reimbursable expenses. The board member is responsible for returning any funds advanced in excess of the board member's~~

~~documented reimbursable expenses.~~

3. **Liability Insurance**

Board members shall be covered by professional and general liability insurance in the minimum amount of \$1,000,000 annual aggregate per claim.

Legal References: G.S. 115C-38; 138-6; 153A-92

Cross References: **Board Member Opportunities for Development (policy 1323), Employee Travel and Other Expense Reimbursement (policy 7650)**

Other References: *North Carolina Budget Manual*, Section 5 (Office of State Budget and Management), available at <https://www.osbm.nc.gov/library>

Adopted: October 12, 2015

Revised:

Replaces: Board policy 1.02, Membership of the Board (in part)

EVALUATION OF STUDENT PROGRESS

Policy Code:

3400

An evaluation system of students' academic performance is necessary to help ensure that all students are succeeding within the framework of the educational goals and objectives of the board. The Watauga County Board of Education (the "board") believes that the formal issuance of student evaluations on a regular basis promotes continuous assessment of a student's performance; informs the student, his or her parents or guardians, and the school ~~counselor~~ **staff** about the student's performance and progress; and provides a system of notice that allows intervention strategies to be implemented if necessary to improve the student's performance. The board encourages teachers and principals to pursue innovative methods of evaluating progress.

The superintendent or designee shall establish an evaluation system for assessing an individual student's academic achievement and progress relative to benchmarks set for students at that instructional level. The evaluation system should provide for regular communication with parents so that they may be informed and involved in their child's education.

Teachers shall evaluate student performance and keep accurate records in order to substantiate a grade or assessment given in a course. In evaluating student performance, each teacher shall make use of all available information, including but not limited to:

1. ~~Formative, and Benchmark, and Summative~~ Classroom assessments and grades
2. North Carolina Ready End-of-Course tests (EOC)
3. North Carolina Ready End-of-Grade tests (EOG)
4. Writing Assessments
5. VoCATS
6. Other standardized tests
7. Teacher observation of student performance
8. Assistance of resource personnel

Legal References: G.S. 115C-47, -81

Cross References: Goals and Objectives of the Educational Program (policy 3000), **Grading and Reporting (regulation 3400-R)**, Student Promotion and Accountability (policy 3420), Parental Involvement (policy 4002)

Adopted:

~~Replaces: Board Policy 4.03.20, Grading and Reporting for Elementary Schools, policy 4.03.35,~~

~~Accountability Standards (in part) and policy 4.04.60, High School Grading and Reporting~~

The Watauga County Board of Education (the "board") encourages all students to develop an understanding of citizenship, including the importance of a citizen's rights and responsibilities. At a minimum, ~~the citizenship curriculum education~~ will incorporate the civic literary requirements of the Basic Education Plan and any statutory requirements regarding the recitation of the Pledge of Allegiance and the display of flags. In addition, within the timeframe established by state requirements, the high school curriculum will meet all state standards for teaching individual responsibility and other historical founding principles of our nation.

BOARD CITIZENSHIP REQUIREMENTS AND OPTIONS

~~The curriculum committee established in policy 3100, Curriculum Development, shall develop the curriculum regarding citizenship.~~ In addition to meeting any state requirements, ~~the citizenship curriculum education~~ also should be designed to reinforce the student behavior management plan. ~~The curriculum and~~ shall include addressing character traits as provided in the Basic Education Plan. The character traits should include, but are not limited to, courage, good judgment, integrity, civility, kindness, perseverance, responsibility, tolerance, self-discipline, respect for school personnel, responsibility for school safety, service to others and good citizenship.

~~The e~~Citizenship ~~curriculum education~~ must require that: (1) the United States and North Carolina flags be displayed in each classroom, when available; (2) recitation of the Pledge of Allegiance be scheduled on a daily basis; (3) appropriate instruction be provided on the meaning and historical origins of the North Carolina and United States flags and the Pledge of Allegiance; (4) Constitution and Citizenship Day be observed on September 17 to commemorate the signing of the United States Constitution or be observed the preceding or following week if students are not in school on September 17; and (5) appropriate instruction and/or recognition be provided concerning the significance of Memorial Day.

~~The e~~Citizenship ~~curriculum education~~ also may include appropriate instruction on the rights and responsibilities of citizenship and guidelines for the use and display of the North Carolina and United States flags. The curriculum must ensure that no student will be compelled to salute the flag, recite the Pledge of Allegiance, stand to acknowledge the flag or stand to participate in the Pledge of Allegiance, or otherwise feel coerced to participate. ~~In addition, the citizenship curriculum may encourage Teachers to~~ may use the recitation of the Pledge of Allegiance as an opportunity to teach students about the history concerning coercion and the importance of the First Amendment to the Bill of Rights. Any flags donated or otherwise made available must be displayed in the classrooms.

Furthermore, ~~the citizenship curriculum education~~ may include for middle school and high school students a community volunteer service requirement in order to demonstrate the value and effectiveness of volunteer contributions to the community. To be approved by the board, the curriculum (1) must provide students with sufficient notice of the service requirement; (2) must provide students with enough options to meet the interests and transportation needs of the students; and (3) must not infringe on the constitutional rights of students by compelling or

coercing a student to hold a particular viewpoint on volunteerism.

Legal References: 36 U.S.C. 106(d); G.S. 115C-12(33), -47(29a), -81(g), (h), (h1); N.C. Session Law 2011-273

Cross References: Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100)

Adopted:

Energy costs are the school system's greatest expense other than personnel. As responsible stewards of public funds and natural resources, all employees will conserve energy in the areas of heating, cooling, lighting, equipment operation, and other activities to the maximum extent possible consistent with providing a safe and appropriate environment for students and school personnel.

A. BUILDING AND EQUIPMENT OPERATIONS**1. Heating and Cooling**

The temperature for air-conditioned classrooms, media centers, and offices will be set no lower than 74 degrees during the school day and other scheduled uses (the ELC/afterschool program, school festivals, athletic events, PTO meetings, etc.). ~~No air conditioning will be left on at the end of the day.~~ **Air conditioners will be turned off or the building cooled to no lower than 80 degrees at 5:00 p.m. on school days and/or whenever the space will be unoccupied for more than four hours.**

The temperature for heated spaces will be set no higher than 70 degrees during the school day and other scheduled uses (the ELC/afterschool program, school festivals, athletic events, PTO meetings, etc.) **For spaces not using heat pumps, the heat will be set no higher than 60 degrees at 5:00 p.m. and/or whenever the space will be unoccupied for more than four hours. For spaces heated by heat pumps, the heat should be set no higher than 65 degrees on weekends and holidays; no setback is recommended for shorter periods.**

The Maintenance Director will develop and implement guidelines for thermostat settings and other energy management practices when a building or major portions of a building are largely or entirely unoccupied for school holidays, summers, and other extended periods. Principals and other personnel will support the implementation of these guidelines.

Space heaters and other portable heating devices will not be allowed within any facility. Exceptions will only be made when necessary to avoid structural damage to buildings during an emergency.

2. Lighting

~~Lights will be turned off in unoccupied spaces.~~ **Except for security lighting, lights will be turned off in areas that will not be occupied for 15 minutes or longer.**

3. Appliances

Microwaves, refrigerators, coffee makers, crock pots, hot plates, toasters, and any similar equipment will be limited to kitchens and teacher work rooms and must be approved by the principal before installation.

The principal may approve the use of refrigerators or other appliances in classrooms as necessary for educational or medical purposes. The principal may also approve the use of aquarium and terrarium equipment (filters, lights, heating) as appropriate for educational purposes.

