



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 APRIL 11, 2016 5:30 P.M.

- | | | | |
|------|-----|---|----------------------------|
| 5:30 | 1. | CALL TO ORDER | Board Chair |
| 5:32 | 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) | |
| 6:00 | 3. | OPEN SESSION/MOMENT OF SILENCE | Board Chair |
| 6:02 | 4. | DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:05 | 5. | SUPERINTENDENT'S REPORT | Dr. Scott Elliott |
| 6:08 | 6. | STUDENT'S REPORT | Darcy Carson, Andrew Nenow |
| 6:12 | 7. | PUBLIC COMMENT | Board Chair |
| | | Note: Anyone who wishes to address the Board should sign the Public Comment Roster | |
| 6:17 | 8. | PUBLIC RECOGNITION | |
| | | A. Watauga County Teachers of the Year Recognition | Dr. Stephen Martin |
| | | B. Watauga Education Foundation Price Deverick Scholarship Presentation | Tricia Hall |
| | | C. Robotics Club Presentation | Tom Brown |
| | | D. Daughters of the American Revolution American History Essay Winner | Linda Mauldin |
| | | E. Servant's Heart Award | Dr. Scott Elliott |
| 6:35 | 9. | TECHNOLOGY | |
| | | Valle Crucis 5 th Grade Students -Collaborative Student Projects | Chris King, Sherri Hale |
| 6:45 | 10. | CORRECTION AND APPROVAL OF MINUTES | Board Chair |
| 6:50 | 11. | CONCURRENCE | |
| | | A. Field Trip Request | Dr. Scott Elliott |
| | | B. Application and Contract for Use of School Facilities | Dr. Scott Elliott |

6:55 12. FINANCE

Ly Marze

- A. Declaration of Surplus Report
- B. 2016-2017 Current Expense and Capital Outlay Budget

7:05 13. CURRICULUM

- A. Pre-K MOA with Lucy Brock
- B. Mountain Alliance Program Update

Tamara Stamey
Dr. Paul Holden, Zack Green

7:15 14. CHILD NUTRITION

Monica Bolick

2016-2017 Proposed Meal Price Increase

7:20 15. PERSONNEL

Dr. Stephen Martin

- I. Resignations
- II. Certified Personnel - New Employment
- III. Classified Personnel
 - A. New Employment
 - B. Extended Employment
 - C. Transfer of Assignment
- IV. Substitutes
- V. Long-Term Substitutes
- VI. Leave of Absence Requests

WORK SESSION ITEMS FOR DISCUSSION**7:25 16. TEACHER MATCH DEMONSTRATION**

Christy Parker, Dr. Stephen Martin

7:35 17. POLICIES FOR SECOND READING

- 3210 Parental Request to Review Instructional Materials
- 6000 Support Services
- 6100 Goals of Student Health Services
- 6110 Organization of Student Health Services
- 6120 Student Health Services
- 6120-R Student Health Services
- 6125 Administering Medication to Students
- 6146 Emergency Resuscitation Policy
- 6300 Goals of Student Transportation Services
- 6301 Classified Staff Bus Driving Requirements
- 6305 Safety and Student Transportation
- 6306 School Bus Idling
- 6306-R School Bus Idling Procedures
- 6310 Organization of Student Transportation Services
- 6315 Drivers ID
- 6320 Use of Student Transportation Services
- 6321 Bus Routes
- 6322 Student Assignment to Buses

- 6325 Parking Areas for Students
- 6330 Insurance for Student Transportation Services
- 6340 Transportation Service Vehicle Contracts
- 6500 Goals of Equipment, Materials, and Supplies
- 6510 Organization of Equipment, Materials, and Supplies
- 6520 Use of Equipment, Materials, and Supplies
- 6521 Personal Use of Equipment, Materials, and Supplies
- 6522 Use of Equipment, Materials, and Supplies by Non-School Groups
- 6524 Network Security
- 6525 Instructional Materials Services
- 6530 Resource Conservation
- 6540 Hazardous Materials
- 6550 Vandalism
- 6560 Disposal of Surplus Property
- 9010 Site Selection
- 9020 Facility Design
- 9030 Facility Construction
- 9110 Use and Selection of Architects, Engineers, and Surveyors
- 9120 Bidding for Construction Work
- 9130 Supervision of Construction Contracts
- 9300 Naming Facilities
- 9400 Sale, Disposal, and Lease of Board-Owned Real Property

8:00 18. BOARD OPERATIONS/COMMENTS

Policy Update Options

8:05 19. ADJOURNMENT

- 20. MISCELLANEOUS INFORMATION - Personnel Advisory Committee Minutes, March 24, 2016, Elementary Curriculum Committee Minutes, January 20, 2016**

Important Dates:

High School Curriculum Committee Meeting; April 12, 3:45

Student Services Committee Meeting; April 13, 3:30

NCSBA School Board Chair Conference; May 6

NCSBA Video on Community Use of School Property; April 12, 1:00 (Margaret E. Gragg)

Shooting Stars Talent Show; May 6, 6:30



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TEL: (828) 264-7190

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DATE: March 14, 2016

PRESENT:

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

TIME: 5:30 p.m.

PLACE: Gragg Education Center

CALL TO ORDER

The meeting was called to order by Board Chair, Ron Henries. Mr. Henries opened 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/MOMENT OF SILENCE

Board Chair, Ron Henries, called the open session meeting to order. He began the meeting with a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

There were no adjustments or amendments to the agenda.

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed all to tonight's meeting with a particular acknowledgement to Mr. Eddy Maillot. He is visiting tonight's meeting as part of a civic engagement assignment which is part of the Boone Chamber of Commerce's Watauga Leadership Challenge. Dr. Elliott informed everyone that we celebrated North Carolina Bus Driver Appreciation week, February 8-12, 2016. He reminded folks that we have 41 buses that are covered by 46 drivers. We travel 2789 miles daily and we transport 1729 students daily as well. We also celebrated National School Counselors Appreciation month in February and Dr. Holden will be recognizing our counselors later in the meeting. Dr. Elliott also expressed his deepest sympathy to the family members, friends, and staff members affected by the fatal car accident that occurred Sunday killing a Watauga High School student. As of today we have completed 121 days and 752 hours of instruction and we only have 59 days remaining in this school year.

STUDENT'S REPORT

Watauga High School Senior Student Representative, Darcy Carson and Junior Student Representative Andrew Nenow addressed the Board. They reported that the student council election committee is meeting this week to start discussions on next year's positions. DECA has been having huge successes in the past two months. Students are back from the Orlando, Florida Disney conference, having been very successful. Nine students will be competing in Internationals in Nashville in April. One of our DECA members won the state presidency for North Carolina DECA and all the students are very proud of his accomplishment. The students are also very proud of Mr. Gasperson and his recent Principal of the Year award and they congratulated him publically. Tuesday, March 1st, the juniors took the ACT and are very happy with its conclusion. March 5th was the production of "Punchline" and the show went very well. All spring sports are in full swing. Prayers were asked for the Brandon Aldridge family.

PUBLIC COMMENT

There was no public comment at tonight's meeting.

PUBLIC RECOGNITION

Director of Human Resources, Dr. Stephen Martin, recognized the 2015-2016 Watauga County Principal of the Year, Marshall Gasperson. Mr. Gasperson was chosen by his fellow principals to receive the honor. His four year anniversary as the Watauga High School principal is tomorrow. He has served in many capacities throughout his career including, but not limited to teaching, coaching, assistant principal, CT director, personnel director, and principal. Mr. Gasperson is blessed and thankful to work where he does and who he serves, and commented that "it is very special to be recognized by one's peers."

Dr. Holden, Student Services Director, recognized February 8-12, 2016 as National School Counselors week and he thanked all 14 counselors that we have in Watauga County Schools. He feels we have the finest student services department in the state. He also recognized our Social Workers; Amy Michael, Jennifer Wandler, Heather Holbrook and Megan Langdon, who were present at tonight's meeting. Denise Presnell was unable to attend.

Whit Whitaker, studio craft teacher at Watauga High School and students Molly Gilleskie and Noah Jennings, informed all that March 19th is the 15th annual Empty Bowls event at the high school. The money raised goes to the Hunger and Health Coalition in Boone and all proceeds stay in our county to help the hungry.

Pamela Shirley, Director of the Extended Learning Center, presented Chelsea Campbell with the Coordinator of the Year award for 2015-2016. Ms. Campbell attended Mabel as a child, worked at Mabel and now runs a quality program at Cove Creek with amazing commitment and focus.

Patrick Sukow, Principal at Blowing Rock, presented five students who qualified for state competition in science; Chris Heckle, Jillian Russert, Isabella Holt, Grace Sears and Molly Graham. Allyson McFalls, 6th grade language arts and science teacher at Blowing Rock, coached the students however she was unable to participate at tonight's meeting because she just had a baby!

Sarah Bohn, AIG teacher at Valle Crucis, presented student Tyler Osmond, who qualified for the state competition, taking first place in the junior biological science division.

Wille Selle, orchestra and band director for students at Watauga High School and Hardin Park, recognized some of our most talented student musicians at tonight's meeting. He introduced the students and the various awards they received. Ms. Lisa Combs, choral director, recognized students AJ Ugenti, who sang in the NC State Honors Chorus at the State Music Educators Conference and RJ Christian, along with AJ, who sang in the Mars Hill Choral Clinic at Mars Hill University in February.

Dr. Elliott presented the March Servant's Heart Award to Marie Bumgarner, bus driver for Valle Crucis. For the past 24 years Ms. Bumgarner has driven bus 24, more than seven and a half hours a day, from Valle Crucis School and drives the longest route in the county. She travels to the highest elevation of any bus route in the county. Dr. Elliott recognized and thanked all of our bus drivers stating that in a whole school year, our bus drivers together travel over 502,000 miles.

FACILITIES

Dr. Jay Jackson updated the board on the progress of the batting facility being planned for Watauga County Schools. Bill Bailey and staff were very helpful in providing assistance and plans for the facility as well as the suggestion to build it near the concession stand at the high school, saving the project a good amount of money now that restroom facilities will not have to be built. Mr. Danny Clark was also instrumental in finding answers from the state with various questions and concerns. Dr. Elliott feels we are on track with the timeline and hopefully can begin construction this summer.

TECHNOLOGY

Laura Carson and Nancy Zeiss, instructional technology facilitators at the high school, and Lori Hill, art teacher at the high school, recognized several digital art students and their E-portfolios. Conor Clyburn, Katie and Maggie Harrelson are students who participate in the program. Alina Kosmala shared her AP art portfolio with the board. She will be submitting it to the state and her future plans include studying graphic design in college.

CORRECTION AND APPROVAL OF MINUTES

A motion was made by Brenda Reese and seconded by Barbara Kinsey to approve the February 8, 2016 open session minutes as printed. The motion passed unanimously.

CONCURRENCE

A motion was made by Jason K. Cornett and seconded by Jay Fenwick to approve the field trip requests. The motion passed unanimously.

A motion was made by Brenda Reese and seconded by Barbara Kinsey to approve the strategic plan 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. The motion passed unanimously. A motion was made by Jay

Fenwick and seconded by Brenda Reese to approve the budget amendment as presented. The motion passed unanimously. A motion was made by Jay Fenwick and seconded by Brenda Reese to approve the 403b and 457 plan update. The motion passed unanimously.

PERSONNEL

Tom Wright, Athletic Director at Watauga High School, along with Cindy Lentz, Athletic Trainer, presented an overview of the athletic programs for Watauga High School students. Using a PowerPoint presentation, Mr. Wright remarked upon the 21 varsity sports and 9 junior varsity sports that we offer. He expressed his gratitude to all the coaches for what they do for our students, working long hours for very low pay and additionally attending coaching conferences and clinics and nationally federated fundamental classes. Ms. Lentz expounded on the concussion policy and protocol with a very thought-provoking presentation, emphasizing the seriousness taken for any head injury.

Dr. Martin, Assistant Superintendent, gave a brief overview of our middle school athletic programs consisting of five sports for boys and girls. Future plans include a storage facility at Hardin Park, adding restrooms, and looking into installing a gravel track as well.

A motion was made by Barbara Kinsey and seconded by Brenda Reese to approve personnel items I – VI on the personnel report. The motion passed unanimously.

POLICIES FIRST READING

The following policies were reviewed on first reading.

- 3210 Parental Request to Review Instructional Materials
- 3430 School Improvement Plans
- 3440 Recognizing Excellence
- 3540 Comprehensive Health Education
- 3620 Extracurricular Activities and Student Organizations
- 5230-R Research Projects Procedures
- 4110 Immunization and Health Requirements
- 4351 Short Term Suspensions
- 4353 Long Term Suspensions, Expulsions
- 4400 Attendance
- 5060 Responding to Complaints
- 8350-R Fixed Assets
- 9200 Care Maintenance of Facilities
- 9205 Pest Management
- 9210 Care and Maintenance of Grounds and Outdoor Equipment
- 9220 Security of Facilities

A motion was made by Jay Fenwick and seconded by Jason K. Cornett to waive the second reading on the following policies. The motion passed unanimously.

- 5230-R Research Projects Procedures
- 4110 Immunization and Health Requirements
- 4351 Short Term Suspensions
- 4353 Long Term Suspensions, Expulsions
- 4400 Attendance
- 5060 Responding to Complaints

BOARD COMMENT

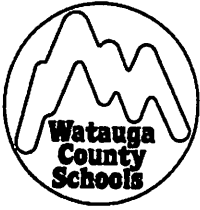
Mr. Henries informed the board that on April 12 the NCSBA video, Community Use of School Facilities, would be shown throughout the day and encouraged all to view. He also asked who would be attending the NCSBA Summer Leadership Conference June 20-24, 2016, to which all board members replied that they were planning on attending.

ADJOURNMENT

A motion was made by Jason K. Cornett and seconded by Brenda Reese to adjourn the meeting at 9:31 p.m. The motion passed unanimously.

R. Ivan Henries, Board Chair

Dr. Scott Elliott, Superintendent



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TEL: (828) 264-7190
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DATE: March 21, 2016 **PRESENT:** Ron Henries, Brenda Reese,
Barbara Kinsey, Jason K. Cornett
Dr. Scott Elliott

TIME: 2:00 P.M.

PLACE: Margaret E. Gragg Education Center

OPEN SESSION

The meeting was called to order by Board Chair Ron Henries. Board Member Jay Fenwick was absent.

BUDGET REVIEW

Finance Director, Ly Marze, handed out information on the 2016-2017 Current Expense and Capital Outlay Budget Proposal and a discussion ensued. Mrs. Marze reviewed the information, discussed formulas, allowances, etc. and answered questions. Mr. Henries and Mrs. Kinsey expressed their gratitude for the school tours. They feel it is a great idea and hope that we can ensure the visits every year as it helps to see and understand the facility needs of our schools. Mr. Henries reminded folks that we will vote on the budget at the April 11th board meeting. Please see Mrs. Marze, Mr. Henries or Dr. Elliott if there are any questions.

Mr. Henries, Mrs. Kinsey and Mrs. Marze attended the NCSBA Law Conference in Raleigh this week. They received numerous compliments from the attorneys on the board's diligent work done on the policies. Marshall Ashcraft was given special acknowledgement as well for his hard work throughout the policy project.

POLICIES - SECOND READING

A motion was made by Barbara Kinsey and seconded by Brenda Reese to approval the following policies with wording changed on 9210, as presented. The motion passed unanimously.

- 3430 School Improvement Plans
- 3440 Recognizing Excellence
- 3540 Comprehensive Health Education
- 3620 Extracurricular Activities and Student Organizations
- 8350-R Fixed Assets
- 9200 Care Maintenance of Facilities
- 9205 Pest Management
- 9210 Care and Maintenance of Grounds and Outdoor Equipment
- 9220 Security of Facilities

POLICIES - FIRST READING

- 6000 Support Services
- 6100 Goals of Student Health Services

- 6110 Organization of Student Health Services
- 6120 Student Health Services
- 6120-R Student Health Services
- 6125 Administering Medication to Students
- 6146 Emergency Resuscitation Policy
- 6300 Goals of Student Transportation Services
- 6301 Classified Staff Bus Driving Requirements
- 6305 Safety and Student Transportation
- 6306 School Bus Idling
- 6306-R School Bus Idling Procedures
- 6310 Organization of Student Transportation Services
- 6315 Drivers ID
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- 6321 Bus Routes
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- 6340 Transportation Service Vehicle Contracts
- 6500 Goals of Equipment, Materials, and Supplies
- 6510 Organization of Equipment, Materials, and Supplies
- 6520 Use of Equipment, Materials, and Supplies
- 6521 Personal Use of Equipment, Materials, and Supplies
- 6522 Use of Equipment, Materials, and Supplies by Non-School Groups
- 6524 Network Security
- 6525 Instructional Materials Services
- 6530 Resource Conservation
- 6540 Hazardous Materials
- 6550 Vandalism
- 6560 Disposal of Surplus Property
- 9000 Planning to Address Facility Needs
- 9010 Site Selection
- 9020 Facility Design
- 9030 Facility Construction
- 9110 Use and Selection of Architects, Engineers, and Surveyors
- 9120 Bidding for Construction Work
- 9125 Participation by Women and Minority Owned Businesses
- 9130 Supervision of Construction Contracts
- 9300 Naming Facilities
- 9400 Sale, Disposal, and Lease of Board-Owned Real Property

CLOSED SESSION

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

OPEN SESSION

ADJOURNMENT

A motion was made by Brenda Reese and seconded by Jason K. Cornett to adjourn the meeting at 4:50 p.m. The motion passed unanimously.

OUT OF STATE/OVERNIGHT FIELD TRIP REQUEST

Overnight field trips require the prior approval of the principal, superintendent, and Board of Education. 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.

Date of Request: 3/21/16 Out of State ☒ Overnight ☐ Both ☐ School: Blowing Rock
Sponsoring Teacher: (Print) Susan Trew & Roberto de la Cerda Cell phone number: 828-964-2272

School Staff Chaperones: Susan Trew, Roberto de la Cerda, Martha Trimble

Number and Names of Non-School Chaperones

Kevin Tincher and/or Ethan Vicars

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

Grade(s): 5 Number of Students: 38 Dates of Trip: from 5/11/16 to 5/12/16

Departure Time/Date: 5/11 8:15 am Return Time/Date: 5/12/16 6:00 pm

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

Boomer, NC Camp Harrison (YMCA)

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

Non applicable

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

RD (Teacher Initials)

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

Driver/s: Hannah Rink Round Trip Mileage: 144 # of Buses Needed: 1

Cost per student: \$ 88 Activities \$ 10 ~~Transportation~~ Total Cost per student \$ 100

Source of Funds: Student families and School Fund Raiser

Purpose of Trip and How It Relates to the Curriculum: cooperative learning and team building, (learning to solve problems with peers without adult intervention) and reinforce science curriculum (interactions in ecosystems, animal habitats, environmental awareness, citizenship)

Sponsoring Teacher Signature: Roberto De la Cerda

Principal Approval: [Signature] Date: 3/14/16

Superintendent Approval: [Signature] Date: 3/23/16

**Watauga County Board of Education
Application and Contract for Use of School Facilities**

Name of Applicant/Organization: ENSEMBLE STAGE
Physical address 2352 FLAT TOP RD E-mail address INFO@ENSEMBLESTAGE.COM
Phone (H) N/A (W) 828-414-1844 (cell) N/A
School (s) covered by this request: BLOWING ROCK ELEMENTARY

Specify the space and facilities for use:

AUDITORIUM / CHORUS ROOM / BAND ROOM

Date(s) of Use: SEE ATTACHED Starting Time: VARIES Ending Time: VARIES
Estimated attendance: 10-100 Event is: private X public

Type/purpose of event: AUDITORIUM- PRESENT THEATRICAL PRODUCTIONS /
CHORUS ROOM- DRESSING ROOM / BAND ROOM- REHEARSAL ROOM

Specify below the type and amount of any fees to be charged (admission, registration, etc.)

