

**WATAUGA COUNTY
BOARD OF EDUCATION**

Margaret E. Gragg Education Center
175 Pioneer Trail Boone, NC 28607
(828) 264-7190

***WATAUGA COUNTY BOARD OF EDUCATION MEETING AGENDA
December 11, 2023***

- | | | |
|-----------|--|---|
| 5:15 p.m. | 1. CALL TO ORDER | Board Chair |
| 5:18 p.m. | 2. CLOSED SESSION <ul style="list-style-type: none">A. Approval of the Minutes for 11/6/2023B. Reportable Offenses – N.C.G.S.115C-288(g)C. Student Records - N.C.G.S.143-318.11(a)(1)D. Personnel – N.C.G.S.143-318.11(a)(6)E. Attorney-Client - N.C.G.S 143-318.11(a)(3) | Board Chair |
| 6:00 p.m. | 3. OPEN SESSION CALL TO ORDER /
MOMENT OF SILENCE | Board Chair |
| 6:03 p.m. | 4. ELECTION OF OFFICERS | Dr. Leslie Alexander |
| 6:06 p.m. | 5. DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:08 p.m. | 6. SUPERINTENDENT’S REPORT | Dr. Leslie Alexander |
| 6:13 p.m. | 7. SPECIAL RECOGNITION <ul style="list-style-type: none">★ NCSBA “Champion of Education” Award★ Principal Retirement★ Bright Ideas Grant Recipients★ Watauga Education Foundation Grant Recipients★ Tamara Stamey Memorial Fund Recipients | Dr. Leslie Alexander
Dr. Leslie Alexander
Dr. Leslie Alexander
Mr. Mitch Mayhew
Dr. Scott Elliott |
| 6:30 p.m. | Brief Break (for pictures) | |

6:35 p.m.	8. VALLE CRUCIS SCHOOL UPDATE	Dr. Leslie Alexander
6:40 p.m.	9. STUDENTS' REPORT	Ms. Mia Llibre Ms. Ellary Smith
6:45 p.m.	10. CONSENT AGENDA <ul style="list-style-type: none"> A. Approval of the Minutes for 11/6/2023 B. Field Trip Requests C. Declaration of Surplus D. Lottery Applications E. Policies <ul style="list-style-type: none"> • 4130: Discretionary Admission • 4150: School Assignment • 4334/5036/7345: Use of Unmanned Aircraft (Drones) • 6230: School Meal and Competitive Food Standards • 7232: Discrimination and Harassment in the Workplace • 7820: Personnel Files F. 2023-24 Revised Mabel School Improvement Plan G. Personnel Report H. 2024-2025 School Calendar 	Dr. Leslie Alexander
6:50 p.m.	11. PUBLIC COMMENT: General	Board Chair
7:00 p.m.	12. POLICIES: SUBSTANTIVE FOR FIRST READ <ul style="list-style-type: none"> • 4002: Parental Involvement • 5210: Distribution and Display of Non-School Material • 6220: Operation of School Nutrition Services • 6401/9100: Ethics and the Purchasing Function • 6430: Purchasing Requirements for Equipment, Materials, and Supplies • 9125: Participation by Minority Businesses • Notice of Parental Concern Form 	Dr. Wayne Eberle
7:15 p.m.	13. 2023-24 BUDGET RESOLUTION	Ms. Ly Marze
7:30 p.m.	14. BOARD OPERATIONS <ul style="list-style-type: none"> • Support for NCSBA Action Center • January BOE Meeting Date • Field Trips • Board Workshop Feedback 	Board Chair
7:45 p.m.	15. BOARD COMMENTS	Board Chair
7:50 p.m.	16. ADJOURNMENT	Board Chair



WATAUGA COUNTY BOARD OF EDUCATION

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WATAUGA COUNTY BOARD OF EDUCATION MEETING

DATE: November 6th, 2023

PRESENT:

- Gary Childers, Steve Combs, Marshall Ashcraft, Jason Cornett, Jay Fenwick, *BOE Members*
- Dr. Leslie Alexander, *Superintendent*
- Dr. Chris Blanton, *Assistant Superintendent*
- Dr. Tierra Stark, *Director of Student Services*
- Mr. Chris Campbell, *Board Attorney*

TIME: 9:30 a.m.

PLACE: Blue Ridge Energy & Margaret E. Gragg Education Center

CALL TO ORDER

A special work session was held at Blue Ridge Energy for Board members to collaborate more in-depth on several prioritized topics. Board Chair Dr. Gary Childers called the meeting to order at 9:31 a.m.

SESSION 1: FACILITIES

Eric Bolick (*Director of Facilities*) led this session to help Board members understand the priorities from the 2017 Facilities Needs Assessment, understand roofing maintenance and replacement priorities, and understand electrical and HVAC needs and options. Funding sources to meet the needs are being evaluated.

SESSION 2: PARENTS' BILL OF RIGHTS

Dr. Leslie Alexander reviewed the twelve parent rights (both existing and new), shared what information should be provided to parents, and explained the complaint and resolution requirements.

CLOSED SESSION

Dr. Gary Childers asked for a motion at 12:17 p.m. to enter into closed session. The motion was made by Marshall Ashcraft, seconded by Jay Fenwick, and approved by all Board members.

OPEN SESSION

Jason Cornett made a motion at 1:36 p.m. to return to open session. The motion was seconded by Steve Combs, and unanimously approved.

SESSION 3: TEACHER RECRUITMENT AND RETENTION

Dr. Chris Blanton (*Assistant Superintendent/Director of Human Resources*) explained the current trends with various positions in the school district, talked about the impact of recruitment and retention on student learning, described steps being taken to recruit and retain, and brainstormed a future-forward plan of action.

SESSION 4: HOUSING INITIATIVES

Dr. Alexander facilitated the session and talked about the need for teacher housing, explained what would be involved with a land option, and reviewed the requirements for a loan application for this vision.

The meeting was paused to allow for travel to the Margaret E. Gragg Education Center.

WELCOME/MOMENT OF SILENCE

At 4:00 p.m., Board Chair Dr. Gary Childers welcomed those attending the meeting. He began with a request to observe a moment of silence.

Dr. Childers recognized that Brian Bettis (Director of Elementary Education) defended his dissertation and became Dr. Brian Bettis.

DISCUSSION AND ADJUSTMENT OF AGENDA

Dr. Alexander requested that Mabel's Improvement Plan be moved to the Consent Agenda.

SUPERINTENDENT'S REPORT

- The first quarter/nine weeks ended October 20th. Dr. Alexander commended the teachers and students for their hard work. She expressed pride in students' attendance because the first quarter was up to 94.3% (from 93% last year) which is close to the district's 95% goal. Eight of the schools improved their attendance, and Mabel School had the highest growth with an almost 4% increase in attendance. Cove Creek and Hardin Park exceeded the 95% goal.
- On October 10th, WCS' Employees of the Year were honored at the Appalachian football game, and Watauga County Schools received a \$6000 check. The partnership with and support of Appalachian State University is very appreciated.
- "Come Back Shack" is planning to have three fundraisers this year in which 25% of all sales will go to help with payment of student lunch debts. The first date is Tuesday, November 21st.
- Special Recognition Dates:
 - ◆ November 6-10: National School Psychology Week

- ◆ National Epilepsy Awareness Month
- ◆ National Native American Heritage Month
- There will be no school on November 10th in honor of Veterans' Day. Several commemorative events will take place in the schools.
- November 22nd will be an Optional Workday, and Thanksgiving Break is November 23rd and 24th.

VALLE CRUCIS SCHOOL UPDATE

The second bridge has been installed, and all concrete slabs have been poured in areas B and C. (Area A should be completed in the next two weeks.) The next two months will be critical to try and get Area C enclosed as much as possible prior to January 1st.

DONATION PRESENTATION BY SKYLINE/SKYBEST

Mr. Edward Hinson, *Chief Marketing and Sales Officer* at SkyLine/SkyBest, presented a \$5,500 grant to Assistant Superintendent Dr. Chris Blanton to help support middle school athletics.

STUDENTS' REPORT

- The Watauga High School Pacers hold annual clinics for girls in grades K-8 who are interested in dance. From October 9th-12th, 72 young dancers participated. The clinic also serves as a fundraiser for the team and will help support the Pacers in getting new uniforms.
- On October 27th, Watauga High School hosted a "Trunk or Treat" prior to a football game. W.H.S. Clubs coordinated the "trunks" (or different booths), and the event also featured games, food, and music.
- Watauga High School held a Fall Symposium on November 2nd. Freshmen were given activities geared towards developing a plan to structure the next few years of their high school experience. Sophomores took the Pre-ACT, and juniors took the Practice ACT. Seniors spent the day hearing from alumni, learning about different careers/community organizations, being presented with various techniques on how to manage stress, and practicing professional interviewing skills.
- Each year, Watauga High School welcomes a diverse group of international teachers through the TEA (Teaching, Excellence, and Achievement) Fellowship Program. This unique experience allows these teachers to shadow educators at W.H.S., immersing themselves in instructional methods and techniques to then incorporate into their own schools. This year, Watauga had the pleasure of hosting teachers from Egypt, Turkey, Ukraine, Uruguay, and more. The Media Center organized a Cultural Fair in which students were able to inquire about the schools and customs in the different countries.
- Watauga's Student Council is preparing for the "Mr. WHS" fundraiser which will be in December. This is an annual event in which male students showcase their talents and creativity to raise money for local families in need. The theme for this year is "Movie Night."
- This month's highlight is Manos Unidas, which is a service-based club specifically serving Hispanic students. The purpose is to provide them with a supportive community, as well as opportunities to participate in service hours that may help with their resumes and applications.

CONSENT AGENDA

- A. Approval of the Minutes for 10/9/2023
- B. Field Trip Requests
- C. Declaration of Surplus
- D. New Valle Crucis School: Technology Wireless Access Points and Cabling
- E. Personnel Report
- F. Mabel School's Improvement Plan

Steve Combs moved to approve the Consent Agenda, Marshall Ashcraft seconded, and it was unanimously approved.

PUBLIC COMMENT

There were no citizens who made public comments.

POLICIES: SUBSTANTIVE FOR SECOND READ

- 4002 Parental Involvement
- 3210 Parental Request to Review Instructional Materials
- 3540 Comprehensive Health Education Program
- 4335 Criminal Behavior
- 4720 Surveys of Students
- 6120 Student Health Services
- 7300 Staff Responsibilities

Dr. Wayne Eberle presented these policies for a second read. Steve Combs made a motion to approve all of the policies. Jason Cornett seconded, and they were approved by all Board members.

BOARD OPERATIONS

Marshall Ashcraft and Gary Childers will be attending the North Carolina School Boards Association (NCSBA) annual conference November 13-15.

BOARD COMMENTS

Jason Cornett expressed how great the earlier work session was, and the other Board members concurred.