4. Office Equipment

All office equipment, computers and copiers will be turned off (not in standby mode) each night and on weekends.

B. RESPONSIBILITIES

The Maintenance Director/designee will monitor energy use and costs for each facility. At least every six months the Maintenance Director/designee will provide a monthly report of energy consumption and costs to each school, the Central Office, Maintenance Department, and Bus Garage. The Maintenance Director/designee shall report this information to the Superintendent at least every six months and to the Board of Education annually.

Each school principal is responsible for ensuring efficient energy management on his/her campus. All school system personnel shall support efficient use of energy as directed by the principal or principal's designee.

C. PURCHASE OF VEHICLES AND OTHER EQUIPMENT

Energy efficiency will be a primary consideration in purchasing vehicles, HVAC systems, and other energy using equipment.

For motor vehicles for which EPA mileage ratings are available, bids will be evaluated taking into account both the purchase price and the fuel cost for 150,000 miles of operation using the city mileage rating. The cost of fuel will be based on the price used to set the budget for fuel in the then-current fiscal year.

Large appliances, HVAC systems, water heaters, and computers and related equipment shall meet the applicable Energy Star standards or shall be the lowest cost option after taking into account both the purchase price and energy costs. The cost of energy will be based on current electrical/fuel prices for five years of operation for computers and related equipment and ten years of operation for HVAC systems, large appliances, and water heaters.

LOCAL PURCHASING REQUIREMENTS FOR EQUIPMENT, MATERIALS AND SUPPLIES

Policy Code:

6440

All purchases of equipment, materials and supplies will be made in accordance with applicable laws and regulations, including Chapter 143 Article 8 of the North Carolina General Statutes, board policy and any school system purchasing procedures. For purchases and contracts valued at \$1,000 or more, the board will obtain certification from each bidder or vendor affirming that it is not listed on the state treasurer's "Final Divestment List," as required by G.S. 147, Article 6E. All employees involved in purchasing must be familiar with these requirements.

When competitive bidding is not required, purchases should be made under conditions that foster competition among potential vendors. Purchasing decisions should be made after considering price, quality, suitability for specified need, **energy costs when applicable under policy 6445/6535 Energy Efficiency**, and timeliness of delivery and performance. The Watauga County Board of Education (the "board") will not enter into a contract with any supplier or contractor when performance on any previous contract has been found to be unsatisfactory by the superintendent or the board.

Records of all informal bids will be kept but will not be available for public inspection until the contract has been awarded. Such records should include the date the bid is received, from whom it is received, and for what item it is made.

Legal References: G.S. 115C-36, -522; 143, art. 8; 143-129, -129.9, -131, -135.9; 147, art. 6E

Cross References: Contracts with the Board (policy 6420), State Purchasing Requirements for Equipment, Materials and Supplies (policy 6430), **Energy Efficiency (policy 6445/6535)**

Adopted: February 8, 2016

Revised: May 9, 2016

Board members and employees are expected to be honest and ethical in the performance of their duties and to comply with applicable federal, state, and local laws, policies, and regulations. The Watauga County Board of Education (the "board") encourages employees to report possible financial improprieties, ethical violations, and other illegal practices and intends that employees who report such matters in good faith will not be subject to retaliation or other adverse employment consequences.

If an employee reasonably believes that (1) there has been a violation of federal, state, or local law, policy, or regulation, public policy, or an individual's ethical duties and (2) the violation is due to a practice, policy, act, or omission of the board of education, an individual board member, a school system employee, or an entity/person with whom the school system has a business relationship, the employee should report that matter in accordance with policy 7220, Grievance Procedure for Employees, or policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. Any complaint alleging a violation by the superintendent or the board should be filed with the board chair for investigation. The board chair will report the complaint to the board, and the board will authorize a prompt and thorough investigation or other action as necessary.

The board prohibits and will not tolerate any form of reprisal, retaliation or discrimination against any employee who (1) in good faith, has made or intends to make a report of wrongdoing described in this policy; ~~that there has been a violation of federal, state, or local law, regulation or public policy due to a practice, policy, act or omission of the board of education, of a school system employee or of an entity/person with whom the school system has a business relationship;~~ or (2) has refused to carry out a directive which may constitute a violation of federal, state, or local law, policy, or regulation or poses a substantial or specific danger to public health and safety.

~~An employee who reasonably believes that any such violation exists may file a grievance in accordance with policy 7220, Grievance Procedure for Employees, or a complaint in accordance with policy 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure.~~

To be protected by this policy, employees who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents an unlawful activity, policy, or practice. The protection extends to those whose allegations are made in good faith but prove to be mistaken. The board reserves the right to discipline employees who know or have reason to believe that the report is inaccurate. Further, except as otherwise required by law, the provisions of this policy apply only to those situations in which an employee brings the alleged unlawful activity, policy, or practice to the attention of school officials or the board and provides school officials or the board with a reasonable opportunity to investigate and correct the alleged unlawful activity. If necessary, school officials or the board may specify reasonable steps to protect the complaining employee from retaliation.

Each employee will receive a copy of this policy and will sign a statement verifying his or her

receipt and understanding of this policy.

Legal References: Sarbanes-Oxley Act, 18 U.S.C. 1513(e); G.S. 115C-335.5; 126-5(c5), -84, -85, -86, -87, -88

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 4015/7225), Grievance Procedure for Employees (policy 7220), **Code of Ethics for School Board Members (policy 1320), Board Member Conflict of Interest (policy 1321), Ethics and the Purchasing Function (policy 6401), Staff Responsibilities (policy 7300), Employee Conflict of Interest (policy 7730), Federal Grant Administration (policy 8305)**

Adopted: February 9, 2015

Revised:

EMPLOYEE TRAVEL AND OTHER EXPENSE REIMBURSEMENT

Policy Code:

7650

The Watauga County Board of Education (the "board") may reimburse employees for reasonable and necessary travel and other expenses incurred while performing school system business. All employee requests for reimbursement for travel or other expenses are subject to this policy. The superintendent and finance officer are responsible for developing and disseminating forms for requesting travel and other expense reimbursement, for maintaining and disseminating current information concerning applicable reimbursement rates, and for establishing any procedures or regulations necessary to implement this policy.

A. EMPLOYEE RESPONSIBILITY FOR CONTROLLING TRAVEL EXPENSES

The board intends that its employees who are required to travel do so in reasonable comfort. All employees traveling on school system business are expected to exercise good judgment in distinguishing between reasonable comfort and extravagance and to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Reimbursement will not be approved for excess costs or additional expenses that are for the convenience or personal preference of the employee. Unless specifically approved by the board in advance, unauthorized expenses include, but are not limited to, alcohol or tobacco, entertainment activities (e.g., sporting events, pay TV, movies), personal services (e.g., spa, laundry), personal items (e.g., toiletries, magazines, souvenirs), supplemental insurance on rental cars, fines for traffic violations, and meals, lodging, or other expenses for spouses, children, guests, or pets. Employees are responsible for being aware of applicable reimbursement rates and any other limitations established by the superintendent or finance officer prior to travel.