FROM \$5.00 TO \$25 DEPENDING ON TYPE OF PRODUCTION

Contract Conditions

As a condition of use, the above named applicant and organization agree to fully comply with all provisions of Board policy 5030, regulation 5030-R, and all other school and school system policies in addition to the following requirements. The privilege for use of school facilities may be revoked at any time for failure to fully comply with all terms of this contract, and/or for any use that conflicts with the purposes or values of the Watauga County Schools.

1. Waiver of liability: The user agrees to defend, indemnify and hold harmless the Watauga County Board of Education and its officers, members, employees and third party contractors and each of them from and against any and all claims, damages, or lawsuits resulting from the use of any school facilities and from and against all costs, attorney fees and expenses incurred by the Watauga County Board of Education, its officers, members, employees or third party contractors and against any and all claims made in connection with the use of school facilities by the User and against all costs, attorney fees and expenses incurred by the parties herein designated and each of them by reason of such claim or claims.

2. All fee related and/or commercial uses of the building require a certificate of insurance for general liability coverage with a total coverage of at least \$1,000,000 for each claim. This requirement shall not apply to use for purely educational purposes by small groups, such as for tutoring, test preparation, or music lessons.

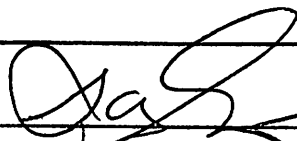
3. All space and facilities must be left in a clean condition, and all furniture or equipment moved by the user shall be returned to its original location.
4. The user will pay the full cost of any damages that occur to school facilities and equipment during the use of school facilities and/or equipment.
5. The user will notify the school principal of any accidents resulting in injury or damage to school facilities or equipment that occur during the use of school facilities and/or equipment.
6. The use of tobacco in any form, the use or possession of alcoholic beverages and/or controlled substances, and the possession of weapons or explosives are prohibited on school property.
7. The user must be present throughout the contract period. Users accept full responsibility for the conduct of all persons present at the users' activities while on school property.

Specific additional requirements as determined by the principal:Number of school custodial personnel 0 @ \$35/hour eachNumber of cafeteria personnel 0 @\$35/hour each*Principal to contact Child Nutrition Director for all uses involving the kitchen and/or cafeteria*Security/supervisory personnel: N/AInsurance required: Yes No*If insurance is required, a copy of the certificate of insurance must be attached.*


Other requirements: _____

Contract Signatures

Signature of applicant/user

Date: 03/17/16

Approval of principal/designee

Date: 3/17/16*Additional approval for fee related and commercial events:*

Superintendent/designee

Date: 3/22/16

Created on: Thursday, March 17th, 2016 at 11:06AM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/17/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HIGH COUNTRY INSURANCE 324-10 HWY 105 EXT P.O. BOX 1489 BOONE, NC 28607	CONTACT NAME: HIGH COUNTRY INSURANCE PHONE (A/C No. Ext): 828-264-3991 FAX (A/C No.): 828-262-5160 E-MAIL ADDRESS: ADDRESS: (INSURER(S) AFFORDING COVERAGE) NAIC # INSURER A: NAUTILUS INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED ENSEMBLE STAGE PO BOX 2606 BLOWING ROCK NC 28605	

REVISION NUMBER:

COVERAGES

CERTIFICATE NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			NN581471	07/14/15	07/14/16	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ INCLUDED COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS						
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
STAGED THEATRICAL PLAY

CERTIFICATE HOLDER

GARY SMITH
PO BOX 2606
BLOWING ROCK, NC 28605

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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2016 BR SCHOOL AUDITORIUM REQUEST CALENDAR

March 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DATES IN YELLOW REPRESENT ENSEMBLE STAGE REQUEST

CHORUS & BAND ROOM USE WILL END AUGUST 14 /

AUDITORIUM USE WILL BE LIMITED TO AFTER 4:00PM (ON WEEKDAYS) BEGINNING AUGUST 22

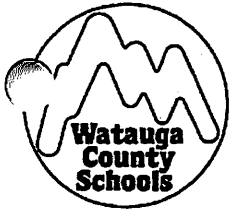
DATES IN GREEN REPRESENT MOUNTAIN HOME MUSIC REQUEST

THESE DATES HAVE BEEN REVIEWED AND AGREED UPON BY

RODNEY SUTTON (DIRECTOR/MHM) & GARY SMITH (ARTISTIC DIRECTOR/ES) ON 01/20/2016

Declaration of Surplus Items - April 2016

<u>School</u>	<u>Quantity</u>	<u>Description</u>	<u># that are Usable</u>	<u># that are Unusable</u>
C.Office	1	NEC VT676 Projector		1
	1	Dell Optiplex GX620 CPU		1
	<u>2</u>		<u>0</u>	<u>2</u>
B.Rock	2	NEC NP400 Projectors	2	
	1	Sharp XG-MB50X Projector	1	
	1	Sharp Notevision PG-F212X Projector	1	
	1	KDS 700P Monitor	1	
	9	Asus Laptop Eee PCs	7	2
	<u>14</u>		<u>12</u>	<u>2</u>
Cove Creek	1	PHD+II Scanner		1
Parkway	1	Whiteboard/Chalkboard		1
	2	12-Seat Cafeteria Tables	2	
	1	Computer Desk	1	
	4	Texas Instrument 34-II Calculators		4
	<u>8</u>		<u>3</u>	<u>5</u>
WHS	1	Powermatic Model 45 36" Lathe	1	
	1	Delta Table Saw	1	
	1	Laminex LX-2700 Laminator		1
	1	Sharp Television	1	
	1	Panasonic 20-inch Television DVD/VCR	1	
	1	Elmo HP-L355OH Projector	1	
	1	Elmo HP-L11 Projector	1	
	5	Elmo HP-L14 Projectors	3	2
	1	Da-lite/Baseler Projector	1	
	1	Apollo Concept Projector		1
	1	Esseler P5360 Projector	1	
	1	Eiki 3850A Projector	1	
	1	Master Products OHP14 Projector	1	
	1	AV Cart		1
	1	TV Table	1	
	<u>19</u>		<u>14</u>	<u>5</u>



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

April 11, 2016

To: Watauga County Commissioners
Mr. Deron Geouque, County Manager
Ms. Margaret Pierce, Finance Director

From: Watauga County Board of Education
Dr. Scott Elliott, Superintendent
Ms. Ly Marze, Finance Officer

Re: 2016-17 Current Expense and Capital Outlay Budget Proposal

We are pleased to present our proposed 2016-17 budget for your consideration. This request represents the voices of our employees, students, and parents as shared through numerous meetings and work sessions. It seeks to better serve students by focusing on key priorities such as preserving parity in compensation for locally and state funded positions, maintaining the current level of 1:1 devices, supporting improved classroom instruction, and ensuring a safe and secure learning environment in our schools.

Current Expense

The budget plan was developed within the context of estimated state salary increases for state-paid personnel and the additional resources needed to support the district's most important initiatives. We have been incredibly focused this year on trying to find operational savings while striving to address future needs and have been able to hold the total increase to 3.5%, most of which is for the expected state salary increase. The major current expense additions are as follows.

Amount	Description
(w/benefits as applicable)	
\$ 228,688	4% COLA pay increase for locally funded personnel
\$ 60,000	Academic Coach position
\$ 64,830	Instructional and classroom technology management systems
\$ 30,000	Additional month of employment for six Assistant Principal positions
\$ 35,137	Mentor stipends (\$50/month)

These requests reflect basic needs to provide a sound public education for our students.

Capital Outlay

The capital component of the budget reflects our commitments to providing a safe and healthy environment for students and school personnel, maintaining the current level of instructional technology,

and performing needed repairs and upkeep of the district's facilities and property. The growing need for building repairs and renovations must be addressed to ensure appropriate facilities for our students and avoid the increased costs of deferred maintenance. After approved projects are funded, the current status of our state ADM funds is a balance of \$2,777 and the current balance of our state Lottery funds is \$134,998. With the remaining 3rd and 4th quarter allocations of \$145,866 still outstanding, and an approved project yet to be funded in the amount of \$185,000, we should end the current FY15-16 year with a balance of \$95,864 in the lottery fund. This balance is not enough, without county support, to accomplish the necessary repairs and upgrades. The major capital outlay requests are as follows.

2016-17 CIP Items

LED Lighting	\$ 293,250
Upgrade Electrical	157,550
Fire Alarm – Blowing Rock	57,500
Parking Lot – Mabel	138,000
Fuel Tank – Mabel	80,500
Air Conditioning – Parkway	2,906,000
1:1 Device Replacements	1,000,000
Projectors	100,000
CISCO Phones/Bell Systems	210,000
Maintenance Vehicles	75,000
Activity Bus	93,000

Safety Items

Flooding Issues – Watauga High	120,000
Gym Floors	43,000
Elementary Bleachers	25,000
Flooding Issues – Blowing Rock	100,000
Replace Stairs – Green Valley	2,500
Exterior Gym Doors – Green Valley	15,000
Lift Maintenance – Maintenance	20,000
Flooding Issues – Mabel	10,000

Other Needs

Batting Facility	50,000
Carpet/Tile	30,000
Cafeteria Equipment	52,500
Classroom Windows – Green Valley	40,000
Computer Labs	30,000
Custodial Equipment	15,000
Playground Mulch (semi-permanent material)	105,000

Summary

We have always appreciated the generous support from the Watauga County Commissioners, especially in the years when we have depended on local funding to help cope with budget cuts at the state level. At the same time, we are mindful of the county's limited resources, and have done our best to limit our request to the genuine needs for a successful 2016-17 school year.

We will be glad to answer any questions and provide any additional information that will assist in your review of this request.

CURRENT EXPENSE FUND 2016-17					4/11/2016
DESCRIPTION		2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
5100	REGULAR INSTRUCTIONAL SERVICES				
1	Salary - Local Positions	2,572,465	2,675,364	102,899	4.00%
	Salary - Additional Month for Athletic Director	-	6,000	6,000	100.00%
2	Salary - JROTC	140,000	147,493	7,493	5.35%
3	Salary - Spanish Translator/Interpreter	24,245	25,313	1,068	4.40%
4	Salary - Academic Coach	-	60,000	60,000	100.00%
5	PreK Program	45,000	45,000	-	0.00%
6	Substitute Teacher Salaries	30,000	30,000	-	0.00%
7	Substitutes for 3D Assessments	-	15,000	15,000	100.00%
8	Mentor Stipends	-	27,500	27,500	100.00%
9	District-wide Supplies/Materials	20,000	20,000	-	0.00%
10	Student Planners for K-8	5,200	5,000	(200)	-3.85%
11	Piano Tuning and Repairs	2,300	2,400	100	4.35%
12	Instrument Repairs	4,500	4,500	-	0.00%
13	Itinerant Teacher Travel	10,000	10,000	-	0.00%
14	Homebound Services	5,000	5,000	-	0.00%
15	Workers Compensation Insurance	70,000	70,000	-	0.00%
16	Unemployment Insurance	60,000	60,000	-	0.00%
17	Life Insurance	5,000	5,000	-	0.00%
18	Employee Assistance Program	4,000	4,000	-	0.00%
19	Longevity/Annual Leave Payouts	5,000	-	(5,000)	-100.00%
20	Disability	5,000	5,000	-	0.00%
21	Social Security	212,037	228,480	16,443	7.75%
22	Retirement Cost	419,264	455,170	35,906	8.56%
23	Hospital Insurance	391,450	431,005	39,555	10.10%
		4,030,461	4,337,225	306,764	7.61%
5200	SPECIAL POPULATIONS SERVICES				
24	Salary - Exceptional Children	221,530	230,391	8,861	4.00%
25	Social Security	16,947	17,625	678	4.00%
26	Retirement Cost	33,938	35,649	1,710	5.04%
27	Hospital Insurance	60,181	60,783	602	1.00%
		332,596	344,448	11,851	3.56%
5300	ALTERNATIVE PROGRAMS AND SERVICES				
28	Salary - Principals	30,537	31,758	1,221	4.00%
29	Travel - Principals	10,800	10,800	-	0.00%
30	Salary - Assistant Principals	135,729	141,158	5,429	4.00%
	Salary - Additional Month for All Assistant Principals	-	30,000	30,000	100.00%
31	Salary - Office Personnel	452,169	470,256	18,087	4.00%
32	Longevity	2,565	2,565	-	0.00%
33	Media Center Supplies and Materials				
	Bethel	-	1,208	1,208	100.00%
	Blowing Rock	-	1,888	1,888	100.00%
	Cove Creek	-	1,604	1,604	100.00%
	Green Valley	-	1,940	1,940	100.00%
	Hardin Park	-	3,692	3,692	100.00%
	Mabel	-	1,236	1,236	100.00%
	Parkway	-	2,480	2,480	100.00%
	Valle Crucis	-	1,840	1,840	100.00%
	Watauga High	-	5,748	5,748	100.00%

CURRENT EXPENSE FUND 2016-17					4/11/2016
DESCRIPTION		2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
34	School Needs, Staff Development, and Supplies				
	Bethel	5,946	6,102	156	2.62%
	Blowing Rock	10,548	10,522	(26)	-0.25%
	Cove Creek	8,936	8,676	(260)	-2.91%
	Green Valley	11,796	10,860	(936)	-7.93%
	Hardin Park	22,456	22,248	(208)	-0.93%
	Mabel	5,946	6,284	338	5.68%
	Parkway	14,838	14,370	(468)	-3.15%
	Valle Crucis	10,860	10,210	(650)	-5.99%
	Watauga High	36,314	35,612	(702)	-1.93%
35	Social Security	48,333	52,520	4,187	8.66%
36	Retirement Cost	95,137	104,558	9,421	9.90%
37	Hospital Insurance	125,833	127,091	1,258	1.00%
		1,028,743	1,117,227	88,484	8.60%
5500	CO-CURRICULAR SERVICES				
38	Middle School Athletics				
	Coaching Supplements	35,000	35,000	-	0.00%
	Transportation	20,000	20,000	-	0.00%
	Catastrophic Insurance	6,175	6,175	-	0.00%
	Supplies	9,000	9,000	-	0.00%
	Contract Services	15,000	15,000	-	0.00%
39	WHS Athletics				
	Coaching Supplements	100,000	100,000	-	0.00%
	Transportation	20,000	20,000	-	0.00%
	Catastrophic Insurance	11,225	12,100	875	7.80%
	NCHSAA Dues - WHS Athletics	1,200	1,200	-	0.00%
	Athletic Complex - WHS Athletics	20,000	20,000	-	0.00%
	Athletic Drug Testing	-	5,000	5,000	100.00%
	WHS Bleachers Maintenance	23,582	-	(23,582)	-100.00%
40	Cultural Arts Program	7,000	7,000	-	0.00%
41	Social Security	10,328	10,328	-	0.00%
42	Retirement Cost	20,682	20,889	207	1.00%
		306,692	289,191	(17,500)	-5.71%
5800	SCHOOL-BASED SUPPORT SERVICES				
43	Salary - School Media Coordinators	136,655	142,121	5,466	4.00%
44	Salary - School Nurses	124,300	129,272	4,972	4.00%
45	Salary - Student Office /Data Manager	142,035	147,716	5,681	4.00%
46	Longevity	3,586	3,586	-	0.00%
47	WHS/ASU Assessment Center	28,000	28,000	-	0.00%
48	Student Assistance and Risk Assessment Program	4,000	4,000	-	0.00%
49	Mountain Alliance Partnership	8,000	8,000	-	0.00%
50	Supplies and Materials for School Nurses	2,000	2,000	-	0.00%
52	Safe Schools Program	2,000	2,000	-	0.00%
53	OSHA/Employee Safety	1,500	1,500	-	0.00%
54	ASU Clinical Screenings	700	700	-	0.00%
55	SACS Accreditation	1,000	1,000	-	0.00%
56	Staff Development for Departments and Programs				
	Administrative	6,000	6,000	-	0.00%
	Countywide	10,000	10,000	-	0.00%
	National Board Academy	3,000	3,000	-	0.00%

CURRENT EXPENSE FUND 2016-17					4/11/2016
DESCRIPTION		2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
	K-3 Staff Development	12,000	12,000	-	0.00%
	4-8 Staff Development	12,000	12,000	-	0.00%
	9-12 Staff Development	2,000	2,000	-	0.00%
	ITF/Media Staff Development	3,000	3,000	-	0.00%
	AIG	2,000	2,000	-	0.00%
	Science and Chemical Safety	5,500	5,500	-	0.00%
	School Nurses	3,000	3,000	-	0.00%
57	Staff Development/Travel for Departments and Directors				
	Superintendent	5,000	5,000	-	0.00%
	Assistant Superintendent/Personnel	3,200	3,200	-	0.00%
	K-3 Curriculum	1,500	2,000	500	33.33%
	4-8 Curriculum	1,500	1,500	-	0.00%
	Instructional Support	1,000	1,000	-	0.00%
	Testing	1,500	1,500	-	0.00%
	Student Services	3,800	3,800	-	0.00%
	Exceptional Children	2,000	2,000	-	0.00%
	Finance	2,800	2,800	-	0.00%
	Technology	9,000	12,000	3,000	33.33%
	Maintenance	2,200	7,000	4,800	218.18%
	Transportation	2,500	4,800	2,300	92.00%
	Child Nutrition	1,500	1,500	-	0.00%
	Public Relations	750	750	-	0.00%
58	Social Security	31,103	32,336	1,233	3.96%
59	Retirement Cost	62,287	65,405	3,117	5.00%
60	Hospital Insurance	71,123	71,834	711	1.00%
		715,040	746,821	31,781	4.44%
6400	TECHNOLOGY SUPPORT SERVICES				
61	Salary - Technology	217,473	222,369	4,896	2.25%
	Salary - Technology Assistant to FT	-	18,000	18,000	100.00%
62	Longevity	893	893	-	0.00%
63	Technical Operating Contracts	120,000	150,000	30,000	25.00%
	Learning Management System	5,000	16,830	11,830	236.60%
	HomeBase Suite	-	18,000	18,000	100.00%
64	Communication Systems	36,500	36,500	-	0.00%
65	Technology Repairs, Supplies and Wiring Needs	35,000	35,000	-	0.00%
66	Maintenance Agreements	25,000	25,000	-	0.00%
67	Social Security	16,705	17,080	375	2.24%
68	Retirement Cost	33,454	34,546	1,092	3.26%
69	Hospital Insurance	27,355	27,629	274	1.00%
		517,380	601,845	84,466	16.33%
6500	OPERATIONAL SUPPORT SERVICES				
70	Salary - Maintenance	640,935	597,082	(43,853)	-6.84%
71	Salary - Transportation	54,488	56,668	2,180	4.00%
72	Longevity	15,374	15,374	-	0.00%
73	Electricity	692,000	692,000	-	0.00%
74	Heating Fuel	310,000	310,000	-	0.00%
75	Water/Sewer	60,000	60,000	-	0.00%
76	Solid Waste Services	22,000	22,000	-	0.00%
77	Telephone/Data - Central Office and Administrators	20,000	20,000	-	0.00%
78	Telephone/Data - Schools	110,000	110,000	-	0.00%