ADJOURNMENT

Steve Combs made a motion at 4:24 p.m. to adjourn, Jay Fenwick seconded, and it was unanimously approved.

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) Emily Morris School: Watauga High School

Cell phone number: 828-989-6546 Grade(s): 9-12 Number of students: 18

Departure time/date: ~~12:00 pm~~ Friday, 12/1 Return time/date: 7:00pm Saturday, 12/2
~~2:00 pm~~
3:30 pm HL

Educational purpose:

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

Raleigh, NC

Purpose of trip and how it relates to the curriculum: _____

NCHSAA State Cheerleading Competition

Supervision and Safety:

Names of all school staff chaperones: Emily Morris, Sabrina Eudy (Valle Crucis)

Names of all non-school chaperones: Meghan Tennison, Kirra Laws - Bush

All chaperones have a background check completed: ☒

Sponsoring teacher initials: EMJ

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

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

Transportation plan:

Mode of transportation: _____ Yellow bus with wheelchair lift _____ Yellow bus without wheelchair lift
_____ Activity bus with wheelchair lift ☒ Activity bus without wheelchair lift _____ Rental car/mini-van
_____ Charter bus Other (Please explain) _____

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Emily Morris Round trip mileage: 400 # of buses needed: 1

Total cost per student \$ _____ Source of funds: Athletics

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

Approval/Signatures:

Sponsoring teacher signature: Emily Morris Date: 11 / 14 / 2023

Principal approval: [Signature] Date: 11 / 16 / 2023

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 11 / 21 / 2023

Superintendent approval: [Signature] Date: 11 / 21 / 23

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

Parent/Guardian Field Trip Information and Consent

I. Description of Trip (an itinerary that provides the same information may be attached instead of filling out items A-E below) See section V if this is a multiple trip permission form.

A. Date/Purpose of trip 12/1 - 12/2

NCHSAA State Cheerleading Competition

B. Trip destination and activities planned, including an itinerary and description of potentially hazardous activities, including but not limited to swimming/wading/boating.

Hilton Raleigh North Hills Hotel (lodging)

Raleigh Convention Center (competition location)

C. Means of transportation Activity Bus Cost _____

D. Arrangements for student supervision (include specific details if this trip includes activities without direct supervision such as at theme parks, museums or malls; or high risk/water activities.):

Students will stay in groups of 3 or more and will always be in the same venue as chaperones (hotel, convention center, restaurant, etc.).

E. Arrangements for meals during trip: Students will be responsible for paying for meals.

II. Conditions for participation

A. All school rules and policies apply for this trip. The principal and/or trip sponsor may establish additional rules as deemed necessary to protect student safety and preserve the educational value of the trip for all participants.

B. If the student violates school rules or policies or the instructions of teachers or other chaperones in a way that warrants his/her removal from the trip, the student's parent/guardian will immediately come take the student home at their expense upon the request of the trip sponsor.

C. In the event the trip is postponed or cancelled, a refund of fees and deposits paid in advance is not guaranteed. However, the school will refund costs for which it is reimbursed by other parties or which are not paid by the school.

D. By signing this form, the parent/guardian consents to the trip sponsor taking or arranging any emergency medical procedures or treatment that may be required during the trip, and accepts responsibility for the costs of any such treatment. In addition, if this trip is to Appalachian State University, a roster of student names, an emergency contact, and an emergency contact phone number will be submitted to the Office of Conferences and Events in compliance with the Minors on Campus policy set forth by ASU. This information will be provided directly from our student information system. It will be kept confidential unless/until there is a crisis situation requiring this information be provided to emergency management.

III. Student

information

- A. Special instructions for this child – allergies, swimming ability if applicable to trip, disabilities or health concerns, etc.

- B. Medications: This student does ____ does not ____ have a medical condition that requires medication on a routine basis or in case of an emergency related to that condition. *If so, please attach a completed medication administration form.*

IV. Parent/guardian Consent and Contact Information

I have read and understood all of this form. I acknowledge that my child is not covered by any insurance provided through the school system and that I am responsible for the costs of any illness or injury resulting from my child's participation on this trip. By my signature below, I acknowledge and agree to all the above terms and conditions and give consent for my child, _____, to participate in this field trip.

Signature of parent/guardian

Date

Emergency contacts: *Please provide two emergency contacts for your child*

Name: _____

Relationship to student: _____

Best daytime phone #: _____

Other phone #: _____

Name: _____

Relationship to student: _____

Best daytime phone #: _____

Other phone #: _____

NCHSAA State Competition

Saturday, December 2nd, 2023

Friday, December 1st

- Leave Watauga High School for Hilton Raleigh North Hills Hotel at 3:00pm (3 hour drive)
- Arrive at Hilton Raleigh North Hill around 6:30pm and check in
- Leave to get dinner at Bahama Breeze at 6:45pm (walking distance from hotel. We will either walk over together or take the bus over).
- After dinner we will ride the bus to Stars and Strikes Family Entertainment Center around 8:30pm for team bonding (laser tag and bowling). Once we get back to the hotel there is an indoor pool and hot tub, but all athletes will need to be in their rooms no later than 10:30 to go to sleep.

Saturday, December 2nd

- Check out of Hilton Raleigh North Hills Hotel for Raleigh Convention Center around 9:45am (10 minute drive)
- Check in to competition around 10:15am
- Compete around 11:15am *****this time will change*****
- Awards around 2:30pm *****this time will change*****
- Head back to Watauga High School. Be back to WHS by 7pm (stopping for fast food dinner at some point).

* Friday December 1st 6:45 @ Bahama Breeze for 25 ppl
Reserved 11/16

* Stars and Strikes - December 1st - 8:30pm for 22 ppl
↓
18 + Morris
Euch
Meghan
Kira

Mega Arcade Blast. ~~8:30~~ 7pm

* 1 hr in Party room, bumper cars, laser tag, 2hr or 15 dollar
2 pizza & soft drinks \$21.99 + tax

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WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) Zachary Strickland School: WHS

Cell phone number: 570-494-6345 Grade(s): 9-12 Number of students: 14

Departure time/date: 5 am 12-21-23 Return time/date: 8 pm 12-22-23

Educational purpose:

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

Chapel Hill High School

Purpose of trip and how it relates to the curriculum: Tiger Holiday Classic Wrestling
tournament

Supervision and Safety:

Names of all school staff chaperones: Zachary Strickland, Tenney Williams,
John Grasinger

Names of all non-school chaperones: All coaches are non-school chaperones

All chaperones have a background check completed: ☒

Sponsoring teacher initials: ZPS

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

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

Transportation plan:

Mode of transportation: ☐ Yellow bus with wheelchair lift ☐ Yellow bus without wheelchair lift
☐ Activity bus with wheelchair lift ☒ Activity bus without wheelchair lift ☐ Rental car/mini-van
☐ Charter bus Other (Please explain) _____

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: _____ Round trip mileage: _____ # of buses needed: _____

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

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 11 / 21 / 23

Principal approval: [Signature] Date: 11 / 21 / 23

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 12 / 4 / 23

Superintendent approval: [Signature] Date: 12 / 4 / 23

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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Sponsoring teacher: (Print) Bill Torgerson School: Watauga HS

Cell phone number: 2035228029 Grade(s): 9-12 Number of students: 15

Departure time/date: 12/27/23 depends on game time Return time/date: 12/30/23 Depends on last game time

Educational purpose:

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

The women's basketball team is travelling to Raleigh, NC to play in the John Wall Invitational.

Purpose of trip and how it relates to the curriculum: The purpose of the trip is for the women's basketball team to compete in the John Wall Invitational tournament. We will be staying for 3 nights at the Residence Inn Crabtree

The hotel's address is 2200 Summit Park Lane, Raleigh, NC 27612.

Supervision and Safety:

Names of all school staff chaperones: Bill Torgerson and Kailie Eppley.

Names of all non-school chaperones: None.

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

Are all site(s) accessible to students with disabilities? x yes no How will students with disabilities be accommodated for site access and transportation? No students with disabilities are travelling with the team.

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

Transportation plan:

Mode of transportation: _____ Yellow bus with wheelchair lift _____ Yellow bus without wheelchair lift
_____ Activity bus with wheelchair lift X Activity bus without wheelchair lift _____ Rental car/mini-van
_____ Charter bus Other (Please explain) _____

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

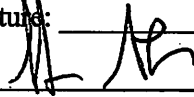
Driver/s: Bill Torgerson Round trip mileage: 400 # of buses needed: 1 bus

Total cost per student \$ No charge to students. Source of funds: Watauga Women's Basketball


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

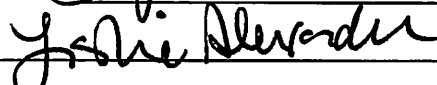
Approval/Signatures:

Sponsoring teacher signature:  Date: 11 / 14 / 23

Principal approval:  Date: 11 / 16 / 23

Required signatures if applicable:

Transportation Director approval:  Date: 11 / 21 / 23

Superintendent approval:  Date: 11 / 21 / 23

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

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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Sponsoring teacher: (Print) Kim Henderson School: Cove Creek

Cell phone number: 910-662-1662 Grade(s): 8 Number of students: 27

Departure time/date: Tuesday April 9, 2024 Return time/date: Friday, April 12, 2024
7:00am approximately 7:30pm

Educational purpose:

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

Please see attached itinerary for Washington, D.C. and
surrounding area.

Purpose of trip and how it relates to the curriculum: Please see attached document
for curriculum specifics.