B. APPROVAL FOR TRAVEL

Out-of-county travel by any employee except the superintendent must receive prior written approval of the employee's supervisor on the designated travel authorization form. ~~Out-of-state travel also requires the superintendent's prior written approval. The superintendent's travel, whether out-of-county or out-of-state, must receive prior approval from the board chair on the designated travel authorization form.~~ The request for approval must include an estimate of the anticipated cost of the travel and related expenses. Travel requests that exceed the amount budgeted for such purposes will be denied. The superintendent or designee shall have the authority to approve travel reimbursement from local funds in excess of state established per diem rates for lodging and meals at his/her discretion. **Travel by the superintendent and board shall be approved annually using the Blanket Authorization Form.**

C. REIMBURSEMENT FOR TRAVEL EXPENSES

Employees may request reimbursement of actual expenses for mileage, meals, lodging, and other business-related expenses, such as conference registration fees and parking fees, incurred on approved trips for official school system business. Travel that does not

directly benefit the school system is not reimbursable.

The reimbursement rates for mileage, meals, lodging, and other travel expenses will be in accordance with those established for state employees. Reimbursements will not exceed the annual budget allocated to the respective employee or department. All reimbursements are contingent upon funds available.

All claims for reimbursement of travel expenses must (1) include a copy of the approved travel request form; (2) be in writing, itemized, and supported with original receipts, except that no receipt is required for meals that will be reimbursed at the state-approved flat rates; (3) document the official school business purpose for which the expenses were incurred; (4) include a copy of the agenda if the travel was to a conference, meeting, or similar event **if meal reimbursement is being requested**; (5) be signed by the employee; and (6) be approved by the employee's supervisor, or in the case of the superintendent, by the board chair. ~~If reimbursement is to be paid from federal funds, documentation of the business purpose must include the reason the claimant's travel is necessary to the federal program.~~ All claims must be submitted in accordance with any additional requirements, procedures, or deadlines established by the superintendent or finance officer.

In extenuating circumstances, such as when lodging is not reasonably available at the state-approved rate, authorization for reasonable costs in excess of the state-approved rates may be approved by the employee's supervisor and the superintendent or designee, or in the case of the superintendent, by the board chair.

No advance payment of travel expenses is permitted.

~~D. — ADVANCEMENT OF TRAVEL EXPENSES~~

~~The board discourages providing an advance travel allowance to employees. In extraordinary circumstances, an advancement of funds not to exceed the estimated travel expense with a limit of \$500 for an approved trip may be made to an employee provided the employee makes a written request no later than one month prior to the departure date. The request must be approved by the employee's supervisor and the superintendent or designee except that advances for the superintendent must be approved by the board chair. The advance will be forwarded to the employee no sooner than five working days before the scheduled departure date.~~

~~Funds advanced may be used only for expenses that are otherwise reimbursable and documented in accordance with this policy. Upon return from the trip, the employee must provide a reconciliation of the actual expenses incurred as compared to the amount advanced in accordance with procedures and any applicable deadline established by the finance officer. The employee shall be responsible for returning any funds advanced in excess of the employee's documented reimbursable trip expenses.~~

~~An employee who fails to file a complete reconciliation by the applicable deadline or who does not return travel funds owed to the school system may be subject to~~

~~disciplinary action and/or to recovery actions for the amount owed.~~

E. CANCELLED TRIPS

If an employee cancels a trip for which (1) ~~a travel advance has been extended~~, (2) trip-related expenses have been prepaid by the school system, or (2) a penalty or charge resulting from the cancellation is incurred, the employee is responsible for reimbursing the school system for all funds advanced or expended by the school system as a result of the cancellation unless otherwise approved by the superintendent or designee. Failure to reimburse the school system as required may result in disciplinary action and/or actions to recover the amounts owed.

F. MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

Employees who use their personal vehicle to travel in the performance of their official job duties will be reimbursed at the rate for state employees for mileage incurred when traveling for job-related activities, subject to budgetary limitations. The superintendent may establish criteria for determining which employees are eligible for this mileage reimbursement. Reimbursement will not be authorized for travel between the employees' residence and the first or last scheduled stop of the day.

Mileage reimbursement requests for all employees except the superintendent must be approved by the employee's immediate supervisor and submitted as directed by the finance officer or superintendent. ~~The superintendent's mileage reimbursement requests must be approved by the board chair and submitted to the finance officer at least quarterly.~~

G. REIMBURSEMENT OF OTHER BUSINESS EXPENSES

Employees purchasing merchandise or other items on behalf of the school system with personal funds must have prior approval of their supervisor and may be reimbursed for reasonable costs, ~~up to a limit of \$50. Expenses of greater than \$50 must be approved in advance by the superintendent or designee, or in the case of the superintendent, by the board chair.~~ Requests for reimbursement must follow the procedures established by the finance officer. All requests for reimbursement must be accompanied by a statement of the business purpose for the expense and a detailed receipt. Employees who are authorized to use school system procurement cards will not be reimbursed for purchases made using personal funds without prior approval of the superintendent or designee.

H. RESPONSIBILITY FOR MONITORING COMPLIANCE WITH THIS POLICY

The superintendent is responsible for monitoring employee compliance with this policy. ~~The superintendent's expenditures for travel and other expenses will be reviewed at least quarterly by the board chair.~~ The board chair is responsible for monitoring the superintendent's compliance with this policy.

Legal References: G.S. 115C-36, -47(21), 138-6; 2 C.F.R. 200.474

Cross References: Board Member Compensation and Expenses (policy1330)

Other References: *North Carolina Budget Manual*, Section 5 (Office of State Budget and Management), available at <https://www.osbm.nc.gov/library>

Adopted:

Replaces: Board policy 6.04, Management of Funds (in part)

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

A. FINANCIAL MANAGEMENT SYSTEMS AND INTERNAL CONTROLS

The finance officer shall be responsible to the superintendent to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurance that the school system is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal law and regulation, including the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”) issued by the U.S. Office of Budget and Management and any applicable state requirements, and shall be based on best practices.

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

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

1. Allowability

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

2. Cash Management and Fund Control

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

3. Procurement

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

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

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

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

4. Conflict of Interest

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

For purposes of this paragraph, a conflict of interest would arise when (1) the covered individual, (2) any member of his or her immediate family, (3) his or her

partner, or (4) an organization which employs or is about to employ any of those parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict in accordance with this paragraph shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals shall not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award; however, covered individuals may accept (1) a single unsolicited item with a value of \$50 or less or (2) multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$100 or less in a 12-month period. Violations of this rule are subject to disciplinary action.

5. **Mandatory Disclosures**

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

6. **Equipment and Supplies Purchased with Federal Funds**

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

7. **Accountability and Certifications**

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

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

8. **Monitoring and Reporting Performance**

The superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant

developments that arise between scheduled performance reporting dates, must be submitted as required by federal or state authorities.

B. AUDITS AND CORRECTIVE ACTION

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

C. TRAINING

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

D. OTHER APPLICABLE BOARD POLICIES

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

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

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

E. REPORTING MISMANAGEMENT OF FEDERAL FUNDS

Any employee who reasonably believes that federal funds have been misused or that the school system is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter as provided in policy 1760/7280, Prohibition Against Retaliation.

Legal References: 2. C.F.R. Part 200

Cross References: Prohibition Against Retaliation (Policy 7280), Fiscal Management Standards (policy 8300)

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

Adopted:

The Watauga County Board of Education (the “board”) is guided by generally accepted standards of fairness in establishing processes for hearings before the board. Given the board's considerable responsibilities for overseeing the educational program and operations of the schools, the board also strives to be efficient in carrying out its various functions, including conducting hearings.

Unless other hearing processes are required by law or board policy, the following procedures will apply in board hearings. The board reserves the right to modify the procedures described in this policy as necessary in any particular hearing in order to be fair and efficient, in order to meet legal requirements or for any other reason the board deems sufficient.