CURRENT EXPENSE FUND 2016-17		2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	CHANGE	4/11/2016 PERCENT INCREASE
DESCRIPTION					
79	Postage	6,000	6,000	-	0.00%
80	Maintenance Supplies	217,000	179,200	(37,800)	-17.42%
81	Maintenance Fees	88,000	147,300	59,300	67.39%
82	Custodial Supplies	86,000	95,000	9,000	10.47%
83	AHERA Inspection of Asbestos	4,000	4,000	-	0.00%
84	Elevator Maintenance	6,240	7,440	1,200	19.23%
85	Water System Maintenance	8,000	32,500	24,500	306.25%
86	Refinishing Floors	12,000	-	(12,000)	-100.00%
87	Painting	20,000	22,500	2,500	12.50%
88	Transportation - Service and License Agreements	24,600	24,600	-	0.00%
89	Hazardous Waste Disposal	2,000	2,500	500	25.00%
90	Garage/Transportation Supplies	2,000	2,300	300	15.00%
91	Vehicle Repair Parts	17,000	18,000	1,000	5.88%
92	Gas	32,000	32,000	-	0.00%
93	Oil	1,000	1,000	-	0.00%
94	Tires	4,000	4,000	-	0.00%
95	License/Title Fees	2,600	4,800	2,200	84.62%
96	Drug Testing	2,800	7,100	4,300	153.57%
97	Bus Lift Maintenance	2,000	2,000	-	0.00%
98	Social Security	54,376	51,188	(3,188)	-5.86%
99	Retirement Cost	108,894	103,535	(5,359)	-4.92%
100	Hospital Insurance	98,477	93,937	(4,540)	-4.61%
		2,723,784	2,724,023	239	0.01%
6600	FINANCIAL AND HUMAN RESOURCE SERVICES				
101	Salary - Finance	138,232	143,761	5,529	4.00%
102	Salary - Personnel	67,823	70,536	2,713	4.00%
103	Supplements				
	Certified Staff	926,222	926,222	-	0.00%
	Classified Staff	250,218	250,218	-	0.00%
	School Administrators	79,904	79,904	-	0.00%
	Directors	35,710	35,710	-	0.00%
	Child Nutrition	38,024	38,024	-	0.00%
	One Time Bonus per State	123,750	-	(123,750)	-100.00%
104	Finance Office Supplies	5,000	5,000	-	0.00%
105	Recruitment	13,000	13,000	-	0.00%
106	Pre-employment Screenings	1,250	1,250	-	0.00%
107	Awards Program	7,500	7,500	-	0.00%
108	Beginning Teachers Program	4,000	4,000	-	0.00%
109	Liability Insurance	6,000	6,000	-	0.00%
110	Vehicle Insurance	18,000	18,000	-	0.00%
111	Property Insurance	60,000	65,000	5,000	8.33%
112	Fidelity Bonds	1,500	1,500	-	0.00%
113	Social Security	126,981	118,145	(8,836)	-6.96%
114	Retirement Cost	235,336	238,964	3,629	1.54%
115	Hospital Insurance	30,091	33,154	3,064	10.18%
		2,168,540	2,055,888	(112,652)	-5.19%
6700	ACCOUNTABILITY SERVICES				
116	Supplies and Materials for Testing Department	6,000	6,000	-	0.00%
		6,000	6,000	-	0.00%

CURRENT EXPENSE FUND 2016-17					4/11/2016
DESCRIPTION		2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
6900	POLICY, LEADERSHIP, AND PUBLIC RELATIONS SERVICES				
117	Salary - Office Personnel	256,803	267,075	10,272	4.00%
118	Board of Education Staff Development	15,000	15,000	-	0.00%
119	Board of Education Compensation	23,000	23,000	-	0.00%
120	Board of Education Travel	7,500	7,500	-	0.00%
121	Legal Services	40,000	50,000	10,000	25.00%
122	Audit Services	41,000	42,000	1,000	2.44%
123	Membership Fees	60,000	60,000	-	0.00%
124	Public Relations Supplies	3,200	3,900	700	21.88%
125	Social Security	21,979	22,764	786	3.58%
126	Retirement Cost	39,342	41,325	1,983	5.04%
127	Hospital Insurance	27,355	27,629	274	1.00%
		535,179	560,193	25,014	4.67%
8100	PAYMENT TO OTHER GOVERNMENTAL UNITS				
128	Transfer to Charter Schools	456,884	482,538	25,654	5.61%
TOTAL CURRENT EXPENSE BUDGET		12,821,299	13,265,400	444,101	3.46%

CURRENT EXPENSE FUND 2016-17					4/11/2016
		2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET		PERCENT INCREASE
SOURCE OF FUNDS				CHANGE	
Fines and Forfeitures		323,000	323,000	-	0.00%
County Appropriation - General		11,946,152	12,459,862	513,710	4.30%
County Appropriation - COLA/Bonus Reserve		95,263	-	(95,263)	-100.00%
County Appropriation - Charter Schools*		456,884	482,538	25,654	5.61%
CURRENT EXPENSE REVENUE TOTAL		12,821,299	13,265,400	444,101	3.46%
	Local Revenue	12,364,415	12,782,862		
	Allotted ADM per DPI	4,330	4,371		
	Local Revenue per ADM	2,856	2,924		
	Projected Charter School ADM	160	165		
	Total Budget for Charter Schools*	456,884	482,538		
		2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
	Current Expense County Appropriation	12,498,299	12,942,400	444,101	3.55%

CAPITAL OUTLAY FUND 2016-17		4/11/2016
DESCRIPTION		2016-17 PROPOSED BUDGET
CATEGORY I		
1	Gym Floors	43,000
2	Elementary Bleachers	25,000
3	Carpet/Tile	30,000
4	LED Lighting (CIP)	293,250
5	Upgrade Electrical (CIP)	157,550
6	Cafeteria Upgrades	52,500
7	Blowing Rock - Fire Alarm (CIP)	57,500
8	Blowing Rock - Correct Flooding Issues	100,000
9	Green Valley - Wooden Stairs to Upper Field	2,500
10	Green Valley - Gym Doors	15,000
11	Green Valley - Classroom Windows	40,000
12	Mabel - Correct Flooding Issues	10,000
13	Mabel - Parking Lot (CIP)	138,000
14	Mabel - Fuel Tank (CIP)	80,500
15	Parkway - Air Conditioning (CIP)	2,906,000
16	Watauga High - Flooding Issues at Stadium	120,000
17	Athletics - Batting Facility (including \$25,000 setaside from last year)	50,000
TOTAL CATEGORY I		4,120,800
CATEGORY II		
1	1:1 Device Program (CIP)	1,000,000
2	School Computer Labs	30,000
3	Projectors (CIP)	100,000
4	CISCO Phones and Bell Systems (CIP)	210,000
5	Band/Orchestra Equipment	20,000
6	Band Uniforms	15,000
7	All Schools - Furniture/Equipment	52,740
8	Custodial Equipment	15,000
9	Windows - Maintenance Building	4,000
10	Lift Replacement	20,000
11	School Bus Cameras and Radios	51,600
12	Playground Mulch	105,000
13	Central Office Furniture/Equipment	1,500
14	Maintenance Equipment	8,000
15	Garage Equipment	2,000
TOTAL CATEGORY II		1,634,840
CATEGORY III		
1	Maintenance Vehicles (CIP)	75,000
2	Activity Bus (CIP)	93,000
TOTAL CATEGORY III		168,000
CAPITAL OUTLAY BUDGET TOTAL		5,923,640

CAPITAL OUTLAY FUND 2016-17						4/11/2016
SOURCE OF FUNDS			2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	CHANGE	PERCENT INCREASE
NC Public School Building Lottery Fund			428,000	300,000	(128,000)	-29.91%
County Appropriation			275,000	5,623,640	5,348,640	1944.96%
LOCAL CAPITAL OUTLAY TOTAL			703,000	5,923,640	5,220,640	742.62%

CURRENT EXPENSE AND CAPITAL OUTLAY FUND REVENUE 2016-17				4/11/2016	
SOURCE OF FUNDS			2015-16 ADOPTED BUDGET	2016-17 PROPOSED BUDGET	PERCENT CHANGE INCREASE
Fines and Forfeitures			323,000	323,000	- 0.00%
NC Public School Building Lottery Fund			428,000	300,000	(128,000) -29.91%
County Appropriation			12,773,299	18,566,040	5,792,741 45.35%
TOTAL			13,524,299	19,189,040	5,664,741 41.89%

**MEMORANDUM OF AGREEMENT
BETWEEN WATAUGA COUNTY BOARD OF EDUCATION AND
APPALACHIAN STATE UNIVERSITY**

This Memorandum of Agreement is between the WATAUGA COUNTY BOARD OF EDUCATION, hereinafter referred to as the "BOARD" or "WCBE," AND APPALACHIAN STATE UNIVERSITY (hereinafter "ASU" or the "University") on behalf of its LUCY BROCK CHILD DEVELOPMENT LAB PROGRAM (hereinafter "LBCDLP").

SECTION 1: BACKGROUND, PURPOSE, AND TERMS

A. BACKGROUND: Lucy Brock CDLP will create a collaborative with Watauga County Board of Education to provide one Pre-K classroom at Parkway Elementary. The collaborative will serve a maximum of 18 children who have been identified as being "at risk" for school failure. The program will follow the Watauga County School's calendar and will be in session during the standard school day. LBCDLP will provide staff and program oversight as well as create a developmentally appropriate learning environment. This collaborative endeavor will allow LBCDLP and WCBE to increase direct services to children and to serve as a model classroom in the public schools for RCOE students.

B. PURPOSE: WATAUGA COUNTY BOARD OF EDUCATION wishes to have certain services for at-risk children and Appalachian State University's Lucy Brock Child Development Lab Program, CLDP, has developed a program in which such services are delivered with the involvement of ASU students in furtherance of their education, in internships and/or practicum experiences. This program furthers the mission of the University, as defined in N.C.G.S. §116-1(b):

That mission is to discover, create, transmit, and apply knowledge to address the needs of individuals and society. This mission is accomplished through instruction, which communicates the knowledge and values and imparts the skills necessary for individuals to lead responsible, productive, and personally satisfying lives; through research, scholarship, and creative activities, which advance knowledge and enhance the educational process; and through public service, which contributes to the solution of societal problems and enriches the quality of life in the State.

C. TERM OF AGREEMENT: This MOA shall become effective upon signature by the authorized officials from WCBE and ASU and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from WCBE this MOA shall end on June 30, 2018.

SECTION 2: RELATIONSHIP BETWEEN PARTIES

- A. ASU will designate one of its employees to be a Program Administrator who shall be in charge of day-to-day program operations and who shall act as liaison between WATAUGA COUNTY BOARD OF EDUCATION and ASU. The Program Administrator shall be responsible for program development, monitoring, NC Division of Child Development and Early Education licensure, evaluation and reporting.
- B. ASU will designate one of its faculty members to be a Curriculum Coordinator. The Curriculum Coordinator will work in conjunction with the Program Administrator to evaluate the program and assure that the learning environment and curriculum are developmentally appropriate.
- C. WCBE will designate the Director of Elementary Education and the site Principal to work collaboratively with the ASU designated Program Administrator and Curriculum Coordinator.
- D. Consistent with all applicable rules and laws concerning confidentiality, there will be sharing of information about students, families, and others between WATAUGA BOARD OF EDUCATION and LBCDLP for purposes of training, and education services.
- E. The relationship of ASU and LBCDLP on the one hand, and WATAUGA COUNTY BOARD OF EDUCATION on the other, is that of independent contractors, and the officers, employees, subcontractors and agents of one party shall not be officers, employees, or agents of the other party. Each party agrees and warrants that it and its respective officers, employees, subcontractors and agents shall comply with all applicable Federal, State and local statutes, regulations, and rules.

SECTION 3: RESPONSIBILITIES OF LBCDLP:

- A. Provide oversight for all facets of the program including but not limited to the items mentioned in this MOA,
- B. Hire teachers and evaluate teacher performance,
- C. Pay a fee for transportation services for children enrolled in Pre-K who live in the Parkway district,
- D. Pay teacher salaries and benefits
- E. Procure and pay for substitute teachers for both the teacher and teacher assistant
- F. Plan and allow for teacher breaks,
- G. Procure Child Development and or Birth -Kindergarten students to serve as classroom support,
- H. Provide participants snacks, supplies and materials,
- I. Assure that all required paperwork for Free and Reduced Meals is completed in a timely manner and returned to the appropriate parties
- J. Assure that all required paperwork to be completed by families for WCBE is completed in a timely manner and returned to the appropriate parties
- K. Create action plans when performance issues arise,
- L. Be a liaison with the elementary school for families when dealing with transportation and lunch room issues,
- M. Co-create policies that support and meet the mission of the collaborative,
- N. Follow the WCS calendar including teacher work days, early release days, and snow days,
- O. Assure that teachers, ASU students, and families submit the appropriate paperwork for background checks for both the North Carolina Division of Child Development and Early Education and Watauga County Schools,
- P. Build relationships and work collaboratively with children, families, and school partners,
- Q. Provide developmentally appropriate experiences in the context of play,
- R. View children as capable and competent learners,
- S. Plan for emergent curriculum and implement project work for all children,
- T. Connect learning to North Carolina Foundations for Early Learning and Development,
- U. Create documentation that makes children's learning visible,
- V. Agree to WCBE rules as defined by the county code of student conduct and Parkway specific procedures and policies,
- W. Supervise children at all times while using positive guidance techniques with children,
- X. Create an engaging and rich learning environment,
- Y. Meet with families when developmental concerns or attendance concerns need to be addressed.

- Z. Coordinate services with the Early Educator Support, Licensure, and Professional Development Office (EESLPD) for lead teacher evaluation
- AA. Serve as a mentor in the teacher evaluation process

SECTION 4: RESPONSIBILITIES OF WATAUGA COUNTY BOARD OF EDUCATION:

- A. Co-create policies that support and meet the mission of the collaborative,
- B. Provide the appropriate space for activities, including, but not limited to: utilities, grounds maintenance, custodial services i.e. vacuuming daily and maintaining soap and paper towels in the classroom and bathroom, access to cafeteria staff who will make Pre-K breakfast and lunch,
- C. Have Principal participation in teacher interview process,
- D. Have Principal participation regarding teacher evaluations and action plans,
- E. Bring questions or concerns directly to LBCDLP program administrator and/or curriculum coordinator,
- F. Be open to allowing students in the Reich College of Education into the Pre-K classroom in order to work, observe or volunteer
- G. Be open to evidenced based practice and research that inform implementation,
- H. Provide transportation services for children enrolled in program who live in the Parkway district,
- I. Work collaboratively with all stakeholders,
- J. Allow Pre-K access to school "experts" to gather data and information for project work, for example, asking a librarian to help children check out books on a topic they are researching for a project,
- K. Support LBCDLP in all classroom management decisions once consensus has been reached by the Program Administrator and Principal about the best possible course of action for children in the program,
- L. Build relationships with children, families, and LBCDLP partners, and
- M. Submit Free and Reduced Meal applications to the USDA with other school applications on behalf of the Pre- K collaborative

SECTION 5: DUTIES OF BOTH PARTIES

- A. Conduct a formal or informal monthly meeting between the ASU Program Administrator and/or ASU Curriculum Coordinator, School/Site Principal, and/or Director of WCS Elementary Education throughout the year.
- B. Understand the needs of the ASU and WCBE may inhibit the ability for all parties to attend all meetings. In such cases, one representative from each party may meet and then share results with agency co-designees,
- C. Agree to schedule meetings and conference calls as issues arise,

- D. Communicate with the WCBE, ASU, and larger community the importance of a successful and viable partnership,

SECTION 6: LIABILITY:

- A. Each party shall be solely liable for any claims, actions, demands or damages arising out of its performance of this Agreement.

SECTION 7: TERMINATION OF THE AGREEMENT:

- A. This Agreement may be terminated at any time upon mutual consent of both parties or after 30 days upon notice of termination by one of the contracting parties.

**CONTRACT SIGNATURE PAGE
WATAUGA COUNTY BOARD OF EDUCATION
AND
THE APPALACHIAN STATE UNIVERSITY REICH COLLEGE OF
EDUCATION**

IN WITNESS WHEREOF

The parties hereto have caused this Memorandum of Agreement to be signed by their respective Chief Officers and duly attested, the day, month and year first above written and have received all relevant policies, rules, standards, procedures and any other pertinent documents as requested.

WATAUGA BD. OF EDUCATION
TAX ID: 56-6001130

WATAUGA BD. OF EDUCATION
Mailing Address:
P.O. Box 1790
Boone, NC 28607
828.264.7190

ASU [LBCDLP]
TAX ID: 56-1176030

ASU – OSP
Mailing Address:
Appalachian State University - OSP
287 Rivers Street, suite 382
Boone, NC 28608-2174
828.262-7311

Signatures for WATAUGA COUNTY BOARD OF EDUCATION:

Title: _____

Date: _____

Signatures for APPALACHIAN STATE UNIVERSITY

Charna K. Howson, M.A.
Director of Sponsored Programs

Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act, General Statute 159-28a.

Finance Officer:

Contract Management Approval _____



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

April 11, 2016

Proposal for Meal Price Increase 2016/17 due to USDA Meal Price Equity Requirement

The proposed meal prices beginning with the 2016/17 school year are:

BREAKFAST	Current Price	Proposed Price = No Change
PK-12	\$1.50	\$1.50
Adults	a la carte prices per item	a la carte prices per item

LUNCH	Current Price	Proposed Price
PK-8	\$2.40	\$2.55
9-12	\$2.60	\$2.75
Adults	\$3.50	\$3.50

FROM USDA Policy Memo SP 09-2016: On November 13, 2015, FNS issued memo SP 09-2016 to remind SFA's that for SY 2016-17, SFA's which, on a weighted average, charged less than **\$2.78** for paid lunches in SY 2015-16 are **required** to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount of the per meal increase will be calculated using 2 percent plus 2.97 percent, or **4.97 percent** total. – Memo SP 09-2016 provided for reference.

Monica

Monica C. Bolick
Director of Child Nutrition
Child Nutrition Services
828-264-7190 ext. 20217



United States Department of Agriculture

Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: November 13, 2015

MEMO CODE: SP 09-2016

SUBJECT: Paid Lunch Equity: School Year 2016-2017 Calculations and Tool

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for "paid" meals or through other non-Federal sources provided to the nonprofit school food service account. For SFAs in strong financial standing, FNS Memorandum SP 19-2015, *Paid Lunch Equity: Guidance for School Years 2015-16 and 2016-2017*, provides additional guidance for requesting an exemption to the Paid Lunch Equity requirement.

This memorandum provides guidance on the calculations SFAs must make in order to ensure they are in compliance with these requirements for School Year (SY) 2016-17. In addition, attached is the SY 2016-17 Paid Lunch Equity (PLE) Tool to assist SFAs as they make these required calculations.

SY 2016-17 Paid Lunch Equity Calculations

For SY 2016-17, SFAs which, on a weighted average, charged less than \$2.78 for paid lunches in SY 2015-16 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount per meal increase will be calculated using 2 percent rate increase plus the Consumer Price Index (2.97 percent), totaling 4.97 percent.

SFAs are reminded that they must use their unrounded adjusted average paid lunch price requirement from SY 2015-16 when calculating the weighted average lunch price increase for SY 2016-17. For example, if the unrounded SY 2015-16 requirement was \$2.08 but the SFA opted to round down to \$2.05, the calculation of the SY 2016-17 requirement is based on the \$2.08 unrounded SY 2015-16 requirement.

If an SFA raised its weighted average paid lunch price above the required amount in SY 2015-16, that excess paid lunch price increase may be subtracted from the total SY 2016-17 paid lunch price increase requirement. SFAs must keep sufficient records to document and carry forward the weighted average price calculations. Additionally, if an SFA did not raise its weighted average adjusted paid lunch price sufficiently to meet the required amount in SY 2015-16, the shortfall must be added to the total SY 2016-17 average weighted paid lunch price adjustment requirement.

Use of Non-Federal Sources Calculation

SFAs that choose to contribute non-Federal sources to the nonprofit school food service account in lieu of raising paid lunch prices must calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA determines the total number of paid reimbursable lunches claimed for the previous school year and multiplies by the difference between the SY 2015-16 weighted average paid lunch price requirement and the SY 2015-16 weighted average paid lunch price.

Sources of Non-Federal Funds

For SY 2013-14, SY 2014-15 and SY 2015-16, FNS expanded the definition of a non-Federal source to include all paid meals to help SFAs meet the PLE requirement and to acknowledge the continuing support by States and locals to improve access to and participation in the breakfast program. FNS has received positive response to this flexibility.

Therefore, for SY 2016-17, SFAs may continue to count as a non-Federal source:

- 1. Per-meal non-Federal reimbursement for *any paid* meal (breakfast, lunch, etc.)**
- 2. Any funds provided by organizations for *any paid* meal**
- 3. Any proportion attributable to *paid meals* from direct payments made from school district funds to support lunch service**

Credit for Excess Non-federal Funds

If an SFA's SY 2015-16 estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2016-17 contribution requirement. Further, if the SY 2015-16 estimate was less than required, additional funds from non-Federal sources must be added. The non-Federal Calculator tab in the PLE Tool for determining the estimated amount of non-Federal source contributions will allow for

forward making these calculations using the same rationale as used for paid lunch prices (i.e., credit any extra funds contributed and account for any shortfalls when determining the amount of non-Federal funds requirement for the next school year).