Supervision and Safety:

Names of all school staff chaperones: Kim Henderson, Tyler Hagen, Scott Carter
(principal)

Names of all non-school chaperones: Rachel Bridgeman, Zack Ward, Chad Hicks,
Leslie Childers,

All chaperones have a background check completed:

Yes ^{as stated by parents} →

Sponsoring teacher initials:

KAT

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

No accommodations required at this time

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

Transportation plan:

Mode of transportation: ☐ Yellow bus with wheelchair lift ☐ Yellow bus without wheelchair lift
☐ Activity bus with wheelchair lift ☐ Activity bus without wheelchair lift ☐ Rental car/mini-van
☒ Charter bus Other (Please explain)

Name of charter bus company (if checked above) Buske Educational Travel

(If applicable, bus request form must be attached)

Driver/s: N/A Round trip mileage: N/A # of buses needed: N/A

Total cost per student \$ Included in trip cost per person Source of funds: trip cost per person

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

Approval/Signatures:

Sponsoring teacher signature: [Signature] Date: 10/31/23

Principal approval: [Signature] Date: 11/13/23

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 12/4/23

Superintendent approval: [Signature] Date: 12/5/23

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



Burke Educational TRAVEL

A division of Burke International Tours/Christian Tours

P.O. Box 890 | Newton, NC 28658 | 828-465-3900



Washington DC Our Nation's Capital

April 9 - 12, 2024

Cove Creek School

Proposal

September 13, 2023

Ms. Kim Henderson

930 Vanderpool Rd
Vilas, NC 28692

School Phone: 828-297-2781

hendersonk@wataugaschools.org

ITINERARY

Day 1 (Tuesday):

- Coach arrives for boarding at 6:30 am
- Depart the school at 7:00 am
- Rest or meal stops every two hours
- Fast food lunch (\$15 allowance included)
- Self guided tour of James Madison University
- Visit the Udvar Hazy Air and Space Museum
- Pizza dinner (included)
- Visit the Thomas Jefferson Memorial
- Check-in at Washington, DC area hotel (3 nights – hotel security included)

Day 2 (Wednesday):

- Continental breakfast (included)
- Docent led tour of the US Capitol Building
- Lunch (\$15 allowance included)
- Visit Howard University – scavenger hunt followed by Student Ambassador Q&A session (pending availability)
- Explore the National Museum of Natural History
- Dinner (included)
- Walking tour of the WWII, Vietnam, Lincoln and Korean Memorials
- Return to the hotel for the evening (hotel security)

Day 3 (Thursday):

- Continental breakfast (included)
- Walking tour of Arlington National Cemetery
- Visit Iwo Jima, Marine Corp Memorial
- Lunch (\$15 allowance included)
- Explore the National Museum of American History
- Tour the Holocaust Museum (pending availability)
- Visit George Washington University
- Dinner at Pentagon City Mall (\$15 allowance included)
- Visit the MLK Jr. and the FDR Memorials
- Return to the hotel for the evening (hotel security)

Day 4 (Friday):

- Continental breakfast (included)
- Depart for home
- Cadet tour of the Virginia Military Institute (pending availability)
- Lunch in the VMI Mess Hall (included)
- Fast food dinner en route (\$15 allowance included)
- Arrive at the school approximately 7:30 pm

Purpose of this trip and how it relates to the curriculum:

The purpose of this educational trip is to allow Cove Creek 8th Graders to explore Washington D.C., their nation's capital, as an extension to what they are currently learning about U.S. history in Social Studies and how to analyze multiple mediums of text for ELA. This experience engages multiple senses and hands-on exploration, which will increase their understanding and application of what is learned in school to their lives as future productive citizens of this community and this country. This application also falls under 21st-century classroom best practices.

Specific Social Studies standards supported by this trip are as follows:

1. 8.H.1 Apply historical thinking to understand the creation and development of N.C and U.S.
2. 8.C & G.1 Analyze how democratic ideals shaped government in N.C. and U.S.
3. 8.C.1 Understand how different cultures influenced N.C. and U.S.
4. 8.C & G.2.3 Explain the impact of human and civil rights issues in N.C. and U.S.

Specific ELA standards supported by this trip are as follows:

1. SL.8.1 Engage in a range of collaborative discussions with diverse partners on grade 8 topics, texts, and issues, building on others' ideas and expressing their own clearly
2. SL.8.2 Analyze the purpose of information presented in diverse media and formats and evaluate the motives behind its presentation

WATAUGA COUNTY FIELD TRIP REQUEST FORM

This request is for a: ___ day trip ___ out of state day trip ___ overnight trip X overnight & out of state trip

Day trips must be submitted to the principal 15 days before the trip. Overnight trip requests must be submitted to the superintendent by the first day of each month. Overnight field trips require the prior approval of the principal, transportation director, superintendent, and Board of Education. All trips utilizing rental or charter vehicles require the prior approval of the transportation director. No employee will transport students in a personal vehicle and no employee or volunteer driver will transport students in a 12-15 passenger van. No more than five students will be transported by a school system employee or volunteer in any one vehicle other than a school bus or activity bus.

Sponsoring teacher: (Print) Thicky Ward School: Bethel
Cell phone number: 828-773-9202 Grade(s): 7th & 8th Number of students: 30
Departure date: April 16, 2024 Return date: April 19, 2024
Departure time: 7:30 AM Return time: 4:30 PM

Educational purpose:

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

Williamsburg, VA Itinerary Attached

Purpose of trip and how it relates to the curriculum: 7th & 8th Grade End of Year Trip.
Historical Significance, College Visits, Aquarium and
Marine Science Center

Supervision and Safety:

Names of all school staff chaperones: Sage McKinney, Allison Margerison,
Thicky Ward, Brian Bettis, Laken Tardue

Names of all non-school chaperones: _____

All chaperones have a background check completed: ☒

Sponsoring teacher initials: TW

Are all site(s) accessible to students with disabilities? X yes no How will students with disabilities be accommodated for site access and transportation? NA, No students with these needs

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

Transportation plan:

Mode of transportation: Yellow bus with wheelchair lift Yellow bus without wheelchair lift
 Activity bus with wheelchair lift Activity bus without wheelchair lift Rental car/mini-van
X Charter bus Other (Please explain)

Name of charter bus company (if checked above) Burke Educational Travel

(If applicable, bus request form must be attached)

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

Total cost per student \$ 1,000 Source of funds: Fund Raisers and Parent Payments
Students needing help received assistance

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

Approval/Signatures:

Sponsoring teacher signature: Date: / /

Principal approval: Philip W... Date: 11 / 30 / 23

Required signatures if applicable:

Transportation Director approval: Date: 12 / 4 / 23

Superintendent approval: Date: 12 / 4 / 23

Board of Education approval: Date: / /



Burke Educational TRAVEL

A division of Burke International Tours/Christian Tours

P.O. Box 890 | Newton, NC 28658 | 828-465-3900



Colonial Williamsburg Including Busch Gardens

April 16-19, 2024

Bethel School 7th & 8th Grade Student Tour

Booking Letter

October 11, 2023

Mr. Ricky Ward

138 Bethel School Road
Sugar Grove, NC 28679

Phone: 828-297-2240

wardr@wataugaschools.org

ITINERARY

Day 1 (Tuesday):

- Coach arrives for boarding at 7:00 am
- Depart the school at 7:30 pm
- Rest or meal stops every two hours
- Self-guided visit to UNC Chapel Hill
- Lunch in the dining hall (*included*)
- Travel to Williamsburg, VA
- Dinner (*included*)
- Evening program at Colonial Williamsburg (*minimum of 25 participants required*)
- Check-in at our Williamsburg, VA area hotel (*3 nights – hotel security included*)

Day 2 (Wednesday):

- Continental breakfast (*included*)
- Explore Colonial Williamsburg
- Lunch (*\$15 allowance included*)
- Travel to Virginia Beach, VA
- Visit the Virginia Aquarium & Marine Science Center
- Walk the Virginia Beach Boardwalk
- Return to Williamsburg, VA
- Pizza Dinner (*included*)
- Ghost tour of Williamsburg
- Return to our hotel for the evening (*security included*)

Day 3 (Thursday):

- Continental breakfast (*included*)
- Self-guided tour of William and Mary
- Spend the day Busch Gardens Williamsburg (*pending 2024 schedule*)
- Lunch in the park (*meal voucher included*)
- Dinner in the park (*meal voucher included*)
- Return to the hotel for the evening (*security included*)

Day 4 (Friday):

- Continental breakfast (*included*)
- Visit the Jamestown Settlement
- Fast food lunch (*\$15 allowance included*)
- Depart for home
- Self-guided tour of Duke University
- Dinner (*included*)
- Arrive at school approximately 9:30 pm

INCLUSIONS

- Hotel accommodations rating 3 star or above for three nights with hotel security
- Transportation in a deluxe motorcoach equipped with a DVD player with multiple monitors throughout the coach, a public address system and restroom facilities with a Professional Motorcoach Operator(s) (maximum of 50 passengers per coach)
- Full time-professional Burke Educational Travel Tour Director for the duration of the tour (one per coach)
- All meals and attractions as indicated in the itinerary
- Taxes and gratuities for included attractions and meals
- Free teacher/chaperone packages based upon the required minimum number of passengers
- Office support staff to assist lead teachers throughout the tour process

PER PERSON RATES

Rates are based on the number of passengers per coach. The minimum number of passengers is inclusive of the free tours for that particular rate. The quote is based on the group requiring **one** motorcoach.

Price Per Person: Based on a minimum of 36 passengers Per Coach (including **3 free per coach**)
Quad occupancy: \$880 Triple: \$915 Double: \$985 Single: \$1,195

Price Per Person: Based on a minimum of 30 passengers Per Coach (including **2 free per coach**)
Quad occupancy: \$955 Triple: \$990 Double: \$1,055 Single: \$1,265

Price Per Person: Based on a minimum of 26 passengers Per Coach (including **2 free per coach**)
Quad occupancy: \$1,050 Triple: \$1,085 Double: \$1,155 Single: \$1,360

****Free tours are calculated at the double rate. Should the complimentary passenger choose to have a single room, they must pay the difference between the double rate and the single rate.**

SPECIAL PROVISIONS

- All quotes are firm for 30 days from the proposal date. Booking your tour early increases the probability of availability with the attractions we have planned.
- Gratuities to your driver and tour director are not included in your proposal. The recommended amount is \$80 per day, per driver and per tour director.
- Hotel security is included in your rates. Williamsburg hotels require security for any student group that does not have an adult in each room. This can be removed if you have an adult in each room.
- Once theme park tickets are purchased, they become the property of the person for whom they were purchased and are non-refundable.
- **Transportation cost in this proposal is based on fuel prices as of September 2023. A fuel surcharge may apply depending on the cost of fuel at the time of travel.**

HOW TO BOOK YOUR TOUR

- Review the itinerary, dates and inclusions with this proposal to be sure the trip includes all the things you are expecting.
- Call or email our office with your acceptance of the proposal. Once the tour is booked, the booking folder will be mailed to you (RED FOLDER).
- A deposit is not normally required at the time of booking. All payment requirements will be included with your booking information.
- A list of company policies and important information will be included in the booking folder.
- Once you receive your booking folder, please sign the agreement and return it to our office promptly.

TERMS AND CONDITIONS

- **\$100 deposit** per paying passenger on or before **October 31, 2023**.
- **Some attractions cannot be booked until the deposit has been credited to your account.**
- Final rooming list due on or before **March 5, 2024**. A final invoice cannot be generated until you submit your final rooming list.
- Balance due on or before **March 15, 2024**.
- Final tour information (final itinerary, hotel assignment, emergency telephone numbers, name of driver and tour director, luggage tags, etc.) will be sent to the school **two weeks** prior to departure.
- Should the number of passengers drop below the stated minimums, the rates will increase or could become ineligible for group pricing.

CANCELLATION POLICIES

- Should it be necessary for you to cancel the entire tour, BET will refund all payments less any deposits or monies not returned to us by vendors as long as cancellations take place prior to 60 days before departure.
- Individual cancellations within thirty days of departure will result in penalties.
- Individual cancellations the day of departure can result in a full penalty.
- If your tour requires multiple coaches, it is imperative that any adjustments to the number of required coaches are done no less than 60 days before travel. Any adjustment in the motorcoach count within 60 days of travel can incur penalties.