1. A hearing will be open to the public unless a closed session is permitted by law.

It is the express policy of the State and this board to make hearings open to the public except for certain purposes specified in the Open Meetings Law.

Grievance appeals pursuant to policies 4010, Student and Parent Grievance Procedure, and 7220, Grievance Procedure for Employees, typically will be heard in closed sessions in order to prevent the disclosure of confidential information. Closed sessions will be conducted in accordance with policy 1420, Compliance with the Open Meetings Law.

The board will consider requests made by a parent, student or employee to conduct a hearing in open session that is permitted by law to be held in closed session. However, the board will make the final determination of whether a hearing will be held in open or closed session.

2. The superintendent is responsible for providing sufficient notice of the time and place that a hearing will be held and the nature of the hearing that will be available.

In order to resolve complaints expeditiously, board hearings will be scheduled as promptly as possible and notice given to the parties. The superintendent should provide as much notice as is feasible given the particular circumstances. The superintendent shall provide a copy of this policy and, when possible, specify time limitations on the oral presentation if different from what is provided in number 5 of this policy.

3. Individual hearings will be held unless the board determines that a group hearing would be a more effective process for hearing and addressing the matter.

When two or more individuals share the same or a similar concern or are involved in the same matter to be heard by the board, the board may consider whether to conduct a group hearing. The board may consider factors such as generally accepted standards of fairness, the need for efficiency and the ability to prevent the disclosure of confidential information. The board will consider requests for group or individual hearings and will make the final determination.

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4. Unless otherwise required by law, the board may designate a panel of two or more board members to hear and act on behalf of the board.

The superintendent shall confer with the chairperson of the board to determine whether the full board or a panel of the board will conduct a hearing. The board also may establish a panel to hear certain types of appeals, such as student grievances.

5. All parties involved in the hearing may submit written position statements and will be given the opportunity for a limited oral presentation.

Written statements may be submitted at the hearing or in advance of the hearing unless otherwise specified. All parties will be given the opportunity to address the board orally as well. The board may establish time limitations for oral presentations for different types of hearings or may set the time limitation for a particular hearing. Unless a different time frame is established in the notice, in applicable board policies or at the hearing, each party will be offered 15 minutes to present his or her position to the board.

6. The board may limit oral presentation to be made by the parties themselves; other witnesses may be excluded.

The board believes that in most instances, permitting the parties to speak before the board enables a fair presentation of the parties' positions. The board may designate types of hearings in which parties may or may not be represented by legal counsel. Any individual intending to be represented by legal counsel must notify the superintendent in advance of the hearing so that there will be an opportunity to clarify whether legal counsel may be used and to provide the superintendent and board the opportunity to be represented by legal counsel. If necessary, the meeting may be rescheduled to enable the board and/or superintendent to secure legal counsel for the hearing.

7. Legal rules of evidence do not apply to information considered by the board.

The board may consider any information that a reasonably prudent person would consider in conducting the serious affairs of a business.

8. In reviewing any appeal of a decision of school personnel, the board will determine whether the administrative record as a whole provides sufficient evidence to justify the decision of the superintendent. New evidence will not be permitted unless necessary to prevent a threat of substantial unfairness.

The board will review the administrative record, including any administrative proceedings, and will provide an opportunity for the superintendent and the party contesting the decision to make a limited oral presentation of their positions. The submission of documentary evidence and presentation of additional witnesses will be allowed at the discretion of the board.

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9. The superintendent is responsible for making a record of the hearing.

The superintendent shall make any record required by law. At a minimum, the board record will incorporate the administrative record provided to the board for review and any written documents submitted by the parties. The record also will provide the decision of the board and the basis for the decision when such information is required or specified in law or board policy.

Legal References: G.S. 115C-45(c); 143-318.11

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 4015/7225), Student and Parent Grievance Procedure (policy 4010), Grievance Procedure for Employees (policy 7220), Compliance with the Open Meetings Law (policy 1420), Long-Term Suspension, 365-Day Suspension, Expulsion (policy 4353), Requests for Readmission of Students Suspended for 365 Days or Expelled (policy 4362), Teacher Contracts (policy 7410), School Administrator Contracts (policy 7425), Classified Personnel: Suspension and Dismissal (policy 7940), **Non-Career Status Teachers: Nonrenewal (policy 7950)**

Adopted: November 9, 2015

Revised:

A. GRADING AND REPORTING FOR K-8 SCHOOLS

Written progress reports and parent conferences are required in the K-8 schools as described below.

Parent Conferences

By November 1 of each year, teachers in grades K-8 shall schedule a conference with the parent/guardian of each student to share information about yearly academic expectations and progress. Additional parent-teacher conferences are encouraged, and may be scheduled by the teacher and/or parent/guardian as needed.

Report Cards

The K-8 schools will use four separate reporting forms for report cards: one for kindergarten; one for grades one and two; one for grades 3-5; and one for grades 6-8. All shall be approved by the Board of Education.

Report cards shall be issued to all students in kindergarten through eighth grade no later than the eighth school day after the end of each grading period.

On the last day of the fourth grading period, all K-2 students shall receive a report card. Students in grades 3-8 will either receive a report card on the last day of school, or the report card will be mailed within five (5) days of the end of the school year.

Mid-Term Progress Reports

Teachers shall send home mid-term progress reports to parents/guardians when a student's work is dropping significantly, is unsatisfactory, or the student is in danger of failing. These reports shall be sent no later than the mid-point of each grading period. Parents are encouraged to use on-line parent resources to monitor student grades.

Grading Codes

The grading codes for each report are as follows:

Kindergarten:

M: Consistently meets grade level expectations

S: Showing growth toward meeting grade level expectations (+ or - may be used to show growth or regression)

U: Not meeting grade level expectations

Grades 1-2

E: Consistently exceeds grade level expectations

M: Consistently meets grade level expectations

S: Showing growth toward meeting grade level expectations (+ or - may be used to show growth or regression)

U: Not meeting grade level expectations

Grades 3-8:

Letter grades with pluses and minuses shall be given in grades 3-8:

A+ = 99-100

A = 92-98

A- = 90-91	D = 62-67
B+ = 88-89	D- = 60-61
B = 82-87	F = 59 or below
B- = 80-81	S = Satisfactory
C+ = 78-79	N = Needs Improvement
C = 72-77	U = Unsatisfactory
C- = 70-71	INC = Incomplete (to be used only with Principal approval)
D+ = 68-69	

Academic Achievement Recognition

Students in grades 3-8 shall be recognized at the end of each semester with countywide academic achievement awards. The *Award of Excellence* shall be given to grades 3-8 students who have semester averages of all A's. The *Award of Distinction* is given to grades 3-8 students who have semester averages of all A's and B's.

The countywide criteria for academic achievement awards for grades 3-8 are:

1. Semester grades for all courses, including courses with S/N/U grades. In S/N/U courses, a U disqualifies a student for an academic achievement award. In grades 3-8, letter grades shall be given in countywide courses by teachers provided at all eight schools. These subjects include: band, orchestra (strings), chorus, music, art, physical education, Spanish, and vocations (CTE). Other non-countywide courses may be graded with letter grades or S/N/U as determined by the individual school.
2. Academic achievement awards shall be presented twice a year: at the end of first semester and at the end of second semester. The county office will provide the award certificates for the schools to present.
3. The semester grade (which is the average of the two nine-weeks grades) is the grade that shall be used for each course to qualify for an academic achievement award.
4. To qualify for the *Award of Excellence*, the student shall have no semester grade lower than A- or N on any course. A grade below A- or N for a grading period does not disqualify a student; only the semester average qualifies a student for academic achievement awards.
5. To qualify for the *Award of Distinction*, the student shall have no semester grade lower than B- or N on any course. A grade below B- or N for a grading period does not disqualify a student; it's the semester average that qualifies a student for academic achievement awards.
6. Attendance and tardies are not criteria for academic achievement awards.
7. Handwriting, behavior, and conduct are not criteria for academic achievement awards.
8. The student's ability level is not criteria for academic achievement awards

Evaluation of the grading and reporting methods shall be conducted a minimum of every five years. The next evaluation should occur prior to June 2019.