SY 2016-17 PLE Tool

The first tab of the SY 2016-17 PLE Tool includes detailed instructions on how to use the tool and what information is needed to complete the appropriate calculations. It is recommended that each user print and read the instructions before attempting to complete the calculations.

To assist SFAs making these required PLE calculations, the attached SY 2016-17 PLE Tool makes the following calculations:

- Weighted average paid lunch price for SY 2015-16
- Required average weighted paid lunch price increase for SY 2016-17
- Required non-Federal source contribution required for SY 2016-17

The PLE Tool takes into account adjustments to paid lunch prices made by the SFA in SY 2015-16 to calculate any credit or shortfall the SFA may have accrued for SY 2016-17. For SFAs that opted to contribute non-Federal funds, the PLE Tool also calculates credits and shortfalls for the SY 2016-17 required non-Federal contribution.

Additionally, the SY 2016-17 PLE Tool includes a feature that makes calculations for SFAs that wish to split the SY 2016-17 requirement by both raising prices and contributing non-Federal funds. This option may be attractive to SFAs that do not want to raise the weighted average paid lunch price the entire amount that is required.

To use the attached SY 2016-17 PLE Tool, SFAs need the following information:

ALL SFAs need the following data to calculate the Weighted Average Price for SY 2016-17:

- SY 2015-16 Unrounded Price Requirement OR SY 2010-11 Weighted Average Price
- All paid lunch prices for October 2015
- Number of paid lunches served associated with each paid lunch price in October 2015

SFAs that have opted to contribute non-Federal sources also need:

- The total number of paid lunches served in SY 2014-2015
- The total dollar amount of SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15 and SY 2015-16 non-Federal contribution

SFAs that wish to split the SY 2016-17 requirement by both raising paid lunch prices and contributing non-Federal sources will need all of the above information. Additionally, the PLE Tool includes a report that SFAs can use to track the information they will need to make their SY 2017-18 calculations. SFAs can print the report and keep it in their records.

SY 2016-17 PLE Tool – Edits and Clarifications

Based on feedback received from State agencies and FNS staff regarding previous versions of the PLE Tool, a number of edits and clarifications were incorporated into the SY 2016-17 PLE Tool. While not all inclusive, some of the key edits and clarifications are highlighted below.

Tab 1: SY 2016-17 PLE Tool Instructions

- The instructions were clarified to include the addition of several tips for the individual completing the PLE Tool.
- An area to record the SFA name was added to every tab.

Tab 2: SY 2016-17 Unrounded Requirement Finder

- An error in the formula for determining the Unrounded Price Requirement from the SY 2010-11 Weighted Average Lunch price was identified and corrected to ensure the carry forward calculation from SY 2010-11 is accurate.
- Additional instructions were added when an SFA is at or above equity. When the Unrounded Price Requirement entered for SY 15-16 is at or above equity, the tool now indicates this price is at or above equity and directs the user to proceed to the Report tab.

Tab 4: SY 2016-17 Non-Federal Calculator

- An error in the formula in the Non Federal Source Contribution Calculator for SY 2016-17 was identified and corrected to accurately reflect the target average weighted paid lunch price, \$2.78, for SY 2016-17.

Tab 6: SY 2016-17 Report

- A text box to record the source on non-Federal funds contributed was added.
- An option that reads 'Exemption Granted' was added to the drop down for the method chosen for SY 2016-17 to meet requirements.
- Additional direction was added when an SFA is at or above equity. When an SFA is at or above equity, they are now directed to "Keep and use the SY 2016-2017 Average Weighted Paid Lunch Price recorded below for next year's (SY 2017-2018) PLE Tool" and when "at or above equity" is selected from the drop down for method used to meet the PLE requirement for SY 2016-17, they should record the SY 2016-17 average weighted paid lunch price.

State agencies are reminded to distribute this memo to program operators immediately. SFAs should contact their State agencies for additional information. State agencies may direct any questions concerning this guidance to the appropriate FNS Regional Office.



Sarah Smith-Holmes
Program Monitoring and Operational Support
Child Nutrition Programs

Attachment

PARENTAL REQUEST TO REVIEW INSTRUCTIONAL MATERIALS

Policy Code:

3210

In policy 3200, Selection of Instructional Materials, the Watauga County Board of Education (the “board”) establishes a process for the selection of instructional materials to meet State Board of Education requirements and the educational goals of the board.

The board recognizes that parents may have concerns about instructional materials used in the school system. Thus, to further involve parents in the education of their children, the board also provides opportunities for parents to review instructional materials and a process for parents to use when they object to instructional materials.

A. PARENTAL RIGHT TO INSPECT MATERIALS

Parents have a right under federal law to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded programs. Parents ordinarily also may review all other instructional materials following procedures provided by the school or superintendent. The term “instructional materials” does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review; however, all materials used in reproductive health and safety education shall be available for review as provided in policy 3540, Comprehensive Health Education Program.

B. PARENTAL OBJECTION TO MATERIALS

Parents may voice a concern by first meeting with the teacher using the material or the Media Center Coordinator if the material is in the media center. During that meeting the parent will share their concerns and the teacher or Coordinator will share the selection process and determine any accommodations that may be made. If the parent is not satisfied, they will meet with the principal. The principal will review the selection process and determine if any other accommodations may be made. During this meeting the principal will share the process outlined in Section C. If after the meeting with the principal, the parent is not satisfied, then they shall follow the procedures outlined in Section C. While input from the community is valuable, the board believes professional educators are in the best position to determine whether a particular instructional material is appropriate for the age and maturity of the students and for the subject being taught.

C. PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Occasional objections to some resources may be voiced by parents despite the care taken in the selection process, the qualifications of persons selecting the resources, and the accommodations offered to the parent. If a reconsideration request is made on material other than a state adopted text, the procedures are as follows:

1. The parent shall complete the *Parent Request for Building Level Reconsideration of Instructional Resources* form and return it to the principal.

2. The principal shall forward the completed form to the building level Media and Technology Advisory Committee (MTAC). This committee shall consist of at least a building level administrator, a teacher, a parent, the Media Center Coordinator and an Instructional Technology Facilitator.
3. Materials in use as part of an instructional unit currently in progress in a classroom shall remain in use until and unless a decision is made to withdraw the materials by the Building Level MTAC.
4. Upon receipt of the *Parent Request for Building Level Reconsideration* form, the building level MTAC shall:
 - Review the material in question
 - Review any accommodations offered
 - **Interview the complainant, the teacher(s) in control of the content, and other relevant school personnel**
 - Survey appraisals of the material in professional reviewing sources
 - Weigh merits against alleged faults to form opinions based on the material as a whole, not on isolated passages based on selection criteria
 - Meet to discuss the findings and prepare a written report and recommendation within 15 school days after receipt of the completed Request for Reconsideration form.
 - File the report with the principal, superintendent, and the complainant within 5 days after the meeting in which the report was written.
 - Retain or withdraw the challenged materials upon completion of this process
 - Materials shall be retained or withdrawn as decided by the Building Level MTAC through the completion of any appeal of that decision.

If the principal or the committee determines that any material violates constitutional or other legal rights of the parent or student, the principal or the committee shall either remove the material from instructional use or accommodate the particular student and parent. Before any material is removed, the principal or the committee shall ensure that the curriculum is still aligned with current statewide instructional standards and articulated from grade to grade. If an objection made by a parent or student is not based upon constitutional or legal rights, the principal or the committee may accommodate the objection after considering the effect on the curriculum; any burden on the school, teacher, or other students that the accommodation would create; and any other relevant factors. Books and other instructional materials may be removed from the school media collection only for legitimate educational reasons and subject to the limitations of the First Amendment.

The decision of the committee may be appealed to the superintendent. **Only the parent who initiated the request for review or the teacher/staff member in control of the resource** may file an appeal in writing to the superintendent within 10 days of receipt of the Building Level MTAC report. The superintendent shall:

- Review the Building Level report provided as well as the material in question.
- Interview the complainant, **the teacher(s) in control of the content, and other relevant school personnel**

- Request that a sub group of the District Level Media and Technology Advisory Committee complete the same process as the Building Level MTAC. This District Level committee shall consist of at least a building level administrator, a teacher, a parent, a Media Center Coordinator and an Instructional Technology Facilitator.
- Direct the District Level Committee to provide a written recommendation to the superintendent within 15 days of notice of appeal.
- Within 5 days of receipt of the District Level report, the superintendent shall render a decision to support or reject the Building Level decision and shall report that decision to the complainant and the Board of Education. Materials shall remain retained or withdrawn as determined by the Building Level team until the decision of the superintendent.
- Materials will be retained or removed based on the decision of the superintendent.

The decision of the superintendent may be appealed to the Board of Education as the final level of appeal. **Only The parent who initiated the request for review or the teacher/staff member in control of the resource shall** may appeal the decision of the Superintendent in writing to the Chair of the Board of Education within 10 days of notification of the Superintendent decision. The Board will review whether the process for *Parent Request for Reconsideration of Instructional Resources* was followed and whether the superintendent used appropriate diligence in rendering a decision. Within 15 days of receipt of the appeal in writing, the Board will announce their findings. If the Board determines that due diligence was not provided, then the superintendent will be directed to reconvene a new subcommittee of the District Level Media and Technology Advisory Committee and to address any concerns noted by the Board.

Materials shall remain retained or withdrawn as determined by the superintendent until the final level of appeal by the Board of Education is completed.

Unless otherwise noted by the superintendent or the board, the decision regarding Request for Reconsideration of Instructional Materials shall apply only to the school where the original request was made and will not apply to other schools in the district.

Legal References: U.S. Const. amend. I; 20 U.S.C. 1232h; N.C. Const. art. I, § 14; *Board of Educ. v. Pico*, 457 U.S. 853 (1982); G.S. 115C-45, -47, -81, -98, -101

Cross References: Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Selection of Instructional Materials (policy 3200), Comprehensive Health Education Program (policy 3540)

Adopted:

Replaces: Board policy 4.02.40, Selection of Educational Resources, Sections V and VI

PARENT REQUEST TO RECONSIDER INSTRUCTIONAL MATERIALS

Parent Request for Building Level Reconsideration of Instructional Material

Type of Media: Book, Film, Video, Other (Please specify): _____

Title: _____

Author/Artist/Composer etc.: _____

Publisher: _____

Name of School Owning Material: _____

Location of Material: Classroom, Media Center, etc.: _____

Name of Parent initiating Request: _____

Telephone: _____ Address: _____

1. Have you reviewed the resource in its' entirety: _____

2. Specifically explain/cite your objection including page numbers, paragraphs, specific clips
etc.: _____

If this is not enough space, please attach another page to this document.

3. Did your child choose this material independently? _____

4. On what date did you meet with the Teacher or Media Coordinator: _____

5. Are you aware of the selection criteria used for this material and the standards it aligns to:

6. During your meeting, were accommodations provided by the Teacher or the Media
Coordinator? If yes, please explain: _____

7. Is your child currently using the accommodation(s)? _____

8. On what date did you meet with the Principal? _____

9. Did the Principal concur with the previously offered accommodations or add any others? If
yes, please explain: _____

10. What do you feel might be the result of reading, viewing, or listening to this item?

11. What might be the educational benefit of this material?

12. For what age group would you recommend this material? _____

13: Are you aware of the professional or journal reviews of this material: _____

14. What do you believe is the theme and purpose of this material?

15. What would you like to see your school do about this material:

Do not assign it to my child _____

Please assign another approved title _____

Withdraw it from all students within the school as well as from my child _____

Make it available only to those who wish to use it. _____

16. In its place, what item of equal instructional value would you recommend to convey a realistic picture and perspective of our society for 21st century learners and global citizens?

Signature of Complainant: _____

Date: _____

The complainant shall forward this completed form to the principal of the school. The principal will then forward to the Building Level Media and Technology Committee for review as outlined in Policy 3210 Parent Inspection and Objection to Instructional Materials Section C.

This form shall replace Section V and VI in Policy 4.02.40 Selection of Educational Media.

SUPPORT SERVICES

Policy Code:

6000

The Watauga County Board of Education (the "board") recognizes that an effective educational program must be supported by services that assist students in taking advantage of educational opportunities to receive a sound basic education. The board also recognizes the need for services that help the school system use resources necessary for an educational program in an effective and efficient manner.

The board and superintendent will strive to educate the board of county commissioners and other funding sources of the importance of support services.

Legal References: G.S. 115C-36, -47; *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: Board Authority and Duties (policy 1010)

Adopted:

GOALS OF STUDENT HEALTH SERVICES

Policy Code:

6100

The Watauga County Board of Education (the "board") recognizes the link between student health and learning. The goals of student health services are:

1. to encourage the physical well-being of all students;
2. to integrate health-related services provided in the school setting, including those provided by counselors and health specialists;
3. to provide health services in a manner that reinforces the objectives of the healthful living education curriculum;
4. to work cooperatively with other governmental agencies and professional associations interested and involved in the health of students;
5. to use up-to-date research findings to develop and provide health services to students;
6. to meet all legal obligations; and
7. to provide courteous service to students and parents.

Legal References: G.S. 115C-36, -288(e), -307(b) and (c)

Cross References:

Adopted:

ORGANIZATION OF STUDENT HEALTH SERVICES

Policy Code:

6110

The superintendent shall establish student health services consistent with board goals as provided in policy 6100, Goals of Student Health Services, and state and federal laws and regulations. Duties related to the health services will be included in appropriate job descriptions. The Student Services Director, in consultation with each principal, is responsible for providing supervision of the student health services offered at ~~his or her~~ each school

Legal References: G.S. 115C-36, -288(e), -307(b) and (c)

Cross References: Goals of Student Health Services (policy 6100)

Adopted:

The Watauga County Board of Education (the "board") will provide health services to students as required by law. School employees may administer drugs or medication prescribed by a doctor only upon the written request of the parents; give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student; and perform any other first aid or lifesaving technique in which training has been provided to school employees.

A registered nurse will be available to provide assessment, care planning, and ongoing evaluation of students with special health care service needs in the school setting.

The superintendent may develop procedures or delegate the development of procedures to each school principal for providing these health services and meeting the board requirements listed below.

1. The principal shall determine at the beginning of each school year prior to the beginning of classes, and thereafter as circumstances require, which employees will be selected to participate in the health services program. The principal shall inform his or her staff about which health services duties are delegated to which employees.
2. **A school nurse, with the assistance of other personnel as appropriate, will prepare an individual health plan for each student with special health care needs. This plan will identify the student's medical needs, the person responsible for monitoring the child's medical needs during the school day, and other information necessary to ensure the child's medical needs are appropriately addressed during all school-related activities.**
3. **When a student's special health care needs include an increased risk of a medical emergency, a school nurse, with the assistance of other personnel as appropriate, will prepare an emergency health care plan to address this risk. This plan will identify the type of risk involved, the symptoms that indicate a potential medical emergency, and the important actions that should be taken and avoided by school personnel in the event of a medical emergency.**
4. Any employee designated to provide health care services must receive appropriate training.
5. Health manuals prepared by the governing state agencies must be followed in developing appropriate procedures and for determining which tasks must be performed by registered nurses.
6. Procedures must be consistent with all related board policies, including policy 4230, Communicable Diseases – Students, and policy 6125, Administering Medicines to Students.

7. Procedures must be consistent with state and federal law for students with disabilities, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The *Policies Governing Services for Children with Disabilities* will be followed, as applicable.
8. Procedures must be consistent with guidelines adopted by the State Board of Education under G.S. 115C-12(31) to serve students with diabetes, including developing and implementing individual diabetes care plans for such students and providing information and training to school personnel to appropriately support and assist such students, in accordance with their individual diabetes care plans.
9. Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act (FERPA) and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.
10. School personnel must obtain parental consent for medical services as required by law. Parents will be notified of their rights in accordance with policy 4002, Parental Involvement.
11. Health professionals will be consulted in the development of health services. Opportunities also will be provided for input from staff, parents, and students on the health services provided.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 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-12(12), -12(31), -36, -307(c), -375.1, -375.3; 16 N.C.A.C. 6D.0402; 21 N.C.A.C. 36.0221, 36.0224; *Policies Governing Services for Children with Disabilities*, State Board of Education Policies GCS-D-000, GCS-G-006

Cross References: Parental Involvement (policy 4002), Communicable Diseases – Students (policy 4230), Student Records (policy 4700), Administering Medicines to Students (policy 6125)

Adopted:

Replaces: Board policy 5.03.30, Student Health Services

The following rules will govern First Aid and Emergency Care during the school day and other times of school-sponsored activities. During the school day and other times of school-sponsored activities, accidents or sudden illnesses will occur even though the school exercises all proper precautions. When this occurs, the school will make available trained staff to provide first aid and emergency care to students, staff or visitors present on school property. First aid and emergency care may also be administered by any person, including students, trained in CPR/AED/first aid.

All schools will utilize reporting and documentation procedures for all incidents that occur on the school campus. When indicated, a referral will be made to appropriate medical staff, including the Watauga County Emergency Services (EMS).

In order to provide care in all areas of need, at the beginning of each school year, and thereafter as circumstances require, the school nurse will assist the principal to determine which persons on his/her staff will:

1. Serve as First Aid Responders- those who respond to emergency situations and administer CPR/AED/First Aid as needed in accordance with G.S. 115C-307.
2. Serve as Diabetic Care Providers- those who function as a care-giver for diabetic students in accordance with G.S. 115C-375.3 and G.S. 115C-12 (31).

Training will be ~~completed~~ **conducted** by school nurses for all staff serving in the above capacities and necessary supplies will be provided. Documentation of training will be forwarded to the personnel office annually. School nurses receive certification and training through the American Heart Association (AHA) (1) to provide CPR/AED/first aid services; and (2) to train other designated WCS staff in becoming American Heart Association certified providers of CPR/AED and first aid. Training shall be conducted/attended at the minimum following schedule:

- First Responders at each school site will be certified in CPR/AED/first aid every two years. Review of procedures for CPR/AED/first aid, **including the identification of the locations of AED and other medical equipment and supplies**, will be conducted on non-certifiable years.
- Diabetic Care Providers annually

First Responders and Diabetic Care Providers shall administer approved care and emergency medications according to procedure and adjunct to the school nurse. School personnel administering CPR, first aid, or diabetic care shall receive support from site- administration so that this function can efficiently occur.

School nurses provide CPR/AED and first aid and diabetic care training to several groups of staff located on WCS property upon request. These groups include but are not limited to:

- First Responders
- Diabetic Care Providers
- Exceptional Children's staff
- Coaches
- Physical Education Teachers
- Bus Drivers
- Pre-K staff
- **Extended Learning Center (afterschool) personnel**

School nurses must supervise First Responders and Diabetic Care Providers according to delegation regulations by the NC Nursing Practice Act. Special Education staff, bus drivers, and coaches/physical education teachers who have received appropriate training specific to an individual student health condition and who provide services during the regular school day are considered able to respond to trained emergencies but are not considered First Responders.

School nurses may conduct basic CPR/AED/First Aid Certification training for staff involved with other programs conducted on school grounds. However, training for staff working with these separate entities is a courtesy, provided only upon request of the program director. The school nurse does not presume liability for care given to students following completion of the training sessions. A fee may be applied to cover costs of supplies for training. Separate entities include:

1. After-school extra-curricular activities such as athletic teams, music clubs, etc.
2. Schools/Community Relations program activities such as after-school and summer/intersession camps.
3. Non-WCS programs located on school property such as Mountain Alliance or NC Pre-K classrooms (Exception: if the student attending is a WCS enrolled student, he/she receives WCS nursing services during the school day).

These separate entities function independently and are not served by school nurses, First Responders or Diabetic Care Providers. The separate entities have their own staff and enrollment regulations and are responsible for providing their own system/personnel for handling health concerns, including equipment, supplies, and health care.