Thank you for allowing Burke Educational Travel the opportunity to offer our proposal for your tour. Feel free to call with any comments or questions. We look forward to the opportunity to serve you, your students, other staff, and parents of Bethel School.

Sincerely,

Melissa Jones & Amy Eades

Melissa Jones & Amy Eades
Burke Educational Travel
melissa@burkechristiantours.com
amy@burkechristiantours.com
828-465-3900 or 1-800-476-3900



P.O. Box 890 | Newton, NC 28658 | 828-465-3900

TOUR AGREEMENT

Bethel School

Mr. Ricky Ward
138 Bethel School Road
Sugar Grove, NC 28679

Phone: 828-297-2240
wardr@wataugaschools.org

Colonial Williamsburg (Including Bush Gardens) April 16-19, 2024

We agree to the conditions in the Booking Letter and to the following terms:

- **Cancellation within sixty days of departure will result in penalties.**
- **\$100** deposit per paying passenger due on or before **October 31, 2023.**
- Final rooming list and bus roster are due **March 5, 2024.**
- Balance due on or before **March 15, 2024.**
- **Some attractions cannot be booked until the deposit has been credited to your account.**
- Burke Educational Travel is currently holding **ONE** motorcoach, maximum of 50 passengers per coach, for your tour.
- Parties agree to the inclusions in the "BOOKING LETTER" (included with this document)
- The person booking the tour and the institution sponsoring the tour takes full responsibility for damage to the coach, hotel rooms, etc., created by a member of the tour group.
- Burke Educational Travel assumes responsibility for those costs covered in the BOOKING LETTER. Any additional costs will be the responsibility of the school staff member in charge of the tour.
- Must have a minimum of 26 passengers per coach. Should the number of passengers drop below the stated minimums, the rates will increase.
- **Transportation cost in this proposal is based on fuel prices as of September 2023. A fuel surcharge may apply depending on the cost of fuel at the time of travel.**
- Hotel security is included in your rates.
- Party agrees that some images from this tour may be used for promotional purposes.

Agreed Upon This Date: _____

By: _____, Agent/Contracting Party

Agreed Upon This Date: _____

By: Melissa Jones, Agent/Burke Educational Travel
Melissa Jones, Tour Operations Manager

Please sign both copies. (Keep one for your files and return the other to B.E.T. as soon as possible). Thank you!

Declaration of Surplus Items - December

Date Approved: _____

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
40277	1	CHROMEBOOK 300e		1
33085	1	CHROMEBOOK- 100e		1

2

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2

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
25164	1	PROJECTOR - POWERLITE 98		1
200836	1	SMARTBOARD		1

2

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2

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	1	RADIO- TWO WAY- KENWOOD		1
NONE	1	RADIO- TWO WAY- MOTOROLA		1
NONE	1	RADIO- TWO WAY- MORTORLA		1
800513	1	FAX MACHINE- 7820N	1	
800097	1	PROJECTOR- NP400		1
52311	1	CHROMEBOOK- 300e		1
34649	1	CHROMEBOOK- 100e		1
33461	1	CHROMEBOOK 300e	1	

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6

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
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Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	1	TRAMPOLINE- SMALL ENCLOSED		1
NONE	2	PLYWOOD PARTITIONS		2
NONE	5	CALCULATOR- TI-34		5
500602	1	DOC CAMERA- IPEVO		1
80116	1	PROJECTOR- EPSON BRIGHTLINK		1
34517	1	CHROMEBOOK 300e		1
	11		0	11

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
	0		0	0

Parkway

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	2	CABINETS- USED FOR AFTERSCHOOL		2
34271	1	CHROMEBOOK 100e		1
	3		0	3

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
300654	1	NETWORK EXTENDER- VERIZON		1
	1		0	1

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
907557	1	MANNEQUIN		1
906599	1	OVERBED TABLE		1
		SPOTLIGHT- PRESENTATION		
907580	1	REMOTE		1
906053	1	DOC CAMERA- IZIGGI		1
900648	1	PROJECTOR- EPSON		1
900519	1	SMARTBOARD		1
		SPEAKERS, PROJECTOR		
NONE	1	MOUNT FOR SMARTBOARD		1

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7

Central Office

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
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Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
32883	1	WIRELESS AP- 250		1
29870	1	DESKTOP- OPTIPLEX 790		1
34672	1	CHROMEBOOK- 100e	1	
34576	1	IFP		1
29690	1	DESKTOP- OPTIPLEX 790		1
		DESKTOP- WORKSTATION HP		
25096	1	Z220		1
29706	1	DESKTOP- OPTIPLEX 790	1	
29721	1	DESKTOP- OPTIPLEX 790	1	
29767	1	DESKTOP- OPTIPLEX 790	1	
29846	1	DESKTOP- OPTIPLEX 790	1	
29734	1	DESKTOP- OPTIPLEX 790	1	
29729	1	DESKTOP- OPTIPLEX 790	1	
29725	1	DESKTOP- OPTIPLEX 790	1	
29716	1	DESKTOP- OPTIPLEX 790	1	

900519

1 SMARTBOARD 680

1

15

9

6

Transportation Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
51603	1	BUS CAM (8 CAMERA SYSTEM)		1
51591	1	BUS CAM (8 CAMERA SYSTEM)		1
51329	1	BUS CAM- MOBILE W/DVR-GPS		1
51604	1	BUS CAM (8 CAMERA SYSTEM)		1
51612	1	BUS CAM (3 CAMERA SYSTEM)		1
51021	1	PRESSURE WASHER		1
50960	1	BOOKSHELF	1	
52507	1	SCANNER- POLICE HANDHELD		1
51845	1	BUS CAM (3 CAMERA SYSTEM)		1
29699	1	DESKTOP- OPTIPLEX 790		1
51777	1	BUS CAM (8 CAMERA SYSTEM)		1
51605	1	BUS CAM (8 CAMERA SYSTEM)		1
51394	1	RADIO- MOBILE SYSTEM		1
51387	1	RADIO- MOBILE SYSTEM		1
51304	1	RADIO- 2WAY GPS		1
51397	1	BUS CAM (8 CAMERA SYSTEM)		1
51602	1	BUS CAM (8 CAMERA SYSTEM)		1
51598	1	BUS CAM (8 CAMERA SYSTEM)		1
51329	1	BUS CAM (8 CAMERA SYSTEM)		1
51603	1	BUS CAM (8 CAMERA SYSTEM)		1
51845	1	BUS CAM (8 CAMERA SYSTEM)		1
51591	1	BUS CAM (8 CAMERA SYSTEM)		1
51604	1	BUS CAM (8 CAMERA SYSTEM)		1
23			1	22

Maintenance Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
905432	1	FLOOR BURNISHER		1
200393	1	VACUUM CLEANER		1
300500	1	CARPET CLEANER		1
34548	1	CHROMEBOOK- 300e		1

4

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4

Child Nutrition

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
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0

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

Approved: _____

Date: _____

County: WATAUGA COUNTY

Contact Person: LY MARZE

LEA: WATAUGA COUNTY

Title: FINANCE OFFICER

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Replace Carpet and Floor Tiles in Schools

Location: All K-8 Schools

Type of Facility: K-8 Schools

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

(3) No county shall have to provide matching funds.

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

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

Short description of Construction Project: Replace worn and torn carpet and floor tiles in classrooms and other areas in the school buildings

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		45,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	45,000.00

Estimated Project Beginning Date: July 2023

Est. Project Completion Date: June 2024

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 45,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

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

Approved: _____

Date: _____

County: WATAUGA COUNTY

Contact Person: LY MARZE

LEA: WATAUGA COUNTY

Title: FINANCE OFFICER

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Cafeteria Upgrades

Location: All K-12 Schools

Type of Facility: K-12 Schools

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

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

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

Short description of Construction Project: Replace hot/cold well serving line, convection steamer, and ice cream freezers in school cafeterias

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		65,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	65,000.00

Estimated Project Beginning Date: July 2023 Est. Project Completion Date: June 2024

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 65,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

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

Approved: _____

Date: _____

County: WATAUGA COUNTY

Contact Person: LY MARZE

LEA: WATAUGA COUNTY

Title: FINANCE OFFICER

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Gym Floor Refinishing

Location: All K-12 Schools

Type of Facility: K-12 Schools

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

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

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

Short description of Construction Project: Refinish gym floors for safety and continued floor integrity

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		45,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	45,000.00

Estimated Project Beginning Date: July 2023

Est. Project Completion Date: June 2024

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 45,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

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

Approved: _____

Date: _____

County: WATAUGA COUNTY

Contact Person: LY MARZE

LEA: WATAUGA COUNTY

Title: FINANCE OFFICER

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Door/Window Replacements

Location: All K-12 Schools

Type of Facility: K-12 Schools

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

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

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

Short description of Construction Project: Replace classroom doors/windows in school buildings for safety

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		20,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	20,000.00

Estimated Project Beginning Date: July 2023 Est. Project Completion Date: June 2024

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 20,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

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

Approved: _____

Date: _____

County: WATAUGA COUNTY

Contact Person: LY MARZE

LEA: WATAUGA COUNTY

Title: FINANCE OFFICER

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Roof Renovations/Replacements

Location: All K-12 Schools

Type of Facility: K-12 Schools

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

(3) No county shall have to provide matching funds...

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

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

Short description of Construction Project: Renovate/replace sections of roofs on our school buildings

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		100,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
TOTAL	_____	\$	100,000.00

Estimated Project Beginning Date: July 2023 Est. Project Completion Date: June 2024

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 100,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

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

Approved: _____

Date: _____

County: WATAUGA COUNTY

Contact Person: LY MARZE

LEA: WATAUGA COUNTY

Title: FINANCE OFFICER

Address: 175 Pioneer Trail, Boone, NC 28607

Phone: 828-264-7190

Project Title: Pavement and Sidewalk Resurfacing

Location: All K-12 Schools

Type of Facility: K-12 Schools

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

(3) No county shall have to provide matching funds.

(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.

(5) A county may not use monies in this Fund to pay for school technology needs.