B. GRADING AT WATAUGA HIGH SCHOOL

The grading scale at Watauga High School shall be as follows:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F Below 60– Failure

Report cards shall be issued after the close of each of the four nine-week grading periods. Grade point averages will be recorded on each semester report card.

Grades will be reported as a numeric value calculated using the following point values based on the numeric grade earned:

90-100=4.0
80-89=3.0
70-79=2.0
60-69=1.0
59 and below=0.0

Grade point averages shall be determined according to State Board of Education policy GCS-L-004.

Some courses shall be graded with a grade of P (Pass) or F (Fail): P indicates that the student has received credit for the course but the student's grade point average is not affected. Notation will be made in the registration handbook to indicate when a course is graded in this manner.

Cross References: Evaluation of Student Progress (policy 3400), Student Promotion and Accountability (policy 3420)

Adopted:

Replaces: 4.03.20 Elementary Grading and Reporting, 4.04.60 High School Grading and Reporting

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

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

A. ADMINISTRATION OF TESTS, SCREENINGS, AND OTHER ASSESSMENTS

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

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

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

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

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

High school students must take all end-of-course (EOC) tests, NC Final Exams, and Career and Technical Education State Assessments (CTE Post-Assessments) required by the State Board of Education. The results of EOC tests, NC Final Exams, and CTE Post-

Assessments will count as 25% percent of a student's final grade in each high school course for which there is an EOC test, NC Final Exam, or CTE Post-Assessment. This requirement does not apply to EOC tests for students following the Occupational Course of Study. Further, CTE students who earn a credential will not be required to take the CTE Post-Assessment in the course.

C. MINIMIZING TIME SPENT TESTING

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

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

Legal References: The Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, -h; 34 C.F.R. pt. 99; G.S. 115C, art. 10A; 115C-47, -81, -83.5, -83.6, -174.11, -174.12(a), -174.13, -174.22, -174.25, -276, -288, -307, -402.5; State Board of Education Policies GCS-A series; GCS-C series; GCS-N series; TCP-C-006; 16 N.C.A.C. 6D .0301 – .0306

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

Other References: *NC Final Exams Test Administrators' Guides*, available at <http://www.dpi.state.nc.us/accountability/common-exams/>

Adopted: August 3, 2015

Revised:

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

EXTRACURRICULAR ACTIVITIES AND STUDENT ORGANIZATIONS

Policy Code:

3620

The Watauga County Board of Education (the “board”) recognizes the value of interscholastic athletics and extracurricular activities in promoting leadership and team skills, practicing democratic principles, and encouraging the lifelong learning process. Students are encouraged to participate in opportunities available at the school, including interscholastic athletics and student organizations. All activities are open to all students attending that school unless a restriction is justified and has been approved by the principal. The principal shall ensure that students and parents are notified of the various opportunities for participation in extracurricular activities. The principal shall establish any rules necessary for school- and student-initiated extracurricular activities.

A. EXTRACURRICULAR ACTIVITY REQUIREMENTS

Participation in extracurricular activities, including student organizations and interscholastic athletics, is a privilege, not a right, and may be reserved for students in good academic standing who meet behavior standards established by the board and the school. Participation in extracurricular activities may be restricted if a student (1) is not performing at grade level as provided in policy 3400, Evaluation of Student Progress; (2) has exceeded the number of absences allowed by policy 4400, Attendance; (3) has violated the student conduct standards found in the 4300 series of policies; or (4) has violated school rules for conduct. In addition, in order to be eligible for interscholastic athletics participation, students must have been in daily attendance 85 percent of the previous semester and must meet all eligibility standards of the North Carolina High School Athletic Association, the North Carolina Department of Public Instruction, and any locally established requirements for interscholastic athletics participation.

School administrators choosing to exercise the authority to restrict participation based upon any of the reasons provided in ~~this~~ **the previous** paragraph shall provide this policy and any additional rules developed by the superintendent or the principal to all parents or guardians and students. The grievance procedure provided in policy 4010, Student and Parent Grievance Procedure, may be utilized by parents or students who believe that a student has been aggrieved by a decision made pursuant to this policy.

B. SPECIAL CIRCUMSTANCES

1. Extracurricular activities may be used as a component of an at-risk student’s intervention plan. The intervention plan may include providing for or restricting the student’s participation in extracurricular activities. If the plan restricts the student’s participation, the plan must include other intervention strategies designed to improve student performance.
2. Students with disabilities must be accorded the legal rights required by federal and state law.

3. School administrators shall facilitate the inclusion and participation of transitioning military children in extracurricular activities, to the extent they are otherwise qualified, by:
 - a. providing information about extracurricular activities to transitioning military children; and
 - b. waiving application deadlines.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12132, 28 C.F.R. pt. 35; Equal Access Act, 20 U.S.C. 4071-4074; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; G.S. 115C art. 9, 115C-47(4), -391, -407.5; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy GCS-D-000; N.C. High School Athletic Association Handbook; Middle/Junior High School Athletic Manual, available at <http://www.ncpublicschools.org/curriculum/healthfulliving/athletics/>

Cross References: Parental Involvement (policy 4002), Student and Parent Grievance Procedure (policy 4010), Evaluation of Student Progress (policy 3400), Student Promotion and Accountability (policy 3420), School Improvement Plan (policy 3430), Children of Military Families (policy 4050), Student Clubs (4060), Student Behavior Policies (4300 series), Attendance (policy 4400), Community Use of Facilities (policy 5030)

Adopted: March 21, 2016

Revised:

~~Replaces: Board policy 5.04.20, The Formation and Operation of Student Clubs at Watauga High School~~

DISCRIMINATION, HARASSMENT, AND BULLYING COMPLAINT PROCEDURE

Policy Code:

4015/7225

The Watauga County Board of Education (the "board") takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of policy 4021/7230, Prohibition Against Discrimination, Harassment, and Bullying or policy 4022/7231, Nondiscrimination on the Basis of Disabilities. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed, or bullied the complainant.

2. Complaint

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment, or bullying.

3. Complainant

The complainant is the individual complaining of being discriminated against, harassed, or bullied.

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

5. Investigative Report

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. Investigator

The investigator is the school official responsible for investigating and responding to the complaint.

7. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment, or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed, or bullied in violation of policy 4021/7230 or policy 4022/7231 must report the offense immediately to an appropriate individual designated in subsection C.1., below. The obligation to report applies regardless of whether or not the apparent victim of the discrimination, harassment, or bullying wants the incident to be reported. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment, or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment, or bullying will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances, regardless of the alleged victim's willingness to cooperate. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT, OR BULLYING

1. Filing a Complaint

Any individual who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the human resources director if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the human resources director is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment (see policy 4021/7230 for contact information);
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see policy 4021/7230 for contact information); or
- f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 4021/7230.

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The board encourages the use of informal procedures such as mediation to the extent possible; however, informal procedures may be used only if the parties involved voluntarily agree. Mediation or other informal procedures will not be used to resolve student complaints alleging sexual assault, sexual violence, or sexual harassment perpetrated by an employee, or when otherwise inappropriate.