At the start of each new school year, the parent/guardian of every student is requested to provide the following emergency information:

- Parent/guardian location and phone number during the school day
- Name and phone number of the student's physician
- Name and phone number of a relative, neighbor or friend who may be contacted in an emergency in the event a parent/guardian cannot be reached
- Information concerning a student's medical condition or disability

The above information will be kept on file in an accessible location.

In the event of serious injury or illness to a student, the parent/guardian will be notified immediately in conjunction with Emergency Medical Services, should further medical treatment beyond basic first aid be required. Efforts to notify the parent/guardian will continue until the parent/guardian is reached.

Parents who object to the items in this policy are responsible for submitting a written emergency plan signed by the student's health care provider. The emergency plan will be reviewed by the principal and school nurse for approval.

Principals shall inform the office of the superintendent immediately of any serious injuries or illnesses suffered by students, staff or visitors while under the jurisdiction of the school. A report of such injury will be completed and filed according to Watauga County School's procedure.

Legal References:

- * GS 115C-307 Medical Care to Students; Duties of Teachers
- * GS 115C-375.3 Guidelines to Support and Assist Students with Diabetes
- * GS 115C-12(31): To Adopt Guidelines for Individual Diabetes Care Plan
- * GS 90-21.16 Senate Bill 160 2001
- * State of North Carolina Nurse Practice Act, July 2007

Issued by the Superintendent: _____

Replaces: Policy 5.03.30, Emergency Health Care Adopted: April 5, 1982 and Revised: March 8, 1993; May 10, 2010 (rescinded by the Board, revised and issued as a regulation by the Superintendent on _____)

The Watauga County Board of Education (the "board") recognizes that students may need to take medication during school hours. This may enable students to attend school, improve or maintain their health status, and/or improve their potential for learning. School personnel may administer drugs or medication prescribed by a doctor upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home.

A. STANDARDS FOR ADMINISTERING MEDICINES

1. School employees are authorized to administer ~~drugs or~~ medication when all of the following conditions have been met.
 - a. The student's parent or legal custodian has made a written request that school personnel administer the ~~drug or~~ medication to the student and has given explicit written instructions describing the manner in which the ~~drug or~~ medication is to be administered.
 - b. A health care practitioner or physician, as may be required by law, has prescribed the ~~drug or~~ medication for use by the student **or has authorized the use of the over-the-counter medication** (~~for over-the-counter medications as well as medications available only by a physician's prescription~~).
 - c. A health care practitioner or physician, as may be required by law, has certified that administration of the ~~drug or~~ **prescription or over-the-counter medication** to the student during the school day is necessary (~~for over-the-counter medications as well as medications available only by a physician's prescription~~).
 - d. ~~The A trained school employee administers the drug or~~ medication pursuant to the written instructions provided by the student's parent or legal custodian and health care practitioner or physician, as may be required by law, ~~and the drug or medication shall be administered under the direct supervision of trained school personnel.~~
2. The superintendent shall develop procedures for the implementation of this policy. These rules and a copy of this policy must be made available to all students and parents each school year and will be posted on the Watauga County School System website. The superintendent's procedures should be developed according to the guidelines listed below.
 - a. The health and welfare of the student must be of paramount concern in all

decisions regarding the administration of medicine.

- b. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
 - c. No student may possess, use or transmit any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.
 - d. The board generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medicines kept at school for a student must be kept in a locked and secure place.
 - e. All school personnel who will be administering medicines must receive appropriate training from the school nurse or other qualified health personnel that includes safety and administration procedures. ~~The principal and the school nurse will maintain~~ and documentation of the training **will be available on request.**
 - f. Only drugs clearly prescribed or intended for the student may be administered by school personnel. ~~At the time a parent brings a drug to school for administration, if school personnel have concerns regarding the appropriateness of a drug or dosage for a student, a confirmation should be obtained from the student's doctor or another doctor prior to administering the medicine or allowing a student to self-administer a medicine. Self-administration of a drug by a student is allowed only as specified in section D of this policy.~~
 - g. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property.
 - h. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.
3. The school principal shall designate school staff to receive appropriate training and to administer medication in the absence of the school nurse or qualified nurse substitute. The principal will keep records of medication administered, including the time and name of the person administering the medication.

4. The School Nurse will:

- a. Administer medication according to Watauga County School Board and School Health policies, School Nurse Standards of Practice, the North Carolina Nurse Practice Act, the NC School Health Program Manual, current addition, and North Carolina law regarding administration of medication;
- b. Maintain current knowledge of the effective use of drugs and treatments used by the school aged child and the possible side effects;
- c. Obtain all necessary training and possess the abilities to properly administer medication and perform treatments in the school setting, to monitor potential side effects, and to properly document such.

B. OVER-THE-COUNTER MEDICATION

Consistent with the above requirements, over-the-counter medications will only be given during school hours by school personnel if they are ~~labeled by a pharmacist, in the original container~~ complete with instructions ~~(like a prescription drug)~~. Parents who want school personnel to administer over-the counter medication must provide the medication to school personnel pursuant to the requirements of this policy.

C. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with asthma or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medicine.

D. STUDENT SELF-ADMINISTERING ASTHMA AND DIABETES MEDICATIONS

The board recognizes that students with asthma and/or subject to anaphylactic reactions may need to possess and self-administer asthma medication on school property. The board also recognizes that students with diabetes may need to possess and self-administer certain medication on school property. As used in this policy, "asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. "Diabetes medication" means a medication prescribed for the treatment of diabetes and includes insulin or glucose. The superintendent shall develop procedures for the possession and self-administration of asthma and diabetes medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Before a student will be allowed to self-administer medicine pursuant to this section, the student's parent or guardian must provide to the principal or designee all of the documents listed below.

- a. written authorization from the student's parent or guardian for the student to possess and self-administer asthma or diabetes medication;
 - b. a written statement from the student's health care practitioner verifying:
 - 1) that the student has asthma and/or an allergy that could result in anaphylactic reaction or diabetes;
 - 2) that he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
 - 3) that the student understands, has been instructed in self-administration of the asthma or diabetes medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
 - c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's asthma or anaphylaxis episodes or diabetes and for medication use by the student;
 - d. a statement provided by the school system and signed by the student's parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of asthma or diabetes medication; and
 - e. any other documents or items necessary to comply with state and federal laws.
2. Prior to being permitted to self-administer medicine at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the asthma or diabetes medication and any accompanying device.
 3. Finally, the student's parent or guardian must provide to the school backup asthma or diabetes medication that school personnel are to keep in a location to which the student has immediate access in the event of an emergency.

All information provided to the school by the student's parent or guardian must be kept on file at the school in an easily accessible location. Any permission granted by the principal for a student to possess and self-administer asthma or diabetes medication will be effective only for the same school for 365 calendar days. Such permission must be reviewed annually.

A student who uses his or her prescribed asthma or diabetes medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school disciplinary policy. No one may impose disciplinary action on the student that limits or restricts the student's immediate access to the asthma or diabetes medication.

The board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 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-36, -307(c), - 375.2; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy GCS-D-000

Cross References: Parental Involvement (policy 1310/4002), Drugs and Alcohol (policy 4325)

Adopted:

Replaces: Board policy 5.03.10, Medication Administration

STUDENT EMERGENCY RESUSCITATION

Policy Code:

6146

The health and safety of students is a primary concern of the Watauga County Board of Education (the "board"). In emergency situations involving accidents or illness, employees are generally expected to (1) render first aid and life-sustaining care to the extent of their knowledge and training and (2) seek assistance of school medical personnel and emergency medical resources when appropriate. Because of the complexity and severity of the medical conditions of medically fragile students, parents or guardians sometimes may request that school personnel not resuscitate a child in the event of cardiac or respiratory arrest. However, the board believes that implementation of Do Not Resuscitate ("DNR") orders is not consistent with the duty to protect the health and safety of students. Therefore, it is the policy of the Watauga County Schools that school employees will neither accept nor honor DNR orders.

When a student with special health needs is enrolled, appropriate school personnel will determine whether an individualized health plan needs to be prepared for the student. School personnel will consult with the student's parents, school health officials and the student's physician, as appropriate, in making the determination. Individualized health plans should be reviewed annually to ensure that the student's health needs are being met.

If a school official receives a written DNR request from any student's parent/guardian and physician, appropriate school personnel will review the student's current health plan to determine whether it is still sufficient and make any adjustments as needed. In the rare event that parents and physicians can demonstrate that special circumstances justify alternate life-sustaining measures, an individually-designed student medical resuscitation plan may be developed by school personnel in consultation with the parents and physician. Such a plan shall not prohibit life-sustaining activities, but may describe emergency procedures appropriate to the individual student.

In the event of cardiac or respiratory arrest of a student, the following procedures will apply:

1. Emergency Care will be administered, including CPR.
2. Emergency Medical Services (911) will be activated.
3. EMTs will assume responsibility for the student when they arrive.
4. The parent or guardian will be notified as soon as possible.

It is the intent of the Board of Education that the underlying principle of any response to a DNR request be that no student is to be denied the fullest genuine, appropriate efforts to preserve life and health.

Legal References: G.S. 32A-31(c); G.S. 115C-375.1

Cross References: Parental Involvement (policy 4002); Automated External Defibrillator (5028/6130/7267)

Adopted: May 12, 2008 as 5.03.35

Revised:

GOALS OF STUDENT TRANSPORTATION SERVICES

Policy Code: **6300**

The Watauga County Board of Education (the "board") will provide school transportation services for eligible students consistent with the following goals:

1. providing transportation to and from school to students most in need of the service;
2. making safety a priority in maintaining quality transportation equipment and vehicles;
3. teaching and expecting students to act in a safe and orderly manner while using school transportation;
4. planning and providing transportation services efficiently and economically;
5. using transportation services to support the types of learning opportunities available to students;
6. working effectively with students, parents, guardians, private contractors and other governmental agencies in providing transportation services; and
7. providing courteous service to students and responding promptly and courteously to requests by parents, guardians and students.

Legal References: G.S. 115C-36, -239, -240

Cross References:

Adopted:

Replaces: Board policy 2.06, Transportation

**CLASSIFIED STAFF
BUS DRIVING REQUIREMENTS**

Policy Code: **6301**

The board recognizes that providing school bus services for students is a fundamental responsibility of a public school system. The purpose of this policy is to ensure that the Watauga County Schools system is able to meet this responsibility even in the absence of sufficient personnel hired solely as bus drivers.

Consistent with that purpose, all full-time school-based classified staff medically qualified to drive a school bus will have the obligation to do so, as specified in this policy, for the first fifteen years of employment with the Watauga County Schools. School-based classified personnel that have fulfilled this obligation will have the option to continue driving or be excused from these responsibilities.

All school-based classified staff except school secretaries, tutors, cafeteria managers, and extended learning center staff; those age 65 or over; and those employed on or before August 1, 1994, are required to obtain and maintain a CDL Driver's License and School Bus Driver pocket card as a condition of employment. In order to continue employment, required school site-based classified employees who are employed without the required CDL must enroll in the next available bus driver training class and complete all requirements to obtain the required license. The employment of school-based classified staff that do not enroll in the next available class and or do not complete all the requirements for the CDL license will be immediately terminated unless there is a valid reason approved by the principal.

Required school-based classified staff that have their CDL License or their School Bus Drivers pocket card revoked after the school year begins will be given until the beginning of the next school year to obtain the license and or have the pocket card renewed. Required school-based classified staff who fail to re-obtain the license and or have the pocket card renewed by the beginning of the next school year will not be employed for that school year.

Required school site-based classified staff with a temporary medical condition diagnosed by a licensed physician which medically prevents the employee from driving a school bus with reasonable accommodation will be given until the beginning of the next school year to resolve their medical condition. In the event that a required school-based classified employee becomes incapable of driving a school bus with reasonable accommodation due to a permanent medical condition diagnosed by a licensed physician, the employee will be excused from driving responsibilities. "Reasonable accommodation" under this policy does not include providing a substitute bus driver for an indefinite period of time.

The "Physician Certification of Disability" form is to be submitted to the superintendent/designee Human Resources Director no later than July 1 of each year by any employee who believes that they are unable to drive a school bus due to a temporary or permanent medical condition. The superintendent/designee Human Resources Director reserves the right to request a second physician evaluation at the Board of Education's expense. All claims of disability will be reviewed on an annual basis or more frequently at the discretion of the superintendent/designee Human Resources Director.

Required school-based classified staff will be expected to drive regular bus routes, substitute for regular bus driver absences, and drive buses for field trips. Required classified staff will be assigned to drive on a rotation basis. Principals will be responsible for developing a fair and equitable rotation that is appropriate for the school and ensuring that all required classified staff are utilized in a fair and equitable rotation manner unless an employee has a valid reason not to be included in the rotation that has been approved by the ~~principal and superintendent/designee~~ **Human Resources Director**.

Teacher assistants assigned to a classroom(s) will not be required to drive for field trips of classrooms they are not assigned to unless there is an emergency that would cause the other classroom to lose the field trip.

The employment of required school-based classified staff who refuse or who are not willing to drive for regular bus driver absences or field trips will be immediately terminated unless a valid reason has been submitted to and approved by the principal.

Principals will encourage regular bus drivers to notify the school if they plan to be absent for a morning route by the afternoon prior to the absence and by 12:00 p.m. if they plan to be absent for an afternoon route unless an emergency arises.

Legal References: G.S. 115C-36, -239, -240, -242, -245; G.S. 20-218

Cross References: Safety and Student Transportation Services (policy 6305), School Bus Idling (policy 6306), Organization of Student Transportation Services (policy 6310), Drivers (policy 6315), Extracurricular and Non-Instructional Duties (policy 7405)

Adopted: March 14, 2005 as policy 3.02.35

Revised: December 10, 2007; _____

SAFETY AND STUDENT TRANSPORTATION SERVICES

Policy Code:

6305

Safety is of paramount concern in providing student transportation services. The Watauga County Board of Education (the "board") recognizes that providing safe transportation requires the cooperation of students, parents, volunteers, personnel, and other governmental agencies. The superintendent or designee and all principals shall make reasonable efforts to inform affected individuals or entities about safety issues and monitor compliance with legal requirements and this policy.

A. STUDENT BEHAVIOR

A safe and orderly environment is critical whenever transporting students. The Code of Student Conduct and board policies on student behavior apply as provided in policy 4300, Student Behavior Policies. All students will receive training on school bus safety as required by law regardless of whether they regularly ride a school bus to and from school.

B. TRANSPORTATION SAFETY ASSISTANTS AND BUS MONITORS

Upon recommendation of a building principal and the superintendent, the board may employ transportation safety assistants to assist bus drivers with the safety, movement, management, and care of students. In addition, the superintendent or designee may appoint a volunteer monitor to assist a bus driver with maintaining order and student safety for any bus assigned to a school. As necessary, the superintendent or designee shall designate in administrative guidelines the responsibilities of school bus transportation safety assistants and bus monitors in accordance with state law.

C. MAINTENANCE

The superintendent or designee and principals shall fulfill all duties prescribed by state law and regulations for maintaining, inspecting, and repairing school buses and other vehicles used to transport students.

D. SAFETY PRACTICES ON SCHOOL BUSES AND ACTIVITY BUSES

In addition to any rules established by the superintendent or designee for the safe operation of the student transportation services, the board expects school employees to observe the following practices.

1. All school bus drivers must utilize the North Carolina crossing signal to communicate to students when it is safe to cross the street to board the bus and when it is safe to cross the street after exiting the bus.

2. The number of students transported on any school bus, activity bus, commercial bus, or contracted vehicle will not exceed the official rated capacity for the specific vehicle being used.
3. All riders must be seated while the vehicle is in motion.
4. No person will be permitted to stand or sit in the aisle or stepwell when the vehicle is in motion.
5. All school bus drivers are expected to use good judgment in determining whether it is safe to operate a school vehicle and to permit students to enter or leave the bus at particular locations.
6. Bus drivers must report immediately any suspected mechanical defects or other unsafe conditions, including road or traffic conditions that affect the safeness of the bus route or bus stops.

E. TRAINING

It is the responsibility of the superintendent or designee to see that:

1. students and bus drivers receive training as required by law, including training on the use of the North Carolina crossing signal;
2. students taking trips on activity buses or commercial buses receive safety instruction as needed, including, but not limited to, instruction on and demonstration of emergency exit operation for the vehicle on which they are riding for any specific trip; and
3. records of student training are made as required by the State Board of Education.

F. ACCIDENT REPORTING

The driver of any school bus or other school vehicle must report immediately to the superintendent or designee any accident involving death, injury, or property.

Legal References: G.S. 115C-239, -240, -245, -248, -249.1; *Preventive Maintenance and Vehicle Replacement Manual (NC Bus Fleet Manual)*, State Board of Education Policy TCS-H-005, available at www.ncbussafety.org/documents/Buses/NCBusFleetManual.pdf; State Board of Education policies TCS-H-006, -011; *N.C. School Bus Handbook*, Department of Transportation, Division of Motor Vehicles, available at <http://www.ncdot.gov/dmv/driver/schoolbus/>

Cross References: Student Behavior Policies (policy 4300), Authority of School Personnel (policy 4301), School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy 4315)

Adopted:

SCHOOL BUS IDLING

Policy Code:

6306

The Watauga County Board of Education (the "board") recognizes that emissions that accumulate from school buses can be harmful to students and bus drivers. The board further recognizes that unnecessary bus idling wastes fuel and financial resources. The board is committed to transporting students on school buses in a manner that is safe and consistent with the board's goal of resource conservation. To this end, the board prohibits all unnecessary school bus idling on school grounds. In addition, the board prohibits the warming up of buses for longer than five minutes, except in extraordinary circumstances or circumstances beyond the bus driver's control.

This policy applies to school buses and activity buses when these buses are used to transport students to or from school, extracurricular activities, field trips and other school-related activities.

The superintendent shall develop procedures consistent with this policy. The superintendent shall ensure that school bus drivers and appropriate school personnel receive training to implement this policy.

Legal References: G.S. 115C-12(34)(b), -36, -47(48); State Board of Education Policy TCS-M-003; N.C. Public School Allotment Policy Manual, State Allotment Formulas – Transportation of Pupils, Program Report Code 056

Cross References: Resource Conservation (policy 6530)

Adopted:

Replaces: Policy 2.06.10, Transportation Resource Conservation (in part)

SCHOOL BUS IDLING PROCEDURES

Regulation Code: **6306-R**

The following procedures are established to eliminate unnecessary idling of school buses:

A. IDLING TIMES

1. Buses should not idle longer than five minutes.
2. The following are considered extraordinary circumstances or circumstances beyond the driver's control for which an exception may be made to the five-minute idling rule.
 - a. The bus is waiting in traffic.
 - b. The bus is loading or unloading students with special needs, as necessary.
 - c. There is a traffic, safety or emergency situation that necessitates idling.
 - d. The bus is undergoing maintenance, mechanical inspections or repair.
 - e. Extreme weather conditions (temperatures of less than 30 degrees Fahrenheit) are present, and the bus is idling for the purpose of warming the interior of the bus.
3. To maintain interior warmth during cold weather, buses should be driven to the school as close to the scheduled pick-up time as possible, then turned off while waiting for students to load.

B. BUS PARKING ON SCHOOL GROUNDS

1. Buses should not park "nose to tail" when it can be avoided.
2. Buses should not idle while loading or unloading on school grounds or at school-related activities.
3. Buses should not park on school grounds near building air-intake systems, unless alternative parking locations interfere with traffic, impair student safety or are not cost-effective.
4. No bus should be running without the driver being in the driver's seat.

C. SIGNAGE

To the extent practicable, the principal shall post "no idling" signs to alert bus drivers and parents to turn off vehicles when waiting or parked. The principal shall ensure that parents in

carpool lanes are informed of the school's "no idling" policy.