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

Short description of Construction Project: Resurface school parking lot pavements and sidewalks for student, staff, and community safety

Estimated Costs:

Purchase of Land _____ \$ _____

Planning and Design Services _____

New Construction _____

Additions / Renovations _____ 80,000.00

Repair _____

Debt Payment / Bond Payment _____

TOTAL _____ \$ 80,000.00

Estimated Project Beginning Date: July 2023 Est. Project Completion Date: June 2024

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 80,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

(Signature — Chair, Board of Education)

(Date)

**DISTRIBUTION REQUEST
PUBLIC SCHOOL BUILDING
REPAIR & RENOVATION FUND
NORTH CAROLINA EDUCATION LOTTERY**

DPI USE ONLY

Approved By: _____

Date: _____

Date of Request: 12/11/2023

County: WATAUGA COUNTY

Address: 814 W. KING ST, BOONE, NC 28607

LEA: WATAUGA COUNTY

Address: 175 PIONEER TRAIL, BOONE, NC 28607

Contact Person: LY MARZE

Title: FINANCE OFFICER

Phone: 828-264-7190

Email: MARZEL@WATAUGASCHOOLS.ORG

Project Title: Electrical Upgrades at K-8 Schools

Project Address: Hardin Park, Parkway, Mabel Schools

Boone, NC 28607

Type of Facility: K-8 Schools

The Public School Building Repair & Renovation Fund was established by S.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-546.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.

Brief Project Description (include est. start/end dates): Upgrade electrical systems and capacity for three K-8 schools to be able to meet usage demands. To be completed between July 2023-June 2024.

Estimated Costs:

Planning and Design Services.....	\$	_____
New Construction – Facility Enlargement	\$	_____
New Construction – Addition(s)	\$	_____
Existing Construction – Facility Improvements	\$	_____
Existing Construction – Facility Repairs	\$	_____
Existing Construction – Facility Renovations	\$	489,932
TOTAL	\$	_____

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$489,932 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature – Chair, County Commissioners)

(Date)

(Signature – Chair, Board of Education)

(Date)

PRINT FORM

CLEAR FORM

**DISTRIBUTION REQUEST
PUBLIC SCHOOL BUILDING
REPAIR & RENOVATION FUND
NORTH CAROLINA EDUCATION LOTTERY**

DPI USE ONLY

Approved By: _____

Date: _____

Date of Request: 12/11/2023

County: WATAUGA COUNTY Contact Person: LY MARZE
Address: 814 W. KING ST, BOONE, NC 28607 Title: FINANCE OFFICER
LEA: WATAUGA COUNTY Phone: 828-264-7190
Address: 175 PIONEER TRAIL, BOONE, NC 28607 Email: MARZEL@WATAUGASCHOOLS.ORG

Project Title: VOIP installation at Hardin Park School

Project Address: 361 Jefferson Rd
Boone, NC 28607

Type of Facility: K-8 School

The Public School Building Repair & Renovation Fund was established by S.L. 2021-180, Section 4.4.(a1). The purpose of the Fund is to provide revenue to counties for repair and renovation projects. Per G.S. 115C-546.16, counties are to utilize funds for enlargement, improvement, expansion, repair, or renovation of classroom facilities at public school buildings within local school administrative units (LEAs) located in the county. As used in this context, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include administration, maintenance, or other facilities.

Brief Project Description (include est. start/end dates): Conversion of outdated and nonperforming intercom and bells system to a VOIP system for the Hardin Park school building. To be completed between July 2023-June 2024.

Estimated Costs:

Planning and Design Services.....	\$	_____
New Construction – Facility Enlargement	\$	_____
New Construction – Addition(s)	\$	_____
Existing Construction – Facility Improvements	\$	_____
Existing Construction – Facility Repairs	\$	_____
Existing Construction – Facility Renovations	\$	100,000
TOTAL	\$	_____

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

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request the release of \$ 100,000 from the Public School Building Repair & Renovation Fund. We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature – Chair, County Commissioners)

(Date)

(Signature – Chair, Board of Education)

(Date)

PRINT FORM

CLEAR FORM

December 2023 BOE Mtg

Consent Agenda Policies:

- 4130 Discretionary Admission
- 4150 School Assignment
- 4334 5036 7345 Use of Unmanned Aircrafts (Drones)
- 6230 School Meals and Competitive Foods Standards
- 7232 Discrimination and Harassment in the Workplace
- 7820 Personnel Files

Policies: Substantive for First Read

- 4002 Parental Involvement
- 5210 Distribution and Display of Non-School Material
- 6220 Operation of School Nutrition Services
- 6401/ 9100 Ethics and the Purchasing Function
- 6430 Purchasing Requirements for Equipment, Materials, and Supplies
- 9125 Participation by Minority Businesses

Notice of Parental Concern Form

Enrollment in the school system generally is limited to those students who meet the domicile or residence requirements outlined in policy 4120, Domicile or Residence Requirements. However, on occasion, special circumstances may warrant a student's enrollment in a different school system. The board, in its discretion, may admit non-domiciled students into the school system and may release domiciled students to another school system in accordance with this policy.

All discretionary admissions decisions will be made in a manner that is not arbitrary, capricious, discriminatory, prohibited by state or federal law, or for personal or political reasons.

A. ADMISSION CRITERIA

The board may choose to admit a non-domiciled student only if the following conditions are met.

1. The parent, legal guardian, legal custodian, or other adult meeting the requirements of Board policy 4120, section C.6, explains in writing why, in the opinion of the parent, legal guardian or legal custodian, the student needs to attend school in the school system. An explanation of need will be considered valid grounds for discretionary admission only if there are compelling, specific circumstances indicating that the student should attend school in the school system.

Any reason having to do with athletics or participation in athletics is not a valid or sufficient explanation of need.

2. The Watauga County Board of Education (the "board") must have determined that space is available in the school system and in the particular school or program in which the student seeks to enroll.
3. The student must demonstrate that he or she was in good standing in the previous school attended by that student, in terms of academics, discipline, and other measures of standing and progress in the school system. The student also must satisfy the requirements in policy 4115, Behavior Standards for Transfer Students.
4. The student must furnish a transcript and other student record data, including evidence of compliance with the North Carolina immunization requirements.
5. If the student is transferring from another school system in North Carolina, the student must submit a release approved by the board of education of the school system from which the transfer is being made. If the student's discretionary admission request is granted, the admission will be subject to the terms and conditions agreed to in writing between the board and the board of education of the other school system.

6. If the student does not reside within the assignment area of the school the student will attend, the parent, legal guardian, or legal custodian must agree to provide transportation to and from school.
7. If the student is asserting residency in the geographic area served by the school system, sufficient evidence, such as a copy of utility bills, must be provided.
8. The parent, legal guardian, or legal custodian may be required to pay tuition.

B. DISCRETIONARY ADMISSION DECISIONS

1. Application and Decision

Non-domiciled students who meet the admission criteria may submit a written application for discretionary admission to the superintendent or designee. The application must be accompanied by all required supporting documents, as described above in Section A. Applications from students who are residents of the geographic area served by the school system will have first priority. After reviewing the application and supporting documents, the superintendent or designee shall make a recommendation to the board to approve or deny the discretionary admission request. The board may grant admission for up to one full school year. Students who are admitted based upon false or misleading information on their application will have their application voided and acceptance rescinded.

The board will provide a written response to an applicant within 30 working days of receipt of the information required under this policy. Final decisions regarding discretionary admissions may be delayed until the board has determined whether space is available in the requested school. Therefore, the written response may provide either a final decision or a notification that a final decision is pending until the board determines space availability.

2. Renewals

An application must be submitted each subsequent school year in which admission is desired. For the renewal of admission in subsequent school years, the student must continue to meet all admission criteria and be in good standing in terms of academics, attendance, and discipline.

C. RELEASE TO ANOTHER SCHOOL SYSTEM

A student domiciled in the school system may request a release from the board to attend a school in a different school system in North Carolina. The student must have both approval of the board to release the student and approval of the receiving board of education to admit the student. The decision whether to admit the student is made under the policies of the receiving board of education.

The superintendent or designee may develop and administer a procedure to implement this policy.

Legal References: G.S. 7B, art. 35; 35A, art. 6; 50-13.1 to 13.3; 115C-47(68), -231, -364 to -366.1

Cross References: Behavior Standards for Transfer Students (policy 4115), Domicile or Residence Requirements (policy 4120)

Adopted: April 13, 2015

Replaces: Policy 5.02.60, Tuition for Discretionary Admission (in part)

Revised: May 8, 2023; {DATE}{Legal references only}

A. ASSIGNMENT AREAS

The superintendent shall recommend to the Watauga County Board of Education (the "board") school assignment areas for the schools in the system.

The assignment areas will be developed in accordance with applicable legal requirements, the need to serve all school-age children who live in the school system, and the effective use of each school facility. Assignments must be made in a non-discriminatory manner.

The superintendent shall review periodically the assignment areas and submit recommendations for revisions to the board when necessary.

B. ASSIGNMENT OF STUDENTS

The superintendent or designee shall assign students to particular schools in accordance with the following standards.

1. Students Admitted Based on Domicile

Except as otherwise provided in this policy, students admitted to the school system based on domicile will be assigned to the school of the appropriate grade span within the assignment area of the student's domicile (or residence location if the student is exempted from the domicile requirement, as described in policy 4120, Domicile or Residence Requirements).

2. Students Accepted for Discretionary Admission

Students who are accepted for discretionary admission under policy 4130, Discretionary Admission, will be assigned to a school that meets the best interest of the student and the orderly and efficient administration of the school system.

3. Homeless Students and Students in Foster Care

Notwithstanding any other provisions of this policy, the superintendent or designee shall (1) assign homeless students in a manner consistent with state and federal law and policy 4125, Homeless Students; and (2) assign students in foster care to their school of origin unless contrary to their best interest, as required by federal law.

4. Students Participating in the Address Confidentiality Program

Students who are participating in or whose parent is participating in the North Carolina Address Confidentiality Program established by G.S. Chapter 15C will be assigned on the basis of their actual address, but such address will remain confidential in accordance with law and policy 4250/5075/7316, North Carolina Address Confidentiality Program.

5. Students with Disabilities

Students with disabilities receiving services under an Individualized Education Program (IEP) or Section 504 plan will be assigned to schools in accordance with this policy unless the superintendent or designee determines the student needs a different assignment to provide access to a program or service required under the IEP or Section 504 plan, as determined by the student's IEP or Section 504 team.

6. Administrative Assignment

The superintendent or designee may administratively assign a student to a school other than the one to which the student would otherwise be assigned under this policy when deemed in the best interest of the student and/or the effective administration of the schools, such as for reasons related to student safety, discipline, or programmatic issues, or when required by law. The superintendent or designee(s) may also assign or reassign students needing exceptional children services to help balance student needs and school resources for these students. Assignment of students to the pre-kindergarten program shall be determined by the pre-kindergarten coordinator consistent with applicable state laws and policies.

7. Assignment to Alternative Program or School

Students will be assigned to an alternative education program or school in accordance with policy 3470/4305, Alternative Learning Programs/Schools.

C. REQUESTS FOR REASSIGNMENT FOR THE FOLLOWING SCHOOLS YEAR

A parent or guardian who is dissatisfied with a school assignment may request reassignment to a different school as provided below. The superintendent or designee shall have the authority to approve or deny requests for reassignment for satisfactory reasons as established by the superintendent and communicated to students and parents and guardians. A reassignment request denied by the superintendent or designee may be appealed to the board in accordance with subsection C.2, below.