If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to end the informal process

and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time. If informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate, or if the complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the procedures outlined in the remainder of this policy.

4. Other Resources

Individuals may also contact the Office for Civil Rights at the U.S. Department of Education:

4000 Maryland Ave, SW
Washington, DC 20202-1475
Telephone: 202-453-6020 TDD: 800-877-8339
FAX: 202-453-6021 Email: OCR.DC@ed.gov

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT, OR BULLYING

1. Initiating the Investigation

a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows.

- 1) If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the human resources director, the superintendent, or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the human resources director or designee.
- 2) If the alleged perpetrator is the principal, the human resources director or designee is the investigator.
- 3) If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the human resources director or designee is the investigator unless the alleged perpetrator is the human resources director, the superintendent, or a member of the board.

- 4) If the alleged perpetrator is the human resources director, the superintendent or designee is the investigator.
 - 5) If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the human resources director, who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)
 - 6) If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)
- b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA, or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
 - c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
 - d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 4021/7230.
 - e. Failure to investigate and/or address claims of discrimination, harassment, or bullying shall result in disciplinary action.

2. Conducting the Investigation

- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 4021/7230 or policy 4022/7231. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, who may have relevant information. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.
- b. The complaint and investigation will be kept confidential to the extent

possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 4021/7230.

- c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age, and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA, or other coordinator.

3. Notice to Complainant and Alleged Perpetrator

- a. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
 - 1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying, and prevent it from recurring;
 - 2) as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and
 - 3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- b. **If required by federal law, information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant, unless such as when the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant). School officials are encouraged to consult with the superintendent and board attorney before releasing such information, however.**
- c. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as

described in policy 4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

- d. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment, or bullying.

2. Appeal

- a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the human resources director or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the notice of the results of the investigation. The superintendent may review the documents, conduct any further investigation necessary, or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
- b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary, and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

B. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review, or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

C. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

D. RECORDS

Records will be maintained as required by policy 4021/7230.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C.

2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.18

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Student and Parent Grievance Procedure (policy 4010), Hearings Before the Board (policy 1600), Assaults, Threats, and Harassment (policy 4331)

Adopted: February 9, 2015

Replaces: Policy 3.08.65, Sexual Harassment

Revised: January 28, 2016; _____

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

A. TUITION WAIVERS

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

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

~~Tuition will be waived in the following circumstances:~~ **In addition, no tuition will be charged to:**

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

administrative unit. However, the board may enter an agreement with the board of education of the student's domicile for payment of tuition by that board;

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

B. TUITION ADJUSTMENTS AND PAYMENTS

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

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

Cross References: Discretionary Admission (policy 4130)

Adopted: April 13, 2015

Revised:

Replaces: Policy 5.02.60, Tuition for Discretionary Admission

WEAPONS, BOMB THREATS, TERRORIST THREATS, AND CLEAR THREATS TO SAFETY

Policy Code:

4333

The Watauga County Board of Education (the “board”) will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

A. PROHIBITED BEHAVIOR

1. Weapons and Weapon-Like Items

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include, but are not limited to the following:

- a. loaded and unloaded firearms, including guns, pistols, and rifles;
- b. destructive devices, as described in subsection B.2 of this policy, including explosives, such as dynamite cartridges, bombs, grenades, and mines;
- c. knives, including pocket knives, bowie knives, switchblades, dirks, and daggers;
- d. slingshots and slungshots;
- e. leaded canes;
- f. blackjacks;
- g. metal knuckles;
- h. BB guns;
- i. air rifles and air pistols;
- j. stun guns and other electric shock weapons, such as tasers;
- k. icepicks;
- l. razors and razor blades (except those designed and used solely for personal shaving);

- m. fireworks;
- n. gun powder, ammunition, or bullets; ~~and~~
- o. any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance; ~~and~~
- p. **mace, pepper spray, and other personal defense sprays.**

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage, or aid another student to possess, handle, or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle, or use such an item must notify a teacher or the principal immediately.

This section does not apply to board-approved and -authorized activities for which the board has adopted appropriate safeguards to protect student safety.

2. Bomb Threats

Students are prohibited from making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school property.

No student may knowingly or willfully cause, encourage, or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat, or perpetrate a bomb hoax must notify a teacher or the principal immediately.

3. Terrorist Threats

Students are prohibited from making, aiding, conspiring, and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance, or material designed to cause harmful or life-threatening injury to another person is located on school property or at a school event.

No student may knowingly or willfully cause, encourage, or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance, or

material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat, or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

4. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- a. theft or attempted theft by a student from another person by using or threatening to use a weapon;
- b. the intentional and malicious burning of any structure or personal property, including any vehicle;
- c. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- d. an attack by a student on any employee, adult volunteer, or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- e. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- f. any intentional, highly reckless, or negligent act that results in the death of another person;
- g. confining, restraining, or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- h. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- i. taking or attempting to take anything of value from the care, custody, or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;

- j. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
- k. the possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
- l. any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that implicates the safety of other persons; and
- m. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

B. CONSEQUENCES

1. General Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

2. Specific Consequences Mandated by Law

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon, or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle, or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary, or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

Legal References: Gun-Free Schools Act, 20 U.S.C. 7151; G.S. 14-17, -18, -27.2 through -27.5A, -32, -33, -34 through -34.2, -41, -60, -69.1, -69.2, -87, -87.1, -132, -132.2, -202.2, -208.18, -269.2, -277.5; ch. 90 art. 5; 115C-47, -276(r), -288, -307, -390.1, -390.2, -390.10

Cross References: Student Sex Offenders (policy 4260), Student Behavior Policies (policy 4300), Integrity and Civility (policy 4310), Disruptive Behavior (policy 4315), Theft, Trespass, and Damage to Property (policy 4330), Assaults, Threats, and Harassment (policy 4331), Criminal Behavior (policy 4335)

Adopted: May 11, 2015

Revised:

Replaces: Policy 5.07.80, Threat Against The General Population and Policy 5.07.85, Weapons Prohibited on School Property

WEAPONS AND EXPLOSIVES PROHIBITED

Policy Code: **5027/7275**

The Watauga County Board of Education (the “board”) is committed to providing a safe school environment that is free from violence, to the maximum extent possible. Employees, students, visitors, and other persons are prohibited from possessing, carrying, using, or threatening to use, or encouraging another person to possess, carry, use, or threaten to use, weapons or explosives on school property or while attending curricular or extracurricular activities sponsored by the school system. This policy applies to weapons or explosives carried openly or concealed.

Any employee who violates this policy will be subject to immediate termination. Any visitor or other person who violates this policy will be escorted from the premises and/or school activity immediately. The superintendent or principal shall immediately report any violation of this policy to law enforcement officials. Any employee who is aware that a weapon or explosive is present on school property or at a school event in violation of this policy must immediately report this information to the principal or designee or the school resource officer as appropriate.

Students who violate this policy are subject to discipline as provided in policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety.

A. WEAPONS AND EXPLOSIVES DEFINED

For purposes of this policy, a weapon includes, but is not limited to, any gun, rifle, pistol, or other firearm of any kind; any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and razor blades (except solely for personal shaving), or fireworks; ~~and~~ any sharp-pointed or -edged instrument, except instructional supplies, unaltered nail files, and clips and tools used solely for the preparation of food, instruction, and/or maintenance on educational property; **and mace, pepper spray, and other personal defense sprays.** For purposes of this policy, an explosive includes, but is not limited to, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1.