D. RESTRICTION ON USE

In an effort to control fuel costs and reduce exhaust emissions the following conservation methods are hereby enacted:

1. Vehicles must be maintained in a condition which promotes efficient operation.
2. During periods of increased costs of fuel, fuel shortages, or crisis situations, principals and directors shall carefully evaluate the necessity of field trips or other travel requiring the resources of the school system.
3. During periods of increased costs of fuel, fuel shortages, or crisis situations, the Superintendent may restrict field trips as deemed necessary.

Adopted:

Replaces: Policy 2.06.10, Transportation Resource Conservation (in part)

ORGANIZATION OF STUDENT TRANSPORTATION SERVICES

Policy Code: **6310**

The superintendent shall establish a student transportation services program consistent with the goals of the Watauga County Board of Education (the "board") established in policy 6300, Goals of Student Transportation Services, and state and federal laws and regulations. School personnel, volunteers, and private carriers are expected to be familiar with all duties imposed by law, board policy or the superintendent.

Specific duties related to providing student transportation services should be included in appropriate job descriptions.

Legal References: G.S. 115C-241, -242, -244 to -246, -248

Cross References: Goals of Student Transportation Services (policy 6300)

Adopted:

Safety is of paramount concern in providing student transportation services. Consistent with the goals of the Watauga County Board of Education (the "board") for student safety, all drivers involved in transporting students must comply with the following board requirements.

A. SCHOOL BUS AND ACTIVITY BUS DRIVERS

School bus and activity bus drivers must:

1. possess required licenses and all other qualifications required by law;
2. undergo and follow all training required by law governing school bus and activity bus passenger safety;
3. not operate a school or activity bus on a public street, highway, or public vehicular area while using a mobile telephone or related technology while the bus is in motion, unless such use is for the sole purpose of communicating in an emergency situation;
4. use the North Carolina crossing signal required by the State Board of Education to communicate to students when it is safe to cross the street to board the bus and when it is safe to cross the street after exiting the bus;
5. report to the principal any misconduct that is in violation of any of the student behavior policies in the 4300 series or school rules;
6. use reasonable judgment in the operation of the buses;
7. make reasonable efforts to maintain good order of the students being transported;
8. not permit any person to ride who is not assigned to the bus or has not received express permission of the principal or other designated official;
9. promptly report to the principal or other designated official any defect or other concern regarding the safety of the school bus, activity bus, or other vehicle operated by the school system; and
10. report to the principal or other designated official by the next work day any moving violation citations received while operating any motor vehicle, whether on or off duty.

B. OTHER DRIVERS

Other drivers, including volunteer drivers, must:

1. possess required licenses and all other qualifications required by law;
2. be approved to transport students by the school principal and/or Human Resources office based on a background check that includes the driving record;
3. be at least 21 years of age;
4. report to the principal by the next working school day any moving violation citations received while operating any motor vehicle, whether on or off duty; and
5. carry insurance if operating a privately owned vehicle.

~~If the board requires a school social worker to increase his or her private automobile liability coverage and/or to add a business use rider in order to transport students in his or her private vehicle, the social worker will be reimbursed for the additional premium charged and/or for the increased liability limits of the added rider.~~

C. VEHICLES

The only vehicles that may be used by a school system employee to transport students are school buses, activity buses, and a car or minivan owned by the Watauga County Schools or rented through a rental company approved by the Finance Office. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van.

No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

The superintendent or designee shall make copies of this policy and other related policies available to drivers.

Legal References: G.S. 20-7(f)(2), -137.4, -218; 115C-47(25a), -241, -242, -244 to -246, -248, -251, -317.1; State Board of Education policies TCS-H-006 and -010; Handbook for School Bus Drivers, Department of Transportation, Division of Motor Vehicles, available at <http://www.ncdot.gov/dmv/driver/schoolbus/>

Cross References: Student Behavior Policies (4300 series), Student Transportation Services (6320), Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Insurance (policy 8340)

Replaces: 5.04.30, Student Transportation by School System Employees

Adopted:

Student transportation services will be made available in a manner consistent with the board goals set out in policy 6300, Goals of Student Transportation Services. The first priority is to provide transportation to and from school to eligible students.

A. OTHER TRANSPORTATION SERVICES

Other transportation services may be made available as funding permits and in accordance with legal requirements and Watauga County Board of Education (the "board") policy. In particular, the board establishes the following possible uses of other transportation services.

1. State-operated school buses may be used for instructional programs directly related to the curriculum when the trip and use of the bus are approved in accordance with board policy.
2. School buses may be used only for purposes expressly allowed by G.S. 115C-242.
3. School buses may not be used for athletic activities or extracurricular activities.
4. Activity buses and other vehicles meeting federal safety standards may be used for travel to athletic activities and travel to other approved school-related activities. In addition to students receiving regular school bus safety training, safety instruction will be provided to students traveling on activity buses or commercial buses as needed.
5. The board encourages the superintendent and principals to provide transportation services to enable students at risk of not meeting promotion standards to take advantage of additional or enhanced opportunities for learning.

B. SPECIAL USE OF SCHOOL BUSES

The board may authorize special uses of school buses as provided by G.S. 115C-242 and 115C-243. The superintendent shall present to the board any requests for special uses and the statutory support for allowing such authorization.

C. TRANSPORTATION FOR SPECIAL NEEDS STUDENTS

A student who is identified as having special needs following procedures in the North Carolina *Policies Governing Services for Children with Disabilities* will be provided with transportation services as required by law. When the school system's transportation services are unable to provide transportation for special needs students, the board may contract with public or private carriers to provide this service, pursuant to policy 6340, Transportation Service/Vehicle Contracts.

Legal References: Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*; 49 U.S.C. 30125, 30165; G.S. 115C-239, -242, -243, -247, -254; G.S. 66-58(c)(9a) and (9b); *Policies Governing Services for Children with Disabilities*, State Board of Education Policy GCS-D-000; State Board of Education policies TCS-H-000, -006; Memorandum to All Superintendents from Eddie M. Speas, Jr., Special Deputy Attorney General, January 14, 1988

Cross References: School Trips (policy 3320), Goals of Student Transportation Services (policy 6300), Safety and Student Transportation Services (policy 6305), Drivers and Vehicles (6315), Transportation Service/Vehicle Contracts (policy 6340)

Adopted:

Replaces: Policy 2.06, Transportation

The superintendent or designee shall develop school bus routes in accordance with state law and regulations. All bus routes will be kept on file in the superintendent's office, and all changes will be filed within 10 days after such change becomes effective.

Students ordinarily will be assigned to a bus that passes within one mile of the student's residence. To the extent practicable and economically feasible, ride time should be less than 45 minutes one way.

Parents will be informed of students' scheduled school bus arrival times. It is the parent's responsibility to ensure that a student is present at a bus stop prior to the scheduled arrival time.

A. TRANSPORTATION TO LOCATIONS OTHER THAN HOME

Upon request, the superintendent or designee may, but is not required to, assign a student to a bus to transport the student to and/or from a location other than home if the following conditions are met.

1. The student's parent or guardian submits a written, signed request that states the specific location other than home to which the student is to be transported and acknowledges that the parent or guardian and not the school system is responsible for the student's safety once the child has departed from the bus.
2. The request for such transportation does not require a bus to deviate in any significant way from an established route.
3. There is capacity on the bus if the request would necessitate the student's riding a different bus from the regularly assigned bus.
4. The student's residence and requested bus stop are within the zone eligible for transportation service.
5. The request for such transportation does not cause the school system to incur any additional cost.
6. The proposed bus stop meets safety standards established by law, the Watauga County Board of Education, the superintendent or the principal.

Any changes in bus stops must be approved by the superintendent or designee.

B. BUS ROUTES IN HAZARDOUS CONDITIONS

School buses will not be allowed to operate if there is a serious threat to the safety of students or drivers. The superintendent may develop a more limited bus route for hazardous weather conditions in order to operate only on roads that are safe. To the

extent possible, parents will be notified in advance of the bus route that will be used in hazardous conditions. The hazardous conditions bus route will be on file in the superintendent's office.

A student who is identified as having special needs following procedures in the North Carolina *Policies Governing Services for Children with Disabilities* will be provided with transportation services as required by law.

Legal References: Individuals with Disabilities Education Act Amendments of 1997, 20 U.S.C. 1400 *et seq.*; G.S. 115C-240(d), -246; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy GCS-D-000; State Board of Education Policies TCS-H-000, -002, -006

Cross References:

Adopted:

A. ELIGIBILITY

Any student assigned to a school that is one and a half miles or more from his or her residence is eligible for transportation services to and from school. In addition, a student identified as having special needs will be provided with transportation services if entitled to such by federal and state laws and regulations. Also, the superintendent or designee shall consider applications for transportation services in the following situations:

1. when factors are present that may endanger the safety of students walking to the school;
2. when the student is medically certified as temporarily incapacitated; and
3. ~~if the student has voluntarily requested a transfer from his or her regularly assigned school and the requested school is greater than one and a half miles from his or her residence.~~

B. APPLICATIONS

The parent or guardian of any child enrolled in the school system may request bus services. The request should be made to the principal of the assigned school or another designated school official. The principal or other designated official shall forward the application to the superintendent or designee. If the application is denied by the superintendent or designee, the parent may seek review of the decision in accordance with policy 4010, Student and Parent Grievance Procedure.

The Watauga County Board of Education (the "board") will direct that the student be provided transportation services if either (1) the board finds that the student is entitled to be transported to and from school on the school bus designated in the application; or (2) the board finds that the transportation of the student on the requested bus to and from such school is in the best interest of the student, will not interfere with the proper administration of the school or with the safe and efficient transportation by school bus of other students enrolled in the school, and will not endanger the health or safety of the children enrolled at the school.

Legal References: G.S. 115C-239, -240, -241, -244; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy GCS-D-000

Cross References: Student and Parent Grievance Procedure (policy 4010)

Adopted:

PARKING AREAS FOR STUDENTS

Policy Code:

6325

Principals may assign individual student parking spaces or designate parking areas for students. Whenever individual spaces are designated or assigned, first priority will be given to individuals with physical disabilities. Students who need transportation in order to participate in school-related internships or off-site learning opportunities will have priority ~~for parking spaces~~ over other students **for having a parking space but shall not receive preference for closer or otherwise more desirable parking.** Pursuant to G.S. 115C-46, principals may provide for the registration of vehicles and remove cars parked in violation of school rules.

Parking on school grounds is a privilege, not a right. Parking privileges may be revoked as a consequence for violating parking rules or for violating student behavior policies, school standards or school rules as provided in policy 4302, School Plan for Management of Student Behavior. Student cars parked on school property may be searched in accordance with policy 4342, Student Searches.

Legal References: G.S. 115C-46

Cross References: School Plan for Management of Student Behavior (policy 4302), Student Searches (policy 4342)

Adopted:

INSURANCE FOR STUDENT TRANSPORTATION SERVICES

Policy Code:

6330

No school bus, activity bus or other school-owned vehicle will be operated without state or locally purchased insurance to cover bodily injury and property damage. School buses will not be used for any purpose or any circumstance not covered by the State Tort Claims Act unless liability insurance has been purchased to cover such purpose or circumstance. Only activity buses and other vehicles meeting federal safety standards may be used for approved school-related activities. The superintendent or designee and principals shall monitor compliance with this policy.

In order to be covered by the State Tort Claims Act, school bus drivers will be paid at least in part from state funds. If no state funds are used, insurance will be purchased to cover bodily injury and property damage.

Legal References: 49 U.S.C. 30125, 30165; G.S. 115C-42, -47(25), -239, -242, -257, -258, -259; G.S. 143 art. 31; Memorandum to All Superintendents from Eddie M. Speas, Jr., Special Deputy Attorney General, January 14, 1988

Cross References: Insurance (policy 8340)

Adopted:

TRANSPORTATION SERVICE/VEHICLE CONTRACTS

Policy Code:

6340

The Watauga County Board of Education (the "board") may enter into contracts with public or private carriers in accordance with G.S. 115C-253, State Board of Education policy, any other applicable law, and this policy. Any contracts also must comply with policy 6450, Purchase of Services.

The superintendent or designee shall develop safety standards for contracted commercial bus transportation services used to transport students to school-related activities. The standards must comply with the requirements established by the State Board. The superintendent or designee shall develop a list of companies or individuals that meet these standards and are approved to provide student transportation services. If appropriate, the superintendent shall recommend that the board enter into interlocal cooperation agreements to assist in developing the standards and list of approved entities required under this paragraph.

The superintendent shall ensure that the school system contracts for student transportation services only with companies or individuals who are on the approved list.

The board may purchase or lease student transportation vehicles in accordance with law and board policy, including policy 6430, State Purchasing Requirements for Equipment, Materials, and Supplies, policy 6440, Local Purchasing Requirements for Equipment, Materials, and Supplies, and policy 6425, Continuing Contracts. Any such vehicle must meet federal safety standards and state requirements.

All titles will be issued to the board of education. Sufficient liability coverage must be maintained in accordance with policy 8340, Insurance.

~~The board will consider requests for providing transportation services to a charter school. Such consideration will take into account any factors required by law.~~

Legal References: 49 U.S.C. 30125, 30165; G.S. 115C-42, -47(25), -239, -240, -247, -249, -249.1, -253, -255; *North Carolina School Transportation Fleet Manual*, State Board of Education Policy TCS-H-005, available at <http://www.ncbussafety.org/Manuals/index.html>; State Board of Education Policies TCS-H-009, -010, -011; *School Charter Transportation Recommended Guidelines and Procedures*, available at <http://www.ncbussafety.org/motorcoach/index.html>

Cross References: Continuing Contracts (policy 6425), State Purchasing Requirements for Equipment, Materials, and Supplies (policy 6430), Local Purchasing Requirements for Equipment, Materials, and Supplies (policy 6440), Purchase of Services (policy 6450), Insurance (policy 8340)

Adopted:

GOALS OF EQUIPMENT, MATERIALS AND SUPPLIES SERVICES

Policy Code: **6500**

Services for managing the Watauga County School System's equipment, materials and supplies will be organized by the superintendent and operated in a manner consistent with the following goals:

1. enhancing students' opportunity to learn;
2. utilizing technological advances and other improvements in equipment, materials and supplies to increase the effectiveness and efficiency of personnel;
3. obtaining uniformity in the equipment, materials and supplies used throughout the system to the extent that such uniformity promotes efficiency;
4. efficiently storing, maintaining and retrieving equipment, materials and supplies;
5. maximizing the useful life of equipment, materials and supplies;
6. extending the usefulness of equipment, materials and supplies through reuse;
7. using and disposing of property in an environmentally sound manner; and
8. providing prompt and courteous service to vendors, school system personnel and others who have a need to interact with the school system in regard to equipment, materials and supplies.

Legal References: G.S. 115C-36

Cross References:

Adopted:

ORGANIZATION OF EQUIPMENT, MATERIALS AND SUPPLIES SERVICES

Policy Code:

6510

A. MANAGEMENT

The superintendent shall provide centralized services for purchasing, receiving, storing and maintaining equipment, materials and supplies. Such services will be provided in a manner consistent with Watauga County Board of Education (the "board") goals.

The superintendent ~~or designee~~ and other supervisory personnel shall make reasonable efforts to be informed of and to implement progressive practices in managing equipment, materials and supplies services. Conscientious efforts will be made in the management of these resources to achieve efficiency and economy through centralized and bulk purchasing when consistent with available storage and distribution facilities. Good management also requires that needed supplies, materials, equipment and spare parts be readily available when and where they are needed and that space not be used for housing unnecessary inventory. As appropriate, The superintendent ~~shall~~ may develop administrative procedures for providing and using centralized services and monitor compliance with these procedures.

B. RECORD KEEPING

The superintendent or designee shall maintain proper records in accordance with accepted business standards and any legal requirements. These records include inventory records, receiving and distribution records, and equipment maintenance records at the system and school levels.

C. ISSUANCE OF EQUIPMENT, MATERIALS AND SUPPLIES

All individuals, including principals, teachers, other personnel and students, are responsible for any board-owned equipment, materials or supplies they have been issued. Responsibilities include accounting for items, maintaining and using items in a prudent manner, and storing items in a reasonably safe and secure place.

Legal References: G.S. 115C-36

Cross References: Goals of Equipment, Materials and Supplies Services (policy 6500), Use of Equipment, Materials and Supplies (policy 6520)

Adopted:

USE OF EQUIPMENT, MATERIALS AND SUPPLIES

Policy Code:

6520

Equipment, materials and supplies are intended to further the goals of the Watauga County Board of Education (the "board") as provided in policy 6500, Goals of Equipment, Materials and Supplies Services. Any use that is inconsistent with these goals is not permitted. Equipment, materials and supplies are made available for use in schools, on school system property or at school-related events. The superintendent or building-level supervisor shall establish procedures or rules for allowing individuals or organizations to take such items, especially those of significant value, off of school premises.

Legal References: G.S. 115C-523, -524

Cross References: Technology in the Educational Program (policy 3220), Technology Acceptable Use (policy 3225/4312/7320), Copyright Compliance (policy 3230/7330), Goals of Equipment, Materials and Supplies Services (policy 6500), Personal Use of Equipment, Materials and Supplies (policy 6521), Use of Equipment, Materials and Supplies by Non-School Groups (policy 6522), Network Security (policy 6524)

Adopted:

PERSONAL USE OF EQUIPMENT, MATERIALS AND SUPPLIES

Policy Code: **6521**

The Watauga County Board of Education (the "board") controls all equipment, materials and supplies purchased, leased or received as a gift. School personnel and students may not employ such items for personal use unless the following conditions are met: (1) the use is authorized by the principal or building-level supervisor; (2) the use will have no or minimal effect on the useful life of the item; (3) the use will not interfere with use for school system purposes; and (4) the use will not interfere with the requesting individual's job responsibilities or school assignments. Any individual obtaining permission is charged with proper preservation and care of the property.

Legal References: G.S. 115C-36, -523, -524

Cross References: Use of Equipment, Materials and Supplies (policy 6520)

Adopted:

USE OF EQUIPMENT, MATERIALS, AND SUPPLIES BY NON-SCHOOL GROUPS

Policy Code:

6522

~~Members of the community~~ The immediate families of Watauga County Schools students may use resources in school media centers ~~whenever the centers are open to the public~~ provided such use does not interfere with use by students, teachers, or for instructional purposes. The general public will be directed to the Watauga County library for reading materials and other library resources. ~~Students and school-related functions have priority over community members and non-school related functions.~~

School property shall not be loaned to any group or individual unless approved by the superintendent for an emergency and/or to support public education. "Public education" shall be defined to include Caldwell Community College and Technical Institute, Appalachian State University, and the public school systems of NC.

~~Members of the community and non-school groups may also request the loan of school property. The superintendent or designee, or principal if the requested property has been issued to the school, shall review requests. Property will be loaned only if the following conditions are met: (1) the use will have no or minimal effect on the useful life of the property; (2) the group's use of the property will not interfere with use for school system purposes; and (3) any other conditions required by the superintendent. Unless authorized by the superintendent, property of a value greater than \$_____ will not be loaned. Unless authorized by the superintendent, Watauga County Board of Education (the "board") property may not be taken off of school grounds.~~

~~Any agreement to loan the property must be in writing. The agreement must specify that the individual or group receiving the loan will be responsible for the proper care and preservation of the property and will compensate the school system for any loss in value as it is determined by the superintendent or designee. The agreement also must stipulate that no liability will attach to the board, individually or collectively, and that the board will be held harmless for personal injury suffered by the use of school property pursuant to such agreements. A reasonable use fee may be set by the superintendent or designee and included in the agreement. The superintendent is authorized to enter into such written agreements on behalf of the board.~~

Legal References: G.S. 115C-36, -523, -524

Cross References: Schools and the Community (policy 5000), Contracts with the Board (policy 6420), Use of Equipment, Materials and Supplies (policy 6520)

Adopted:

The Watauga County School System computers, networks, and other technological resources support the educational and administrative functions of the school system. Because employees and students depend on these systems to assist with teaching and learning and because sensitive and confidential information may be stored on these systems, system integrity and security is of utmost importance.