1. Procedure for Requesting Reassignment

Parents or guardians may request in writing the reassignment of the child to a different public school outside of their regular attendance area. The request for reassignment must be submitted to the Office of the superintendent in writing between April 1st and May 15th. An untimely request for reassignment will be treated as a transfer request.

The superintendent will establish procedures for this process. The request must specify the reason why reassignment is sought. The superintendent or designee will review the request and in consultation with appropriate staff (principal, transportation staff, etc.) will make a recommendation to the board of education to approve or deny the request. The board of education will review the request and recommendation at the next scheduled meeting. If the application for reassignment is denied, the parent will be notified by registered or certified mail. If the parent is dissatisfied with the board's decision, the parent may appeal the decision to the board as provided below.

2. Appeal to the Board When Reassignment Request Is Denied

Within five days of receiving the notice of the disapproval of the request for reassignment, the parent or guardian may request a hearing on the request. The board or a panel of the board will hear the appeal. If a panel hears the appeal, the panel's recommendation will be submitted to the full board for a final determination. At the hearing the board will consider and make a determination based upon the best interest of the child, the orderly and efficient administration of the public schools, the proper administration of the school to which reassignment is requested, and the instruction, health and safety of the pupils there enrolled. The board will promptly render a decision, and notice of the decision will be given to the applicant by mail, telephone, telefax, e-mail or any other method reasonably designed to achieve notice.

D. TRANSFER OF STUDENTS DURING THE SCHOOL YEAR

1. Change of Residence

Students whose legal residence changes from one school assignment area to another within the school system during the same school year may choose to finish out that school year in the same school or attend school in the area to which they have moved. If they elect to remain in the first school in order to complete that year, they will be assigned to the school according to the area in which they live at the beginning of the next school year. Students whose legal residence has changed but who choose to complete the school year at their first school will be responsible for their own transportation to school.

2. Unsafe School Choice Transfer under the Elementary and Secondary Education Act

Transfers for students who are victims of violent criminal offenses at school or for students attending persistently dangerous schools as defined by State Board of Education policy will be made pursuant to policy 4152, Unsafe School Choice Transfer.

3. Transfer of Homeless Students

Students who become homeless between academic years or during an academic year may request to remain at the school of origin for the duration of their homelessness or may request to be enrolled in any public school that other students living in the same attendance area are eligible to attend. Any decision about the transfer or reassignment of a homeless student will be consistent with legal requirements and based on the student's best interest. (See policy 4125, Homeless Students.)

4. Transfer of Students in Foster Care

Students who are assigned to foster care between academic years or during an academic year will remain in their school of origin unless remaining in the school of origin is not in the best interest of the student. The best interest of the student will be decided based on all relevant factors, including consideration of the appropriateness of the educational setting and proximity to the school in which the child is enrolled at the time of placement in foster care.

5. Other Transfers

The superintendent shall consider student requests for transfer to another school during the school year based upon space availability, the needs of the child, the effect on the school to which transfer is requested, principal recommendations and other criteria established by the superintendent. See Administrative Regulation 4150-R.

E. CONDITIONS FOR REASSIGNMENT OR TRANSFER

The following conditions apply in regard to any reassignments or transfers made in accordance with Sections C and D of this policy.

1. The parent or guardian is responsible for transportation (except for reassignments or transfers of homeless student or of students in foster care based on the

student's best interest, for which the system will provide transportation in a manner consistent with legal requirements and policy 4125).

2. Any transfer request that is approved based upon false or misleading information will be declared void, and will be rescinded.
3. The standards provided by the superintendent must be met.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431 *et seq.*; Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*; *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care*, U.S. Department of Education and U.S. Department of Health and Human Services (June 2016) and *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016) both available at <https://www2.ed.gov/policy/elsec/leg/essa/index.html>; *Unsafe School Choice Option Non-Regulatory Guidance*, U.S. Department of Education (May 2004), available at <https://www2.ed.gov/policy/elsec/guid/edpicks.jhtml?src=ln>; G.S. 15C-8; 115C-36, -47(68), -366, -367, -369; State Board of Education Policy SSCH-006

Cross References: Alternative Learning Programs/Schools (policy 3470/4305), Domicile or Residence Requirements (policy 4120), Homeless Students (policy 4125), Discretionary Admission (policy 4130), Unsafe School Choice Transfer (policy 4152), North Carolina Address Confidentiality Program (policy 4250/5075)

Adopted: April 13, 2015

Revised: November 13, 2017; February 14, 2022; {DATE} (Legal references only)

Replaces: Policy 5.02.50, Student Assignments (in part)

USE OF UNMANNED AIRCRAFT (DRONES)

Policy Code: 4334/5036/7345

The Watauga County Board of Education (the “Board”) supports and encourages the use of innovative and emerging technologies, including unmanned aircraft or drones, to further the goals and objectives of the educational program. However, the Board also must consider how the use of such technologies may impact the safety, security, and privacy of people and property. Therefore, the Board authorizes some use of unmanned aircraft on school property and at school-sponsored events in accordance with the requirements of this policy and to the extent that such use is not otherwise prohibited by federal, state, or local law or regulation.

This policy applies to all students, school system employees, contractors and vendors, school visitors, and other members of the general public on school property and at school-sponsored events.

A. DEFINITIONS

For purposes of this policy, the following definitions apply.

1. An “unmanned aircraft” or “drone” is an aircraft weighing less than 55 pounds that is operated without the possibility of direct human intervention from within or on the aircraft. The Board strictly prohibits the use of an unmanned aircraft weighing more than 55 pounds on school property or at a school-sponsored event. A “toy unmanned aircraft” is an aircraft weighing less than 0.55 pounds that is operated without the possibility of direct human intervention from within or on the aircraft.
2. The “use” of an unmanned aircraft includes the launch, operation, and/or recovery of the unmanned aircraft.
3. “School property” includes any property that is owned, leased, or otherwise controlled by the Board.
4. Use of an unmanned aircraft is for a “recreational” purpose if the use is solely for personal interests or enjoyment. Use for work or business purposes or for compensation or hire is not considered to be recreational.

B. AUTHORIZED USE OF UNMANNED AIRCRAFT

The use of an unmanned aircraft on school property or at a school-sponsored event for any purpose must be approved in writing by the superintendent or designee and must comply with the requirements of this policy and all other applicable board policies, including the public use requirements of policy 5030, Community Use of Facilities, when applicable. The use of a toy unmanned aircraft does not require FAA registration and does not require the approval of the Superintendent. Such use also must comply with all federal, state, and local laws and regulations, including the most current registration, certification, permit,

safety, and other requirements established by the Federal Aviation Administration (FAA) and the North Carolina Department of Transportation (NCDOT).

The superintendent or designee may grant approval for use on a case-by-case basis with any additional requirements or restrictions deemed appropriate, including, for example, to protect the safety, security, and privacy of people and property. However, the superintendent or designee shall not approve the use of unmanned aircraft for recreational purposes on school property or at school-sponsored events during the school day or at any other time when groups of students or employees may be present outdoors.

Prior to obtaining approval from the superintendent or designee, the operator of any unmanned aircraft may be required to provide proof of insurance, including adequate liability coverage for any claims arising out of the use of an unmanned aircraft, and proof of the registration, certification, permit, and/or waiver required by the FAA and/or NCDOT to operate the unmanned aircraft for the intended purpose(s).

An unmanned aircraft used on school property or at a school-sponsored event must be operated either by or under the direct supervision of an FAA-certified drone pilot in accordance with subsection B.1, below, or by a recreational flyer in accordance with subsection B.2, below.

1. Use by or under the Direct Supervision of an FAA-Certified Drone Pilot

An FAA-certified drone pilot, or an individual under the direct supervision of an FAA-certified drone pilot, may operate an unmanned aircraft for any commercial, educational, recreational, or other school system-related purpose as approved by the superintendent or designee. To qualify as an FAA-certified drone pilot, an individual must obtain a Remote Pilot Certificate from the FAA and have the certificate easily accessible during all use.

An FAA-certified drone pilot and any individual under the direct supervision of an FAA-certified drone pilot must comply with all federal, state, and local laws and regulations, including all applicable requirements under 14 C.F.R. Part 107 ("Part 107"). In addition, if the use of an unmanned aircraft is not solely for hobby or recreational purposes, an FAA-certified drone pilot and any individual under the direct supervision of an FAA-certified drone pilot also must comply with the training and permit requirements of G.S. 63, art. 10, as applicable.

2. Use by a Recreational Flyer

A recreational flyer may operate an unmanned aircraft strictly for recreational purposes as approved by the superintendent or designee. A recreational flyer is not required to be an FAA-certified drone pilot or under the direct supervision of an FAA-certified drone pilot. However, a recreational flyer must comply with all federal, state, and local laws and regulations, including all applicable federal

requirements under the *Exception for Limited Recreational Operations of Unmanned Aircraft* (49 U.S.C. 44809).

C. UNAUTHORIZED USE OF UNMANNED AIRCRAFT

School system employees shall reasonably attempt to monitor school property and school-sponsored events for the unauthorized use of unmanned aircraft. Employees must report any known or suspected unauthorized use of an unmanned aircraft as soon as practicable to the principal or other school official responsible for supervising the school property or school-sponsored event. If the unauthorized use poses a threat to the safety, security, or privacy of people or property, the employee should attempt to intervene directly if it is possible to do so safely and effectively and ask the operator to discontinue the use. If the employee is unable to identify the individual operating the unmanned aircraft, or if the unmanned aircraft is grounded and unattended, the employee should immediately notify the principal or other school official responsible for supervising the school property or school-sponsored event.

A student or school system employee who uses an unmanned aircraft in violation of this policy will be subject to disciplinary action, up to and including suspension or expulsion for students and termination for employees. A contractor or vendor, school visitor, or other member of the general public who uses an unmanned aircraft in violation of this policy will be asked to discontinue the unauthorized use and/or asked to leave school property or the school-sponsored event in accordance with policy 5020, Visitors to the Schools.

School officials may also report the unauthorized use of an unmanned aircraft to local law enforcement and/or the FAA, as appropriate.

D. GUIDELINES FOR ALL USE OF UNMANNED AIRCRAFT

1. FAA Safety Guidelines

A student, school system employee, contractor or vendor, school visitor, or other member of the general public who is authorized by the superintendent or designee to operate an unmanned aircraft on school property or at a school-sponsored event must comply with all applicable FAA safety guidelines, including, but not limited to, the following.

- a. The operator must follow FAA guidelines for registration. The unmanned aircraft, if registered, must be marked with the registration number.
- b. No later than September 16, 2023, the unmanned aircraft must be equipped with remote identification unless flying within an FAA-recognized identification area.
- c. The unmanned aircraft must have a maximum groundspeed of 100 mph or less.