B. SCHOOL PROPERTY

For purposes of this policy, school property is any school building or bus, school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by the board of education.

C. EXCLUSIONS

This policy does not apply to:

1. a weapon or explosive used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;

2. a person who has a concealed handgun permit that is valid under state law or who is exempted by state law from needing a permit to carry a concealed handgun, if any of the following conditions are met:
 - a. the person has a handgun in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle (the person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit);
 - b. the person has a handgun concealed on the person and the person remains in a locked vehicle (the person may unlock the vehicle to allow another person to enter or exit); or
 - c. the person is within a locked vehicle and removes the handgun from concealment only for the amount of time reasonably necessary to move it to a closed compartment or container within the vehicle or to move it from the closed compartment or container to concealment on the person.
3. firefighters, emergency service personnel, North Carolina Forest Service personnel, and any private police employed by the board of education, when acting in the discharge of their official duties;
4. law enforcement officers or other persons as provided in G.S. 14-269.2(g)(1a); or
5. a volunteer school safety resource officer providing security at a school pursuant to an agreement as provided in G.S. 115C-47(61), provided that the volunteer school safety resource officer is acting in the discharge of his or her official duties and is on the educational property of the school that the officer was assigned to by the head of the local law enforcement agency.

Legal References: G.S. 14-69.2, -269, -269.2, -284.1; 20-17; 115C-47(61), -288(g)

Cross References: Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety (policy 4333)

Adopted: February 9, 2015

Revised: January 11, 2016; _____

Replaces: Policy 5.07.85, Weapons Prohibited On School Property

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

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

A. GENERAL PRINCIPLES

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

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

B. PRIORITY IN USE

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

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

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

C. FEES FOR USE

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

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

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

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

D. REQUESTS FOR USE OF FACILITIES

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

E. ADDITIONAL RULES GOVERNING USE OF SCHOOL FACILITIES

1. Regulations for Use of Facilities

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

2. Compliance with Laws and Policies

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

3. Concession Rights Reserved to Schools

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

4. Non-Discrimination Notice

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

5. Opening and Closing of Buildings

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

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

F. DAMAGES AND LIABILITY INSURANCE

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

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

G. TERM AND ACCEPTANCE OF LEASE

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

be renewed following the same process.

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

H. LIMITATION OF ROUTINE USE

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

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

I. USE OF OUTDOOR SCHOOL FACILITIES BY THE GENERAL PUBLIC

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

J. REVIEW OF DECISIONS CONCERNING USE OF SCHOOL FACILITIES

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

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

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

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

Adopted: February 8, 2016

Revised: May 9, 2016

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

RETURN TO WORK

Policy Code:

7635

The Watauga County Board of Education (the "board") supports the practice of bringing employees back to work after a work-related injury or illness as soon as they are medically able in order to enhance the employees' recovery while minimizing the impact of work-related injuries on school system operations.

The superintendent is directed to establish a return to work program that is consistent with federal and state law, board policy, and State Board of Education requirements. The objectives of the program will be to:

1. assist employees who are recovering from a work-related temporary injury or illness to safely return to full duty without restrictions at the earliest possible time;
2. assist recovering employees who have temporary work restrictions to return to a temporary, time-limited transitional work assignment of modified or alternate duties approved by the authorized health care provider, when practicable and in the best interests of the school system to do so;
3. assist employees with permanent work restrictions to find **available** suitable employment **within the school system**; and
4. maintain close communication, coordination, and cooperation between the employee, school system representatives, and others working to expedite the employee's recovery and return to work.

The superintendent shall provide specific procedures to guide all employees in carrying out the return-to-work program. All supervisory employees are expected to fully comply with the program procedures and to assist in meeting the program's objectives. Employees experiencing work-related injuries or illnesses shall fulfill all responsibilities assigned to them under the return-to-work program and shall fully comply with the applicable requirements of the North Carolina Workers Compensation Act.

If an employee refuses an approved transitional duty assignment or other suitable employment offered under this policy or under the return-to-work program required by this policy, the superintendent or designee shall ~~direct~~ **notify** the workers' compensation administrator **who may** ~~to~~ apply to terminate the employee's workers' compensation benefit payments in accordance with the North Carolina Workers' Compensation Act. In addition, the employee will be subject to disciplinary action to the extent consistent with law.

This policy and any procedures developed by the superintendent to implement this policy are not intended to, and do not, confer any additional employment rights on any employee, including any right to a transitional duty assignment, nor will they be construed as recognition by the school system that any employee who participates in the return-to-work program has a disability as defined by the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, or the North Carolina Persons with Disabilities Protection Act. **Furthermore, nothing in this policy**

shall be construed to require the superintendent to create an employment position for an employee returning to work with restrictions that prevent the employee from completing the essential functions of his or her previous position.

Legal References: Americans with Disabilities Act of 1990, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. Part 35; Family and Medical Leave Act of 1993, 29 U.S.C. 2601 *et seq.*, 29 C.F.R. Part 825; Rehabilitation Act of 1973, 29 U.S.C. 701 *et seq.*, 34 C.F.R. Part 104; North Carolina Persons with Disabilities Protection Act, G.S. ch. 168A; North Carolina Workers' Compensation Act, G.S. 97, art. 1; 115C-12(43), -337; State Board of Education Policy TCS-Q-001

Cross References: Family and Medical Leave (policy 7520)

Adopted: January 11, 2016

Revised:

The Watauga County Board of Education (the "board") recognizes that an effective staff is critical to the smooth operation of the school system and to creating a learning environment in which students can succeed. The board further believes that students will not excel in performance unless those who most directly affect students, including school administrators, teachers, and other licensed professionals, excel in their performance. It is the intent of the board to employ only those licensed employees who continuously exhibit a pattern of behavior that exemplifies excellent performance.

The board places a high priority on securing the most competent personnel available and, once they are employed, in assisting them in their professional growth and development throughout their careers. An effective evaluation program that clearly describes an employee's performance is a critical aspect of professional growth and assistance. Further, performance evaluation data is an important factor for consideration in decisions regarding continued employment. The superintendent must be able to substantiate any recommendation for continued employment with evaluation data, among other factors.

The superintendent is directed to develop and implement an effective evaluation system for licensed personnel that is consistent with State Board of Education policies. School administrators who are responsible for conducting evaluations shall comply with all state requirements with regard to the type and frequency of evaluation, **including as applicable, the processes for evaluating licensed employees in schools designated as low performing.** The school principal shall evaluate teachers and may incorporate any guidelines or strategies developed by the State Board to assist in the evaluations. The principal shall provide teachers' access to EVAAS data as required by law and shall notify teachers at least annually when the data is updated to reflect teacher performance from the previous school year. The superintendent or designee shall evaluate principals and assistant principals.

All licensed personnel must be evaluated at least annually using state-approved evaluation instruments in conformance with the processes established by the State Board in the North Carolina Educator Evaluation System for that class of personnel. Teachers with fewer than three consecutive years of experience shall be evaluated annually in accordance with the comprehensive evaluation cycle established in State Board Policy TCP-C-004. For teachers with three or more years of experience, the abbreviated evaluation process established in State Board Policy TCP-C-004 satisfies the annual evaluation requirement; however, a teacher receiving an abbreviated evaluation may request that the evaluator conduct a formal observation. In addition, in any given year, the principal may elect to use the comprehensive or standard evaluation processes set forth in State Board Policy TCP-C-004 or require additional formal or informal observations to evaluate a teacher with three or more years of experience. The principal also may supplement the State Board evaluation processes for other categories of licensed personnel by requiring additional observations or other evaluation measures. The annual evaluation of principals and assistant principals must include a mid-year review.