A. NETWORK AND INFORMATION SECURITY

The school system information technology systems are valuable assets that must be protected. To this end, school technology personnel shall evaluate each information technology asset and assign protective controls that are commensurate with the established value of such assets. Appropriate security measures must be in place to protect all information technology assets from accidental or unauthorized use, theft, modification, or destruction, and to prevent the unauthorized disclosure of restricted information. Network security measures must include an information technology system disaster recovery process. Audits of security measures must be conducted annually.

All personnel shall ensure the protection and security of information technology assets that are under their control.

B. SECURITY AWARENESS

The technology director or designee shall provide employees with regular and relevant information to enhance awareness regarding technology security threats and to educate them about appropriate safeguards, network security, and information security.

C. MALWARE PROTECTION

Malware detection programs and practices must be implemented throughout the school system. The superintendent or designee is responsible for ensuring that the school system network includes current software to prevent the introduction or propagation of computer malware.

D. TRAINING FOR USE OF TECHNOLOGICAL RESOURCES

Users should be trained as necessary to use technological resources effectively and in a manner that maintains the security of the network infrastructure and ensures compliance with state and federal law and regulations. Such training should include information related to remote access, virus protection, the state student information and instructional improvement system applications, network and information security, and other topics deemed necessary by the superintendent or technology director. Training may be conducted as part of the technology-related professional development program (see policy 3220, Technology in the Educational Program).

E. ACCESS TO INFORMATION TECHNOLOGY SYSTEMS

Access to the school system's information technology assets will be controlled and managed to ensure that only authorized devices/persons have access.

1. User ID and Password

All users of information technology systems must be properly identified and authenticated before being allowed to access such systems. The combination of a unique user identification and a valid password is the minimum requirement for granting access to information technology systems. Depending on the operating environment, information involved, and exposure risks, additional or more stringent security practices may be required as determined by the superintendent or technology director. The technology director or designee shall establish password management capabilities and procedures to ensure the security of passwords.

2. Student Information System

The technology director or designee shall ensure that all school system computers with access to the state student information system application pursuant to State Board of Education Policy TCS-C-018 adhere to relevant standards and requirements established by the State Board of Education, including provisions related to user identification and password and workstation security standards. Employees must follow all such standards when using any computer to access the student information system, including when using the employee's personal computer.

3. Remote Access

The superintendent and technology director may grant remote access to authorized users of the school system's computer systems. The technology director or designee shall ensure that such access is provided through secure, authenticated, and carefully managed access methods.

Legal References: G.S. 115C-523, -524; State Board of Education Policy TCS-C-018

Cross References: Professional and Staff Development (policy 7800), Technology in the Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), School Improvement Plan (policy 3430), Use of Equipment, Materials, and Supplies (policy 6520), Fixed Assets Inventory (8350 and 8350-R)

Other References: *State of North Carolina Statewide Information Security Manual* (Enterprise Security and Risk Management Office, July 2013), available at [https://www.scio.nc.gov/library/pdf/Statewide Information Security Manual 2013.pdf](https://www.scio.nc.gov/library/pdf/Statewide%20Information%20Security%20Manual%202013.pdf).

Adopted:

Replaced: Board policy 4.02.25, Information Security Awareness

All students will be issued the necessary textbooks for their course work free of charge. In an effort to reduce educational costs and to promote individual responsibility for public property, the Watauga County Board of Education (the "board") establishes the following requirements for this service.

1. Records will be kept on the condition of all textbooks, including the condition of the books at the time they are issued to students.
2. Instructional personnel shall emphasize to students their responsibility to maintain materials in good condition.
3. Students who lose or fail to return issued textbooks will be ~~charged~~ **billed** for the cost of the book before a replacement will be issued. **However, the student may be issued a replacement textbook before payment for the lost or damaged book is received.**
4. Students who return a book in such condition as to make it unusable for another student will be charged for replacing it.
5. Parents or guardians will be notified of the student's responsibility in caring for textbooks properly and of the parents' or guardians' responsibility for paying for any textbooks that are lost or appreciably damaged.

Legal References: G.S. 115C-99, -100

Cross References:

Adopted:

RESOURCE CONSERVATION

Policy Code:

6530

The Watauga County Board of Education (the "board") is committed to making resource conservation an integral part of the school system's operation and to providing an example to students and the community of responsible stewardship of natural resources.

The superintendent shall establish programs that will help the school system meet the following board goals:

1. integrating the concept of resource conservation, including waste reduction and recycling, into the curriculum;
2. reducing the consumption of consumable materials whenever possible;
3. fully utilizing all materials prior to disposal;
4. minimizing the use of non-biodegradable products whenever possible;
5. purchasing recycled products when financially viable; and
6. encouraging suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase by public schools.

Legal References: G.S. 115C-36

Cross References:

Adopted:

The Watauga County Board of Education (the "board") recognizes its responsibility for providing an environment that is reasonably secure from known hazardous materials. These materials include any substance or mixture of substances that poses a fire, explosive, reactive or health hazard as more fully defined by law.

The superintendent shall develop procedures or programs as necessary to address compliance with applicable laws and regulations and the following board requirements.

1. Purchasing, storing, handling, transporting and disposing of hazardous materials for all school facilities must be addressed in a reasonably safe manner.
2. Substituting less dangerous substances for hazardous materials should be done whenever feasible.
3. Training will be provided to appropriate school personnel on precautions to prevent accidents and to handle accidents in the event they occur.

The superintendent, principals and other building-level supervisors shall monitor compliance with this policy, administrative procedures, and applicable laws and regulations.

Any individual who is concerned that a hazardous material is not being handled properly or that a hazardous material may cause an unreasonable risk to safety should notify the principal, building-level supervisor or superintendent immediately.

It is not the intent of the board to expand or modify the school system's potential liability exposure through the adoption of this policy. The school system's voluntary compliance with any statute or regulation to which it is not otherwise subject will not be construed to create or assume any potential liability under any local, state or federal law or regulation.

Legal References: Resource Conservation and Recovery Act, 42 U.S.C. 6901 *et seq.*; Oil Pollution and Hazardous Substances Control Act, G.S. 143, art. 21A; Solid Waste Management Act, G.S. 130A, art. 9; 15A N.C.A.C. 13A

Cross References:

Adopted:

VANDALISM

Policy Code:

6550

Vandalism is the willful destruction of school property, equipment, or materials. The Watauga County Board of Education (the "board") will not tolerate vandalism and may seek criminal prosecution and take any legal action available for recovery of the loss.

All losses that may be due to vandalism will be reported and recorded in accordance with procedures established by the superintendent. The principal shall notify the superintendent or designee immediately of any forceful entry that results in theft and/or damages to school property.

Policies on student behavior apply to any student who has participated in vandalizing school property.

Legal References: G.S. 1-538.1; 14-127.1, -132, -132.2; 115C-100, -276(c), -288(f), -307(h), -398, -399, -523, -524, -526

Cross References: Security of Facilities (policy 9220)

Adopted:

DISPOSAL OF SURPLUS PROPERTY

Policy Code:

6560

When personal property becomes unnecessary and undesirable for public school purposes, the school system will sell or dispose of the property in order to provide additional revenue for educational purposes, in accordance with the requirements of G.S. 115C-518 and G.S. 160A, article 12. **Prior to disposition, the superintendent or designee must make a finding that the property is no longer necessary or desirable for school use.** Before any property may be sold or disposed of, it must be removed from the appropriate fixed asset inventory.

The superintendent or designee shall ensure that any confidential, proprietary or other identifying information is removed from surplus property prior to disposition. In addition, the disposal of any equipment or other property through waste management services must be done in a manner consistent with environmental or other relevant rules and regulations.

A. — PROPERTY WORTH LESS THAN \$30,000

~~Pursuant to G.S. 160A 266(e), the Watauga County Board of Education (the "board") permits the superintendent or designee to dispose of personal property worth less than \$_____ for a single item or group of similar items; to set the property's fair market value; and to convey title to the property for the board of education. Prior to disposition, the superintendent or designee must make a finding that the property is no longer necessary or desirable for school use.~~

~~For property worth \$_____ to \$_____, the superintendent or designee shall determine and recommend to the board of education whether or not items or groups of similar items are unnecessary or undesirable for school purposes. The recommendation must include the description of the items or the groups of items and a recommended method of sale or disposition.~~

~~Property covered by this section may be disposed of through a public or private exchange or sale. Pursuant to G.S. 160A 270(e), the board delegates to the superintendent or designee the authority to conduct electronic auctions of surplus property. The superintendent or designee shall choose or recommend a method of disposal that is designed to obtain a fair market value for the property in the most efficient and economical manner possible and is in the best interest of the school system, as determined by the superintendent or designee.~~

~~The superintendent shall provide a semiannual report to the board detailing such transactions. The report must include: (1) a general description of the property sold or exchanged; (2) the name of the person(s) to whom the property was sold or with whom it was exchanged; and (3) the amount of money or other consideration received for each sale or exchange.~~

B. — PROPERTY WORTH \$30,000 OR MORE

~~Property worth at least \$30,000 will be disposed of pursuant to the requirements of G.S.~~

~~160A, article 12.~~

Legal References: G.S. 115C-518; 160A, art. 12

Cross References: Inventory of Fixed Assets (policy 8350), **Fixed Assets (8350-R)**

Adopted:

SITE SELECTION

Policy Code:

9010

The Watauga County Board of Education (the "board") will select future school sites in a manner consistent with facility needs as identified in the long-range plan. The board will consider options for acquiring property and buildings that are within its legal authority, are economically sound, and meet immediate and future needs.

The superintendent shall assist the board in site selection. In making recommendations to the board, the superintendent should consider the following factors, along with any other factors the superintendent determines to be appropriate:

1. the size of sites needed for current or future projects;
2. the cost of acquisition and development;
3. a site's suitability for its intended uses;
4. a site's accessibility to students and the community; and
5. whether a site meets all legal requirements for school use, including environmental standards.

The superintendent shall investigate and recommend to the board reasonable options for acquiring property or buildings, such as purchasing, leasing, or entering into relationships with other governmental agencies or private businesses, as permitted by law. The superintendent is authorized to select and work with consultants in identifying and assessing site options. Any contract for professional services must be (1) reviewed by the board attorney, (2) be approved by the board, unless the board has delegated this authority to the superintendent in policy 6420, Contracts with the Board, and (3) meet any applicable legal and board policy requirements.

Legal References: G.S. 115C-47, -204, -517, -518, -521; 153A-164; 160A, art. 2, pt. 1

Cross References: Contracts with the Board (policy 6420), Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk (policy 9110)

Adopted:

The Watauga County Board of Education (the "board") is committed to constructing new facilities and renovating existing facilities in a manner that maximizes the use of space, conserves environmental and fiscal resources, and produces structurally sound and safe buildings. All school buildings should be designed to create safe, orderly, and inviting learning environments where students can succeed. School buildings also will be planned to the extent feasible for maximum use by the community and for providing extended services to students.

The superintendent is responsible for overseeing the design of facilities that have been identified in the long-range facility needs plan and have been approved for funding. New or renovated facilities must be designed in a way that will meet all legal requirements, including legal standards for accessibility and use of facilities by persons with disabilities. Plans also must take into consideration the facilities guidelines developed by the North Carolina Department of Public Instruction. The superintendent may utilize services of outside professionals, including architects and other consultants, in the facility design and construction. Any contract for professional services must be (1) reviewed by the board attorney, (2) be approved by the board, unless the board has delegated this authority to the superintendent in policy 6420, Contracts with the Board, and (3) meet the requirements of any applicable board policies. (See policy 9110, Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk.) The superintendent also should work to involve school staff, parents, and students in the design of school buildings.

Before investing any money in the construction of any new building, or when using any state money for the erection, repair, or equipping of any building, the superintendent must submit the plans to the State Board for review and comment and must review the plans based upon a consideration of the comments received.

Plans for science facilities in new middle and high schools are subject to approval by the State Board of Education in accordance with G.S. 115C-521(c1) and State Board of Education policy.

The superintendent shall report periodically to the board on the development of facility plans. The superintendent also shall report on the State Board's review of facility plans conducted pursuant to G.S. 115C-521(c) and this policy and must specifically address any concerns noted by the State Board. The board must give final approval of facility plans before any money may be spent on new buildings or renovations.

Legal References: 29 U.S.C. 794(b); 34 C.F.R. pt. 104 (subpt. C); 42 U.S.C. 12101 *et seq.*; 28 C.F.R. pt. 35 (subpt. D); G.S. 115C-204, -521; 133, arts. 1 and 3; State Board of Education Policies TCS-P-003, *North Carolina Public School Facilities Guidelines*, and TCS-P-006, *Procedures Manual: Public School Building Capital Fund*, both available at www.schoolclearinghouse.org/

Cross References: Contracts with the Board (policy 6420), Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk (policy 9110)

Other Resources: North Carolina Department of Public Instruction School Planning Publications, available at <http://www.schoolclearinghouse.org/>

Adopted:

Replaces: Board policy 2.05.40, Facility Design Policy

FACILITY CONSTRUCTION

Policy Code:

9030

Facility construction will be undertaken in accordance with the long-range plan adopted by the Watauga County Board of Education (the "board") and the facility design approved by the board.

Buildings should be constructed with durable materials that, when possible, permit space to be adapted to various purposes and to be adjusted to changes in technology or the educational program.

The board will not accept substandard construction. In the event of insufficient funding for a project, the board will defer implementing parts of the long-range plan.

Any repairs or renovations of school facilities should be undertaken in such a way as to minimize disruption of instructional time and the educational environment.

Legal References: G.S. 115C-521, -524

Cross References: Planning to Address Facility Needs (policy 9000), Facility Design (policy 9020)

Adopted:

USE AND SELECTION OF ARCHITECTS, ENGINEERS, SURVEYORS, AND CONSTRUCTION MANAGERS AT RISK

Policy Code:

9110

A. USE OF ARCHITECTS AND/OR ENGINEERS

To the extent required by North Carolina General Statute 133-1.1, a registered architect or registered engineer, or both, will be used to design and inspect school system buildings being repaired or constructed. In addition, architects and/or engineers may be used for services, such as:

1. preparing feasibility studies for additions, alterations, or renovations of existing facilities;
2. providing consulting services on technical matters;
3. providing services related to long-range planning or facility design; and
4. assisting in the preparation and submission of any documents requested by other governmental agencies.

B. SELECTION PROCESS FOR ARCHITECTURAL, ENGINEERING, SURVEYING, AND CONSTRUCTION MANAGEMENT AT RISK SERVICES

Procurement of architectural, engineering, surveying, or construction management at risk services for facility design, construction, and related services will be accomplished in accordance with the following requirements.

1. Projects with an Estimated Professional Fee of \$50,000 or More
 - a. The superintendent shall solicit proposals from service providers for selection based upon qualifications using the following or similar criteria:
 - 1) training and experience of the service provider, especially in school-related projects;
 - 2) planning ability and promptness;
 - 3) experience in specification writing, including reputation for accuracy and sufficiency of detail;
 - 4) experience in the construction of K-12 buildings;
 - 5) reputation for quality of design and construction in appearance and utility;

- 6) history of thorough inspections and follow-through with jobs;
 - 7) timely completion of projects within the established budgets;
 - 8) relationships with contractors and designers; and
 - 9) any other factors the superintendent deems relevant.
- b. The superintendent shall provide a list of qualified service providers to the Watauga County Board of Education (the "board") for consideration and selection unless the estimated professional fee for the project is within the superintendent's authority to contract as provided in policy 6420, Contracts with the Board.
 - c. A North Carolina resident firm will be granted a preference over a nonresident firm if the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis, and to the same extent as the preference granted by the nonresident firm's home state. The solicitation documents must require that nonresident firms disclose and describe any construction contract preferences granted by the firm's home state.
 - d. Fees will be negotiated with the selected firm. If a fair and reasonable fee cannot be agreed upon, the board or superintendent will select the next best qualified firm and negotiate fees. The contract with the firm must be reviewed by the board attorney and meet all applicable laws and board policies. The contract must have board approval unless the board has delegated this authority to the superintendent in policy 6420.
2. Projects with an Estimated Professional Fee of Less than \$50,000
- a. The process established in subsection B.1. is not required unless otherwise directed by the board or superintendent for a specific project.
 - b. When the estimated professional fee for a project is estimated to be within the superintendent's authority to contract on behalf of the board as provided in policy 6420, Contracts with the Board, the superintendent shall have authority to select the firm. Board approval of the firm is not required. The contract with the firm must meet all applicable laws and board policies.
 - c. When the professional fee is estimated to exceed the superintendent's authority to contract on behalf of the board as provided in policy 6420, Contracts with the Board, the superintendent shall recommend one or more firms to the board for consideration. The board will approve the

selection of the firm. The contract with the firm must be reviewed by the board attorney, be approved by the board, and meet all applicable laws and board policies.

Legal References: G.S. 133, arts. 1 and 3; 143-64.31, -64.32

Cross References: Contracts with the Board (policy 6420), Site Selection (policy 9010), Facility Design (policy 9020)

Adopted:

The Watauga County Board of Education (the "board") strives to obtain high quality services at a reasonable price through the bidding process employed by the school system.

A. STANDARDS FOR PARTICIPATION IN CONSTRUCTION CONTRACTS

All contracts formally or informally bid will be awarded to the lowest responsible bidder, taking into consideration quality, performance, reliability, and the time specified in the bids for performance of the contract. Contracts will contain a provision stating that the contractor and contractor's subcontractors, if any, must comply with the requirements of G.S. Chapter 64, Article 2. Prior to bidding, contractors may be required to prequalify if the board has elected to use this process.

The board prohibits discrimination against any person or business on the basis of race, color, ethnic origin, sex, disability, or religion. In addition, in accordance with G.S. 143-133.5, the board prohibits discrimination against a bidder or contractor for being party to, refusing to be party to, adhering to, or refusing to adhere to an agreement with a labor organization. The superintendent is required to conduct contracting and purchasing programs so as to prevent such discrimination.

The superintendent, on behalf of the board, must certify that good faith efforts have been made to increase the participation in construction contracts by minority-owned and female-owned businesses, as required by policy 9125, Participation by Women- and Minority-Owned Businesses.

The board will grant a North Carolina resident firm providing architectural, engineering, surveying, construction management at-risk service, design-build services, or public-private construction services a preference over a nonresident firm, if the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis, and to the same extent as the preference granted by the nonresident firm's home state. The school system's bid documents will require that nonresident firms disclose and describe any construction contract preferences granted by the firm's home state.

B. BIDDING METHODS

The board may request bids for contracts for building projects using single prime, multi-prime (separate prime), construction management at-risk, dual bidding, design-build, design-build bridging, and public-private partnership methods, as permitted by law. The superintendent shall make a recommendation to the board as to the method(s) that should be used for a particular project.

If the superintendent believes the project cannot be reasonably completed under the methods authorized by G.S. 143-128, the superintendent shall so inform the board and

make the recommendation to the board that it approve the use of alternative methods. Upon board approval, the superintendent shall submit to the State Building Commission a request to use an alternative contracting method along with supporting documentation.

C. FORMAL BIDDING

Construction and repair work requiring the estimated expenditure of \$500,000 or more will be advertised for bid and will be awarded through formal bidding procedures. Dividing contracts to lower the expenditure amounts so as to evade these requirements is prohibited. The board authorizes the use of newspaper advertisement, electronic advertisement, or both for formal bids; however, the superintendent has the authority to determine which method will be used for a specific purchase or categories of purchases. The superintendent shall establish formal bidding procedures consistent with this policy and applicable law and make the procedures available to all bidders or potential bidders.

D. INFORMAL BIDDING

Informal bids will be obtained for construction and repair contracts between \$30,000 and \$500,000. Quotations from contractors may be solicited by telephone or in writing. Informal bids are recommended, but not required, for construction and repair work costing less than \$30,000.

Dividing contracts to lower the expenditure amounts so as to evade the informal bidding requirements is prohibited. The superintendent shall develop informal bidding procedures consistent with this policy and applicable law and make the procedures available to all bidders and potential bidders.

E. APPROVAL

All formally bid construction contracts must be reviewed by the board attorney and submitted by the superintendent to the board for approval.