- d. The operator must keep the unmanned aircraft within his or her visual line of sight at all times.
- e. The operator must not fly the unmanned aircraft above 400 feet in uncontrolled airspace and must not fly the unmanned aircraft in controlled airspace (e.g., near airports) without FAA authorization. The operator must comply with all other FAA airspace restrictions (e.g., near military bases).
- f. The operator must not fly the unmanned aircraft near other aircraft and must always yield the right of way to all other aircraft, especially manned aircraft.
- g. The operator must not fly the unmanned aircraft near emergency response activities.
- h. The operator must not fly the unmanned aircraft under the influence of drugs or alcohol. In addition, the operator must not fly the unmanned aircraft if he or she knows or has reason to know of any other physical or mental condition that would interfere with the safe operation of the unmanned aircraft.
- i. The operator must not otherwise fly the unmanned aircraft in a careless or reckless manner.

2. Other Guidelines

A student, school system employee, contractor or vendor, school visitor, or other member of the general public who is authorized by the superintendent or designee to operate an unmanned aircraft on school property or at a school-sponsored event also must comply with the following guidelines established by the Board.

- a. The operator of any unmanned aircraft on school property or at a school-sponsored event must provide appropriate documentation of approval from the superintendent or designee immediately upon request by any school system employee.
- b. Students are prohibited from operating an unmanned aircraft on school property or at a school-sponsored event without appropriate faculty or other adult supervision whether or not such supervision is required under federal regulations.
- c. The superintendent or designee, as well as the principal or other school official responsible for supervising school property or a school-sponsored event, may require the operator of an unmanned aircraft to temporarily or permanently suspend further use of the unmanned aircraft on school property or at a school-sponsored event at any time for any reason.

- d. The use of an unmanned aircraft to photograph or to record audio and/or video of the following is prohibited without the express written approval of the superintendent: (a) students, employees, visitors, or other individuals, (b) school- or school system-sponsored activities and other events, or (c) school buildings or other school system facilities. Any such photographs or other audio and/or video recordings obtained through the use of an unmanned aircraft may not be used for any marketing or other commercial purpose or otherwise distributed to a third party without the express written approval of the superintendent.
- e. Unmanned aircraft may not be flown over people or moving vehicles without the express written approval of the superintendent. As a precondition of receiving approval, the operator must provide the superintendent information sufficient to determine that the flight will be conducted in compliance with applicable FAA regulations.
- f. Any data or other information collected through the use of an unmanned aircraft may not be sold for profit.
- g. The use of an unmanned aircraft inside any enclosed school or other building on school property (including any school or other building under construction) or indoors at a school-sponsored event off school property is prohibited without the express written approval of the superintendent or designee.
- h. The use of unmanned aircraft within the physical confines of any stadium, field, arena, or other structure, including the playing area of the venue, during a North Carolina High School Athletic Association contest, including pre- and post-game activities, is prohibited.
- i. Any incident resulting in an injury to a person or damage to property caused by the use of an unmanned aircraft must be reported immediately or as soon as practicable thereafter to the principal or other school official responsible for supervising the school property or school-sponsored event where the incident occurred. This requirement applies whether or not the incident is also subject to the mandatory reporting requirements under federal regulations.
- j. Any unmanned aircraft owned by a school or the school system must be properly insured and must be scheduled (i.e., listed on the policy) and operated as required by the school system's liability coverage agreement.

The superintendent or designee may develop any additional administrative procedures or other regulations necessary to implement the requirements of this policy or to further protect the safety, security, and privacy of people and property.

Legal References: FAA Reauthorization Act of 2018, P.L. 115-254; 49 U.S.C. 44801 *et seq.*; 14 C.F.R. Part 89, Part 107; Federal Aviation Administration, Advisory Circular 91-57C (October 20, 2022), available at https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_91-57C_FAA_Revised.pdf; Federal Aviation Administration, Advisory Circular 107-2A (February 1, 2021), available at https://www.faa.gov/documentLibrary/media/Advisory_Circular/Editorial_Update_AC_107-2A.pdf; G.S. 14-7.45, -280.3, -401.24, -401.25; G.S. 15A art. 16B-300.1, 300.2, 300.3; G.S. 63, art. 10; G.S. 113-295; North Carolina High School Athletic Association Handbook, available at <https://www.nchsaa.org/handbook>

Cross References: Student Behavior Policies (4300 series), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030)

Other Resources: Federal Aviation Administration, Unmanned Aircraft Systems (UAS) website, available at <https://www.faa.gov/uas/>; North Carolina Department of Transportation, Division of Aviation, Unmanned Aircraft Systems website, available at <https://www.ncdot.gov/divisions/aviation/uas/Pages/default.aspx>

Adopted: August 12, 2020

Revised: May 8, 2023; {DATE} (Legal references only)

SCHOOL MEAL AND COMPETITIVE FOODS STANDARDS

Policy Code:

6230

All employees or other individuals who select foods or beverages to be sold to students on a school campus during the school day shall select and procure such foods and beverages in a manner consistent with the goals established by the Watauga County Board of Education (the “board”) in policy 6200, Goals of School Nutrition Services, and policy 6140, Student Wellness, and with all state and federal laws and regulations. Additionally, in furtherance of the board’s goals, the board establishes the following standards for school meals and other foods sold or available on school campuses.

A. SCHOOL MEAL REQUIREMENTS

Meals and snacks provided through the National School Lunch and School Breakfast Programs must comply with all federal nutrition standards applicable to the respective program, including meal component requirements and dietary standards.

B. FOODS OTHER THAN SCHOOL MEALS

1. Definitions

a. School day

As used in this policy, “school day” means the period from midnight through 30 minutes after the dismissal bell rings.

b. Competitive foods

All foods and beverages, other than meals reimbursed through the federally-funded school nutrition programs, available for sale to students on campus during the school day.

2. Foods Sold From Midnight Until the End of the Last Lunch Period

The sale of food and beverages between 12:01 a.m. and the end of the last lunch period is the responsibility of the Child Nutrition Program (CNP), and the CNP will retain the proceeds. The school principal and CNP personnel shall ensure that all competitive foods, including *a la carte* or supplemental food and beverages sold during that time period, including vended *a la carte* items, meet the federal Smart Snacks nutrition standards.

3. Foods Sold Between the Last Lunch Period and the End of the School Day

Each year, through its School Nutrition Program Annual Agreement, the board will establish accountability for the sale of competitive foods during the period between

the end of the last lunch period and the end of the school day. All foods sold during that period must comply with the federal Smart Snacks nutrition standards. This includes foods sold in vending machines (see subsection B.5, below), in school stores, and in other sales venues on the school campus.

4. Foods Sold After the School Day

Foods sold after the school day are not subject to the federal Smart Snacks standards but are subject to any school rules established pursuant to policy 6140, Student Wellness.

5. Vending Sales During the School Day

In pre-kindergarten through eighth grade, no beverage or snack vending to students is permitted outside of the School Nutrition Program.

In grades 9 through 12, all vended snack foods and beverages sold during the school day must meet the federal Smart Snacks standards and any more restrictive state requirements.

Bottled water must be available in every school that has beverage vending.

6. Fund-Raising Activities Involving Food or Beverages

All fund-raising activities that involve the sale of food or beverages to students during the school day must comply with the federal Smart Snacks standards. However, no such fund-raising activities are permitted from midnight until the end of the last lunch period. Tokens of exchange for foods or beverages to be delivered later in the day also are prohibited during this time period.

Fund-raising activities that are conducted after the school day are not required to comply with the federal Smart Snacks nutrition standards, but are subject to policy 6140, Student Wellness, and any school rules established pursuant to that policy.

7. Foods Brought from Home for School Events

Each school principal may establish standards for food and beverages brought from home to be shared for classroom events or parties during the school day or for extracurricular activities after school. The board encourages principals to establish rules that are consistent with the Smart Snacks nutrition standards.

Nothing in this policy is intended to regulate or limit foods that students bring from home as part of a bag lunch.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296, 7 C.F.R. Part 210; National School Lunch Act, 42 U.S.C. 1751, *et seq.*

| G.S. 115C-47(7), -47(22), -263, -264, -264.2, -264.5; 16 N.C.A.C. 6H .0104; State Board of Education Policy CHNU-002;

Cross References: Student Wellness (policy 6140), Goals of School Nutrition Services (policy 6200)

Adopted: January 12, 2015

| Revised: August 14, 2017 and January 13, 2020; July 26, 2021 (Legal references only);
December 12, 2022; {DATE} (Legal references only)

DISCRIMINATION AND HARASSMENT IN THE WORKPLACE

Policy Code:

7232

The board prohibits unlawful discrimination in employment based on race, color, religion, national origin, military affiliation, genetic information, sex (including pregnancy, childbirth, sexual orientation, and gender identity), age (40 or older), disability, or other unlawful grounds. Harassment is a form of unlawful employment discrimination. The board recognizes that all forms of harassment of employees or applicants is harmful behavior that negatively impacts the workplace environment.

Any employee who engages in discrimination or harassment prohibited by this policy or who contributes to the development of a hostile work environment is subject to discipline, up to and including dismissal.

A. DISCRIMINATION PROHIBITED

Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on their membership or that of an associate in a legally-protected class.

Discrimination in employment based on the characteristics listed above is prohibited in all employment-related practices, including hiring, compensation, terms, conditions, and other privileges of employment, except when sex, age, or physical requirements are essential occupational qualifications.

B. HARASSMENT PROHIBITED

Harassment prohibited by this policy is unwelcome conduct based on race, color, religion, national origin, military affiliation, genetic information, age (40 or older), sex (including pregnancy, childbirth, sexual orientation, and gender identity), or disability where:

1. enduring the offensive conduct becomes a condition of continued employment; or
2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive, even if the complaining individual is not the intended target.

A single incident of harassment, if physically threatening or humiliating, can create a hostile work environment. The complaining individual need not be the target of the harassment.

Examples of unwelcome conduct that may violate this policy include, but are not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference

with work performance.

Petty slights, annoyances, simple teasing, offhand comments, or isolated incidents (unless extremely serious) are not harassment under this policy, nor are reasonable performance management actions taken to direct and control how work is performed or to monitor and give feedback on work performance. The exercise of legitimate authority administered in a professional and constructive manner is not harassment under this policy.

C. SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a particular type of workplace harassment. Sexual harassment prohibited by this policy may also violate policy 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and in such cases school officials must proceed in accordance with the requirements of that policy.

Prohibited sexual harassment is unwelcome conduct which is either of a sexual nature, or is directed at a person because of the person's sex (including pregnancy, childbirth, sexual orientation, and gender identity), when:

1. submission to the conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. submission to or rejection of such conduct is made the basis for decisions affecting a person's employment; or
3. the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or verbal, nonverbal, or physical aggression, intimidation, or hostility that is based on actual or perceived gender and sexual stereotypes, sexual orientation, or gender identity. Consensual conduct between adults that is not directed at a third party is not sexual harassment.