The evaluation system must incorporate the following directives.

1. Evaluators must clearly identify exemplary performance as well as deficiencies in performance.
2. Evaluators are encouraged to use supplementary means of assessing and documenting performance in addition to the state performance standards, assessment rubrics, and evaluation instruments, including, but not limited to, additional formal observations, informal observations, conferences, reviews of lesson plans and grade books, interactions with the employee, plans of growth or improvement, and any other accurate indicators of performance.
3. Student performance and growth data will be considered as a part of the evaluation of licensed personnel, as provided in the assessment rubric for the class of employees under evaluation. For teachers, such data shall include analysis of student work for performance-based courses and student performance as measured by the statewide growth model for educator effectiveness or as otherwise authorized by the State Board of Education and approved by the local board. Multiple means of assessing student performance must be used whenever possible. If only one method is used to measure student performance, it must be a clearly valid tool for evaluating an employee's impact on student performance.
4. Peer observations of teachers with fewer than three consecutive years of experience must be conducted as required by law using the evaluation instrument and process established by the State Board and must be considered by the school administrator in evaluating teacher performance.
5. Supervisors and principals should facilitate open communication with employees about performance expectations.
6. An employee who is unclear about how performance is being assessed or who desires additional evaluation opportunities should address these issues with his or her immediate supervisor.
7. Evaluators will be held accountable for following the evaluation system and all applicable state guidelines on the evaluation of employees.
8. Evaluation data will be submitted to the central office personnel file in accordance with state law and policy 7820, Personnel Files.
9. Evaluation data will be used in making employment decisions, including decisions related to professional and staff development (see policy 7800, Professional and Staff Development) and suspension, demotion, and dismissal of employees (see policy 7930, Professional Employees: Demotion and Dismissal and policy 7940, Classified Personnel: Suspension and Dismissal). Employment decisions may be made by the board and administrators regardless of whether evaluators have followed the evaluation system, so long as there is a legally sufficient basis for the decisions.

10. The superintendent and all evaluators are encouraged to develop ways to recognize distinguished performance and to capitalize on the abilities of such exemplary employees in helping other employees. The superintendent and evaluators are encouraged to involve employees in developing these processes.

The superintendent shall develop any other necessary procedures and shall provide training, as necessary, to carry out the board's directives and to meet state requirements.

Legal References: G.S. 115C-47(18), -286.1, -325, -333, -333.2 -333.1; State Board of Education Policies TCP-C-004, -005, -006, -022

Cross References: Professional and Staff Development (policy 7800), School Administrator Contracts (policy 7425), Plans for Growth and Improvement of Licensed Employees (policy 7811), Personnel Files (policy 7820), Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: February 8, 2016

Revised:

Replaces: Policy 3.05.20, Evaluation of Licensed Employees

NON-CAREER STATUS TEACHERS: NONRENEWAL

Policy Code:

7950

The Watauga County Board of Education (the “board”) may refuse to renew the contract of any non-career status teacher for any cause it deems sufficient, so long as the cause is not arbitrary, capricious, discriminatory, prohibited by state or federal law, or for personal or political reasons.

If the superintendent decides to recommend nonrenewal of a non-career status teacher, the superintendent shall provide written notice of the recommendation no later than June 1. The teacher may, within 10 days of receipt of the superintendent’s recommendation, request written notice of the reasons for the superintendent’s recommendation for nonrenewal and the information that the superintendent may share with the board to support the recommendation for nonrenewal. If a teacher files a timely request, the superintendent shall provide the requested information, and the teacher will be permitted to submit supplemental information to the superintendent and board prior to the board’s decision.

A non-career status teacher has the right to petition the board for a hearing no later than 10 days after receiving notice of the superintendent’s recommendation for nonrenewal. If the teacher requests a hearing, the board chair and vice chair will confer and determine whether such a hearing will be granted. If the chair and vice chair cannot agree, a hearing will be granted. The board will notify the teacher of its decision whether to grant a hearing.

In considering a recommendation of the superintendent to offer a teacher a new, renewed, or extended contract, the board may review any information that was in the teacher’s personnel file at the time of the superintendent’s recommendation. If the board determines that it needs additional information to reach a decision, it will notify the teacher of the board’s concerns and of the additional information that it is considering and provide an opportunity for the teacher to respond to the additional information.

The board will notify the non-career status teacher whose contract will not be renewed for the next school year of its decision by June 15. If, however, a teacher is granted a hearing, the board will provide the nonrenewal notification within 10 days of the hearing or such later date upon the written consent of the superintendent and teacher.

Non-career status teachers may be demoted or dismissed during the terms of their contracts only in accordance with policy 7930, Professional Employees: Demotion and Dismissal.

Legal References: G.S. 115C-45(c), -325.1 *et seq.*

Cross References: **Hearings Before the Board (policy 1600)**, Teacher Contracts (policy 7410), Reduction in Force: Teachers and School Administrators (policy 7920), Professional Employees: Demotion and Dismissal (policy 7930)

Adopted: April 13, 2015

Revised:

Replaced: Policy 3.03.35, Probationary Teachers: Nonrenewal

Elementary Curriculum Meeting, March 2016 Minutes

Members Present:

Bethel-Callie Jarman
Blowing Rock-Laura Seagle
Cove Creek-Patricia Pfister, Christy Laws
Green Valley-Erin Flynn
Hardin Park-Misty Hyler, Adam Pyles, Maria Mohr
Mabel-Jeanie Hicks, Pace Cooper
Parkway-Sarah Holt, Cogie Reed
Valle Crucis-Gina Holste
ESL-Stephanie Ballance
AIG-Harriett Stepuch
CTE-Claudine Lovins
EC-Erin Patterson
Reading-Laurie Gill
Arts-Beaver Robinette
Tamara Stamey
Meredith Jones

1. Welcome back!

Tamara welcomed the group back and we did an icebreaker.

2. Approval of January Minutes

Pace Moved to approve the minutes.

Harriet seconded

Minutes approved

3. Old Business:

3210 Parental Inspection of and Objection to Instructional Materials-updated digital copy

3430 School Improvement Plan

3440 Recognizing Excellence

3450 Class Rank

3540 Comprehensive Health Education

3620 Extracurricular Activities and Student Organizations

I will share updates from the February and March BOE meetings in regard to these policies

First read happened in March due to inclement weather during the BOE meeting. The Board of Education discussed policy 3210 at length and Tamara shared out a revision from the Board of Education.

Proposed changes are in bold in the shared draft.

Members discussed changes to 3210 in small groups. No further feedback was given for changes to the policy.

The other policies listed did not contain any changes from the Board of Education. They will go to the Board of Education for Second Reading in April.

4. New Business

**6525- Instructional Materials Services-we will view this one together
This policy speaks to what happens when an instructional resource is lost, damaged, or destroyed. Students will be given a bill, but will also receive another one.**

**Question: Does this apply to library books? Will students have to pay for a library book before they can check out another.
Will this apply to band instruments?**

It does not apply to computers.

Next Meeting is scheduled for April 20th...would you like to cancel? If yes then the next meeting is May 18th.

**Gina Holste made a motion that we cancel the April Meeting.
Erin Patterson seconded.
Motion passed.**

School Suggestions/Questions:

- It was suggested that we continue to look for ways to bring the policies to the attention of school personnel. Perhaps there could be some videos made to help get the word out about the policy changes.**

Meeting ended at 3:50.