The superintendent shall consult with the board attorney in developing standard form contracts for informally bid construction projects. Board approval of informally bid projects is not required, unless otherwise directed by the board on specific projects.

F. RECORDS AND REPORTING REQUIREMENTS

Records of all informal or formal bids received will be maintained and will be available for public inspection. Such records should include the date the bid is received, from whom it is received, and what project it is for. The records will document why the selected contractor was the lowest responsive, responsible bidder if the contractor was not the low bidder.

The superintendent must submit required reports to the State and provide reports to the board on the progress being made towards reaching the board's goals.

G. DISPUTE RESOLUTION PROCESS

The board establishes the following dispute resolution process to resolve issues arising out of construction and repair projects or contracts related to such projects. The dispute resolution process may be used by any party involved in the construction project for those disputes in which the amount in controversy is at least \$15,000.

Prior to initiating litigation concerning a dispute, parties to the dispute must do the following: (1) submit the dispute for review by the superintendent or other designated school official and the project architect, as appropriate, and (2) participate in mediation, if the matter cannot be resolved by school officials and the architect. The cost of the dispute resolution process will be divided between the parties to the dispute. If the board is a party to the dispute, the board will pay at least one-third of the cost.

Legal References: G.S. 64, art. 2; 115C-521, -522; 143-64.31 and art. 8

Cross References: Prequalification of Bidders for Construction Projects (policy 9115), Participation by Women- and Minority-Owned Businesses (policy 9125)

Adopted:

SUPERVISION OF CONSTRUCTION CONTRACTS

Policy Code: **9130**

The superintendent is responsible for monitoring construction contracts with the architect and/or engineer and all contractors. The superintendent or designee shall report periodically to the Watauga County Board of Education (the "board") on the progress being made by the contractors, architects and/or engineers, including whether the work is being performed in accordance with plans, specifications, contracts and specified deadlines.

The superintendent may utilize consultants in performing the review required by this policy. Any contract for such services must be approved by the board, and the cost must be included in the budget for the project.

Legal References: G.S. 115C-36, -47; 133-1.1

Cross References:

Adopted:

NAMING FACILITIES

Policy Code:

9300

The Watauga County Board of Education (the "board") considers naming facilities to be a significant endeavor since the name of a facility can reflect upon the students, staff, school system and community. The board has the sole authority to name a school facility or part thereof. School facilities or a part thereof may be named or renamed as recognition of historical events, geographic locations or a person who in some way has made a lasting and significant contribution.

The superintendent shall involve the staff and students assigned to the facility and the students' parents in the process of identifying possible names for a new school facility or facility being renamed. The superintendent shall consider the following criteria as well as other factors the superintendent determines to be relevant in identifying potential names for the facility.

1. The name should not be so similar to the names of existing facilities as to cause confusion.
2. The name should include a designation of the type of school, such as elementary, middle or high, or a brief description of a specialized kind of school.
3. The name may be in honor or memory of an individual who has helped students in this school system succeed through financial contributions or educational leadership.
4. The name may be that of an educational leader of prominence and reputation beyond the school system; however, priority will be given to the names of educational leaders who have directly or indirectly helped students in this school system to succeed.
5. The name may specify the geographic locality of the school.

The superintendent shall submit a recommended name or limited list of recommended names to the board for approval. The board will not be influenced in its decision by personal prestige, political pressure or temporary popularity in choosing a name for a public school facility.

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

Cross References:

Adopted:

Replaces: Board policy 2.05.30, Naming Public Facilities

SALE, DISPOSAL, AND LEASE OF BOARD-OWNED REAL PROPERTY

Policy Code:

9400

The Watauga County Board of Education (the "board") will consider the sale and disposal of board-owned real property, including land and buildings, as authorized by law. The board is guided in its decisions by its commitment to help students succeed by providing appropriate facilities and to use its resources in a fiscally and environmentally sound manner.

Any sale or disposal of real property, including school buildings, will be conducted in accordance with statutory requirements. The superintendent should secure the services of consultants as necessary to conduct feasibility assessments and determine the fair market value. No building or land will be sold below the fair market value or exchanged for less than full and fair consideration, except that the board will afford the board of county commissioners the first opportunity to obtain any real property at the fair market price or a price negotiated between the two boards.

When the board decides to lease board-owned property to another entity, the lease will be at the fair market value, except that the board may negotiate a lesser amount with another governmental unit.

Legal References: G.S. 115C-72, -518, -521; 160A, art. 12

Cross References: Community Use of Facilities (5030), Guidelines for Community Use of Facilities (5030-R), Planning to Address Facility Needs (policy 9000), Site Selection (policy 9010), Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk (policy 9110)

Adopted:

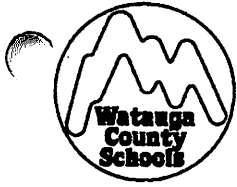
Progress Chart for Policy Manual Revision
For Board meeting of April 11, 2016

Policies for Second Reading			
3210 Parental Request to Review Instructional Materials	4.02.40, Selection of Educational Media, Sections V-VI.	Curriculum Team	Recommended as shown
6000 Support Services	2.05	Marshall Ashcraft	Recommended as drafted
6100 Goals of Student Health Services	Not applicable	Dr. Paul Holden	Recommended as drafted
6110 Organization of Student Health Services	Not applicable	Dr. Paul Holden	Recommended with change as shown
6120 Student Health Services	5.03.30 First Aid and Emergency Care	Dr. Paul Holden	Recommended with changes as shown
6120-R Student Health Services	5.03.30	Dr. Paul Holden	Recommended with changes as shown
6125 Administering Medication to Students	5.03.10 Administration of Medications	Dr. Paul Holden	Recommended as drafted
6146 Emergency Resuscitation Policy	5.03.35 Emergency Resuscitation Policy	Dr. Paul Holden	Recommended as drafted
6300 Goals of Student Transportation Services	2.06 Transportation Services	Jeff Lyons	Recommended as drafted
6301 Classified Staff Bus Driving Requirements	3.02.35 Classified Staff Bus Driving Requirements	Jeff Lyons	Recommended with changes as shown
6305 Safety and Student Transportation	Not applicable	Jeff Lyons	Recommended as drafted
6306 School Bus Idling	2.06.10 Transportation Resource Conservation	Jeff Lyons	Recommended as drafted
6306-R School Bus Idling Procedures	2.06.10	Jeff Lyons	Recommended as drafted
6310 Organization of Student Trans. Services	Not applicable	Jeff Lyons	Recommended as drafted

6315 Drivers	Not applicable	Jeff Lyons	Recommended with change as shown
6320 Use of Student Transportation Services	2.06 Transportation Services	Jeff Lyons	Recommended as drafted
6321 Bus Routes	Not applicable	Jeff Lyons	Recommended as drafted
6322 Student Assignment to Buses	Not applicable	Jeff Lyons	Recommended with change as shown
6325 Parking Areas for Students	Not applicable	Jeff Lyons & Marshall Gasperson	Recommended with change as shown
6330 Insurance for Student Transportation Services	Not applicable	Jeff Lyons	Recommended as drafted
6340 Transportation Service Vehicle Contracts	Not applicable	Jeff Lyons	Recommended with change as shown
6500 Goals of Equipment, Materials, and Supplies	Not applicable	Daniel Clark	Recommended as drafted
6510 Organization of Equipment, Materials, and Supplies	Not applicable	Daniel Clark	Recommended with changes as shown
6520 Use of Equipment, Materials, and Supplies	Not applicable	Daniel Clark	Recommended as drafted
6521 Personal Use of Equipment, Materials, and Supplies	Not applicable	Daniel Clark	Recommended as drafted
6522 Use of Equipment, Materials, and Supplies by Non-School Groups	Not applicable	Daniel Clark	Recommended with changes as shown
6524 Network Security	4.02.25, Information Security Awareness	Chris Devera	Recommended as drafted
6525 Instructional Materials Services	Not applicable	Curriculum Team	Recommended with one change as shown

6530 Resource Conservation	Not applicable	Daniel Clark	Recommended as drafted
6540 Hazardous Materials	Not applicable	Daniel Clark	Recommended as drafted
6550 Vandalism	Not applicable	Daniel Clark	Recommended as drafted
6560 Disposal of Surplus Property	Not applicable	Ly Marze & Daniel Clark	Recommended with changes as shown
9010 Site Selection	Not applicable	Daniel Clark	Recommended as drafted
9020 Facility Design	2.05.40, Facility Design Policy	Daniel Clark	Recommended as drafted
9030 Facility Construction	Not applicable	Daniel Clark	Recommended as drafted
9110 Use and Selection of Architects, Engineers, and Surveyors	Not applicable	Daniel Clark	Recommended as drafted
9120 Bidding for Construction Work	Not applicable	Daniel Clark	Recommended as drafted
9130 Supervision of Construction Contracts	Not applicable	Daniel Clark	Recommended as drafted
9300 Naming Facilities	2.05.30, Naming Public Facilities	Daniel Clark	Recommended as drafted
9400 Sale, Disposal, and Lease of Board-Owned Real Property	Not applicable	Daniel Clark	Recommended as drafted

Policies for First Reading (None)			
Recommended Policy	Current WCS Policy	Lead Reviewer	Comments
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
3400 Evaluation of Student Progress	4.03.20 Grading and Reporting, K-8 Schools; 4.04.60 Grading and Reporting for WHS	Curriculum Team	First reading expected for May Board meeting
3420 Student Promotion and Accountability	4.03.35 Accountability Standards	Curriculum Team	First reading expected for May Board meeting
3530 Citizenship and Character Education	4.01.85 Flag Display & Pledge of Allegiance	Curriculum Team	First reading expected for May 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
9000 Planning to Address Facility Needs	2.05.00, Facilities Committee Policy	Daniel Clark	Under review pending decisions about the role of the Facilities Committee
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



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MARGARET E. GRAGG EDUCATION CENTER
P.O. BOX 1790 BOONE N.C. 28607

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

PERSONNEL ADVISORY COMMITTEE

March 24, 2016 3:45-5:00pm

MINUTES

- **Welcome, Introductions**

Kirbi Bell (Green Valley), Ron Henries (Board of Education), Madison Hollar (Cove Creek), Mary Catherine Felts (Blowing Rock), Chris King (Valle Crucis), Christy Parker (Central Office), Angela Mosner (Central Office), Jonathan Miller (Watauga High School), Stephen Martin (Central Office), Deanna Holaday (Parkway), Tonya McKinney (Mabel), Lee Carter (Bethel)

- **School Updates**

Valle Crucis – Katie Matthews is working toward STEM family night (3/24) and STEM day (3/25). Many community partners will be present at this event.

WHS – success w/ professional learning teams (PLTs) and development of common assessments; good results with 1st semester EOC/EOG scores

Mabel – 5th/6th graders are heading to Space Camp after spring break; 7th/8th grade is heading to Disney. Great process for students to apply and interview for scholarships for Disney trip – provided real-world experience.

Parkway – 8th grade is in Washington, DC; 5th grade is at Sound to Sea

Cove Creek – 8th grade is doing hybrid NC history trip and visiting as many of the State schools as they can; 8th grade ELA class is partnering with adults to read *To Kill a Mockingbird* – students and staff are very excited about this project. Online collaboration is included in this project using Google Hangout.



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- **District Updates**

Policy revision is still occurring during BOE meetings and work sessions. This has been a 2 year process. NCSBA sends us policy updates as they occur. Policies are posted online as soon as they are approved by the Board.

We will continue the practice of classified staff having their CDLs. Dr. Martin asked that committee members ask their teachers to take a look at all updated policies online since there have been some significant changes in some of the policies.

Dr. Martin encouraged the committee and all staff to follow WCS on Twitter and post great happenings in our district with #WeAreWatauga. This is a great way to keep updated on the events in our system even without physically attending each event.

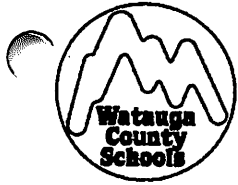
- **Strategic Plan Update and Input from Committee Members**

The Strategic Plan has been approved by the Board. This plan will be an evolving process. We are currently looking at data indicators so that we can update the stakeholders and BOE of our progress on an annual basis. Many of the data indicators in the initial year of the plan will serve as baseline data.

Suggested data points that we need to look at are as follows:

1. Review opportunities that students have at the K-8 and high school level that are outside the core academic realm
2. Continue to monitor teacher turnover rate at the district level & at the BT level
3. Benchmark testing & formative assessment (student growth and targeted interventions). Ex. Hardin Park uses AIMS web.
4. Review of childhood obesity rate/BMI in relationship to student nutrition & health; continue health screenings; Fitnessgram, Presidential Fitness
5. Grant funding for programming in all schools across the county
6. Track the number of students who are applying for scholarships and the amount of scholarship money received
7. Collect data on the number of students entering WCS from home school/charter school (ex. 9th grade year)

Dr. Martin encouraged the committee to share the strategic plan with their co-workers and solicit their input about possible indicators. The next steps will be to finalize the indicators and also promote the strategic plan within the school community and with the community at large.



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

Only 80% of eligible students in Watauga County are a part of Watauga County Schools. This is due in part to home schooling and charter schools. Our population continues to increase. However, our student enrollment continues to decline. We must make a concerted effort to market the great successes of our school system with the broader community.

The Board recently conducted facility tours all of our schools to see their facility needs firsthand. Current plans for collaboration with county officials regarding short and long term facility planning is taking place. The county commissioners have been receptive to listening to our needs.

- **Sick Leave Bank**

Policy 7541 was approved by the Board that allows the district to establish a Sick Leave (SL) Bank. This would be a repository where folks could give days to a generic bank; it is different than Voluntary Shared Leave (VSL). The VSL process is approved for an individual and days can be donated directly to an individual. The LEA can create guidelines on how the SL bank would work.

Often our retirees lose SL days because they opt not to use them or there is no one on the VSL list. We need to, first, decide if we are going to have a SL bank or not. Maybe we should begin to put some guidelines in to place about how the bank would work. This may help us make a decision about whether this is something we need to do or not.

The consensus of the committee feels was to pursue the creation of a SL bank. Retirees cannot be compensated for SL days they have in excess of 20 per month.

A voluntary subcommittee was established including Madison Hollar, Deanna Holaday, Jonathan Miller, Stephen Martin, Angela Mosner, and Christy Parker. The subcommittee will bring suggested guidelines back to the next Personnel Advisory Committee meeting in September 2016 to be reviewed by the full committee.



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

- **Agenda items from schools**

There is no longer a "blanket" fieldtrip permission form. Policy denotes that we must notify parents of the specific trip, cost, location, etc. and request parent permission. We need to make sure the "blanket" statement is removed from BOY student paperwork.

IPads – can they come under more school control rather than district control? Dr. Martin will share this with the MTAC Committee and the 1:1 committee.

Donors Choose/Go Fund Me – this needs to be directed to the school finance officer. This may be a result of fiduciary control. Dr. Martin will follow up on this process and share information with the committee.

NCSBA is starting to push that all money handled at the school level would have to go through a 501-C-3 foundation so that it can be accounted for. In Watauga County, this would be the Watauga Ed Foundation.

HB 539 was originally drafted to give money to schools to fix their playgrounds. Senate stripped language about playgrounds and it came back to the House that a certain percentage of the funds received by a school (i.e., donations, grants) would have to be shared with charter schools. The bill was tabled in the House. It will come back up in the next session. NCSBA believes it will pass in some form.

Teachers need to know how to handle any funds coming in to their classroom. This may need to be a future agenda item. Fiduciary procedures are discussed by our finance director in new employee orientation.

*Reminder – please submit agenda items prior to the meeting. This helps so that we can provide background information to help with discussion and decisions.

- **Personnel Advisory Committee members for 2016-17**

Dr. Martin asked each committee member discuss with their principal about who will be the representative for the 2016-17 school year. Committee members may serve up to 2 consecutive years on PAC.

- **Thank you for a great year!**

January Minutes for Elementary Curriculum Committee January 20, 2016

Members Present:

Bethel: Jake Orange
Blowing Rock: Laura Seagle, Susan Trew
Cove Creek: Christy Laws, Patricia Pfister
Green Valley: Sharon Rucker
Hardin Park: Adam Pyles, Maria Mohr, Misty Hyler
Mabel: Pace Cooper
Parkway: Sarah Holt, Cogie Reed, Char Chiarolanzio
Valle Crucis: Edyth Berry, Gina Holste, David Shack
CTE: Claudine Lovins
PE: Bobby Jones
Reading: Laurie Gill
Arts: Beaver Robinette
ITF/Media: Craig Marze
ELL: Stephanie Ballance
BOE: Ms. Brenda Reese
Other: Dr. Eberle, Meredith Jones, Tamara Stamey

Welcome back!

- a. **Tamara welcomed the group back.**

Approval of November Minutes

- a. **Laurie Gill moved that we approve the minutes**
b. **David Shack seconded**
c. **Minutes were approved unanimously.**

Old Business:

- a. Update on Policies from January BOE Meeting for first read:
- Lesson Planning 3120
 - Selection of Textbooks and Supplemental Materials 3200
 - School Trips 3320
 - Students At Risk of Academic Failure 3405
- b. Update on Policy from January BOE second read:
- Video Use 4.02.70

-Board of Education is having a work session tomorrow.

-All of the policies in Old Business will go for second reading tomorrow.

-In regards to School Trips Policy, the Board was pleased with the draft we gave them. The policy is very clear that teachers need to communicate early and often when planning a field trip.

-There will not be a blanket form, but there will be an in-county form for trips that are repeated each year.

- Any international trip would be non-school sponsored trip. A line will be added where individuals planning an international trip will keep principals informed so as to be sure the guidelines for a non-school sponsored trip are being followed.

-We may need to make sure that it is clear that in the role of teacher, they should only be planning school-sponsored.

-In regards to chaperones, it should be in addition to the teacher. The teacher is the sponsor and extra chaperones are needed.

-Water activities will be clarified.

-This policy does not cover athletics. There are other rules for athletic trips.

-In 3405, you must identify and intervene for students at risk for academic failure.

-In Video Use, the change we suggested was made for K-2. There was a paragraph in the policy that was deleted.

4. New Business

3210 Parental Inspection of and Objection to Instructional Materials

3430 School Improvement Plan

3440 Recognizing Excellence

3450 Class Rank

3540 Comprehensive Health Education

3620 Extracurricular Activities and Student Organizations

Tamara discussed the following policies

3440-Recognizing Excellence: We will do this at each school.

3450-Class Rank: The high school grading scale has changed resulting in a less gradient scale for GPA. This could result in several students being tied for first place in the class. The high school would like to transition to a Latin Honors System that would recognize multiple students. This would eliminate the designation of Valedictorian and Salutatorian.

3540-Comprehensive Health Education-aligns with state goals and objectives

3620-Extracurricular Activities and Student Organizations-this can be part of a plan for a struggling student. It reiterates that Extracurricular Activities are privileges.

3430-School Improvement Plans-presented by Dr. Eberle-There will be a timeline of what should be happening with SIP plans. Some language has been changed from the original policy to better fit our purposes. There is guidance in this policy about how we will work to improve any schools designated "Low Performing Schools" by NCDPI.

There are certain elements of the School Improvement Plan that are optional and at some points we are taking those out of our policy. We do have a local template for SIP

3210 Parental Inspection of and Objection to Instructional Materials: This policy went to WHS Curriculum Committee first. In the policy, a statement saying the material in question stays until a decision is made, in order to protect the integrity of instruction. There is also a form tied to this policy, not the selection of instructional materials policy. A clear structure is in place for handling the parent objection. In the procedure, the parent must meet with the teacher first, followed by the principal of the school. This policy is intended to help all stakeholders have a voice in a student's education.

The process for a parent objection is outlined in Section C.

3210-R is the form that accompanies this policy. The parent would fill out the form to give the information to the MTAC committee.

5. Policy 3000-Goals and Objectives of the Educational Program-this policy was revised via the NCSBA process, but they have sent a new revision.

-#1, 2, and 3 have been added.

David Shack made a motion to adjourn at 4:33

Pace Cooper seconded

Meeting adjourned at 4:34