D. REPORTING DISCRIMINATION AND HARASSMENT

Applicants and employees should promptly report orally or in writing any instance of alleged or potential discrimination, including harassment, to their principal or supervisor or the senior human resources official. Upon receiving a written complaint, the principal, supervisor, or senior human resources official shall promptly investigate the written complaint and cause or recommend appropriate corrective action if the written complaint is substantiated. Oral reports of violations may be investigated at the discretion of the school officials designated above. All reports and complaints of harassment under this policy will be investigated in a manner that protects the employee or applicant and maintains confidentiality to the greatest extent possible as permitted by law.

E. RETALIATION PROHIBITED

The board prohibits retaliation against any person for making a report or complaint of a violation of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of a reported violation of this policy. No reprisals will be taken by the board against a complaining party or other individual who makes a good faith report of discrimination or harassment. Any person who is found to have engaged in retaliation will be subject to discipline, up to and including dismissal. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title II of the Genetic Information Nondiscrimination Act of 2008; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 *et seq.*; *Bostock v. Clayton County*, 590 U.S. ___, 140 S. Ct. 1731 (2020); G.S. 9-32; 50B-5.5; 95-28.1, -28.2, -241; 110-136.8; 127A-201 *et seq.*; 130A-148; 143-422.2; 143B-1033

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy 4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Prohibition Against Retaliation (policy 1760/7280), Recruitment and Selection of Personnel (policy 7100)

Adopted: August 12, 2020

Revised: April 12, 2021; July 26, 2021; {DATE} (Legal references only)

Personnel files, which may consist of paper or electronic records, will be maintained in the human resources office for all employees as provided by law. The superintendent and all supervisors are directed to ensure that all appropriate employment-related information is submitted to the files. Employees will be provided with all procedural protections as provided by law.

The superintendent has overall responsibility for granting or denying access to personnel records consistent with this policy.

A. RECORDS MAINTAINED

The following records must be maintained in the personnel file:

1. evaluation reports made by the administration;
2. commendations for and complaints against the employee (see Section C);
3. written suggestions for corrections and improvements made by the administration;
4. certificates;
5. employee's standard test scores;
6. employee's academic records;
7. application forms;
8. any request to the State Board of Education to revoke the employee's teaching license; and
9. other pertinent records or reports.

B. CERTAIN EMPLOYEE RECORDS MAINTAINED SEPARATELY

The following employee information must be kept separate from the employee's general personnel information, in accordance with legal and/or Watauga County Board of Education (the "board") requirements.

1. Pre-Employment Information

Letters of reference about an employee obtained before his or her employment and, for teachers, any other pre-employment information collected, must be filed separately from the employee's general personnel information and must not be made available to the employee.

2. Criminal Record Check

Data from a criminal history check must be maintained in a locked, secure location separate from the employee's personnel file. The superintendent shall designate which school officials have a need to know the results of the criminal history check. Only those officials so designated may obtain access to the records.

3. Medical Information

Employee medical information, including the following, must be kept in a separate confidential file and may be subject to special disclosure rules:

- a. health certificates (see policy 7120, Employee Health Certificate);
- b. drug test results, except that drug use or alcohol use contrary to board policy or law also may be documented in the employee's personnel file (see policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators);
- c. information related to an employee's communicable disease/condition or possible occupational exposure to bloodborne pathogens (see policies 7260, Occupational Exposure to Bloodborne Pathogens, and 7262, Communicable Diseases – Employees);
- d. medical information related to leave under the Family and Medical Leave Act (see policy 7520, Family and Medical Leave); and
- e. genetic information, as defined by the Genetic Information Nondiscrimination Act of 2008.

4. Complaints/Reports of Harassment or Discrimination

The superintendent or designee shall maintain records of all reports and complaints of harassment and discrimination and the resolution of such complaints. Allegations of harassment or discrimination must be kept confidential to the extent possible. Employees involved in the allegations will be identified only to individuals who need the information to investigate or resolve the matter, or to ensure that due process is provided to the accused employee (see policies 4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, and 4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure).

If the allegations are substantiated through investigation, the superintendent or designee shall ensure that the provisions of Section C, below, are followed to the extent that they do not conflict with the rights of any individual.

C. PLACEMENT OF RECORDS IN PERSONNEL FILE

All evaluations, commendations, complaints, or suggestions for correction or improvement must be placed in the employee's central office personnel file after the following requirements are met:

1. the comment is signed and dated by the person who made the evaluation, commendation, complaint, or suggestion;
2. if the comment is a complaint, the employee's supervisor has attempted to resolve the issue raised therein and documentation of such efforts is attached with the supervisor's recommendation to the superintendent as to whether the complaint contains any invalid, irrelevant, outdated, or false information; and
3. the employee has received a copy of the evaluation, commendation, complaint, or suggestion five days before it is placed in the file.

All written complaints that are signed and dated must be submitted regardless of whether the supervisor considers the complaint to be resolved.

The supervisor is expected to use good judgment in determining when a document should be submitted to the file immediately and when a delay is justified, such as when there exists a plan of improvement that is frequently revised. However, all evaluations, commendations, complaints, or suggestions for correction or improvement should be submitted by the end of the school year or in time to be considered in an evaluation process, whichever is sooner. The supervisor or principal should seek clarification from the associate superintendent of human resources as necessary to comply with this policy.

The employee may offer a denial or explanation of the evaluation, commendation, complaint, or suggestion, and any such denial or explanation will become part of his or her personnel file, provided that it is signed and dated.

The superintendent may exercise statutory authority not to place in an employee's file a letter of complaint that contains invalid, irrelevant, outdated, or false information, or a letter of complaint when there is no documentation of an attempt to resolve the issue.

As provided in policy 7900, Resignation, if a career employee who has been recommended for dismissal under the applicable state law resigns without the written consent of the superintendent, then: (1) the superintendent shall report the matter to the State Board of Education; (2) the employee shall be deemed to have consented to the placement of the written notice of the superintendent's intention to recommend dismissal in the employee's personnel file; and (3) the employee shall be deemed to have consented to the release to prospective employers, upon request, of the fact that the superintendent has reported this employee to the State Board of Education. For purposes of this provision, "career employee" means (1) a teacher or an administrator with career status, or (2) an administrator or a non-career status teacher during the term of his or her contract.

D. ACCESS TO PERSONNEL FILE

1. Every employee has the right to inspect his or her personnel file, including any portions of the file maintained in electronic format only, during regular working hours, provided that three days' notice is given to the human resources office.
2. The following persons may be permitted to access a personnel file without the consent of the employee about whom the file is maintained:
 - a. school officials involved in the screening, selection, or evaluation of the individual for employment or other personnel action;
 - b. members of the board of education, if the examination of the file relates to the duties and responsibilities of the board member;
 - c. the board attorney;
 - d. the superintendent and other supervisory personnel;
 - e. the hearing officer in a demotion or dismissal procedure regarding the employee; and
 - f. law enforcement and the District Attorney to assist in the investigation of a report made to law enforcement pursuant to G.S. 115C-288(g) or regarding an arson; an attempted arson; or the destruction of, theft from, theft of, embezzlement from, or embezzlement of any personal or real property owned by the board. Five days' written notice will be given to the employee prior to such disclosure.
3. No other person may have access to a personnel file except under the following circumstances:
 - a. when an employee gives written consent to the release of his or her records, which specifies the records to be released and to whom they are to be released;
 - b. pursuant to a subpoena or court order;
 - c. when the board has determined, and the superintendent has documented, that the release or inspection of information is essential to maintaining the integrity of the board or the quality of services provided by the board.
 - d. the superintendent or designee determines that disclosure to a court of law, or a state or federal administrative agency having a quasi-judicial function, is necessary to adequately defend against a claim filed by a current or former employee against the board or a school official or employee for any alleged

act or omission arising during the course and scope of his or her official duties or employment. Such disclosures will be limited to those confidential portions of the personnel file of the employee who filed the claim and only to the extent necessary for the defense of the board.

4. Each request for consent to release records must be handled separately.
5. It is a criminal violation for an employee or board member to do either of the following:
 - a. knowingly, willfully, and with malice, permit any unauthorized person to have access to information contained in a personnel file; or
 - b. knowingly and willfully examine, remove, or copy a personnel file that he or she is not specifically authorized to access pursuant to G.S. 115C-321.

E. INFORMATION AVAILABLE TO PARENTS OF STUDENTS ATTENDING TITLE I SCHOOLS

The following information about a student's teacher(s) or paraprofessional(s) providing services to a student must be provided upon request to the parent of a student attending a Title I school:

1. whether the teacher has met North Carolina qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional status through which North Carolina qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of his or her certification; and
4. the qualifications of any paraprofessional providing services to the student.

F. PUBLIC INFORMATION

1. The following information contained in an employee's personnel file must be open to inspection upon request by members of the general public:
 - a. name;
 - b. age;
 - c. the date of original employment or appointment;

- d. the terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the board has the written contract or a record of the oral contract in its possession;
 - e. current position;
 - f. title;
 - g. current salary (includes pay, benefits, incentives, bonuses, deferred compensation, and all other forms of compensation paid to the employee);
 - h. the date and amount of each increase or decrease in salary with the board;
 - i. the date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the board;
 - j. the date and general description of the reasons for each promotion with the board;
 - k. the date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the board, and if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the board setting forth the specific acts or omissions that are the basis of the dismissal; and
 - l. the office or station to which the employee is currently assigned.
- 2. The name of a participant in the North Carolina Address Confidentiality Program is not a public record, is not open to inspection, and must be redacted from any records released.
 - 3. Volunteer records are not considered public records.
 - 4. Under no circumstances will the following be released pursuant to a public records request or as part of an employee directory:
 - a. personal identifying information, as defined in policy 4705/7825, Confidentiality of Personal Identifying Information; or
 - b. the name, address, or telephone number of a participant in the North Carolina Address Confidentiality Program.

G. REMOVAL OF RECORDS

An employee may petition the board to remove any information from his or her personnel file that the employee deems invalid, irrelevant, or outdated.

Legal References: Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff *et seq.*; Elementary and Secondary Education Act, 20 U.S.C. 6312(e)(1)(A); 34 C.F.R. 200.61; G.S. 115C-36, -47(18), -209.1, -288(g), -319 to -321, -325(b) and (o) (applicable to career status teachers), -325.2 and -325.9 (applicable to non-career status teachers); 143B-1209.11934; 16 N.C.A.C. 6C.0313

Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 4021/7230), Discrimination, Harassment, and Bullying Complaint Procedure (policy 4015/7225), Confidential Information (policy 1325/7315), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release, and Disposition (policy 5070/7350), Employee Health Certificate (policy 7120), Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Occupational Exposure to Bloodborne Pathogens (policy 7260), Communicable Diseases – Employees (policy 7262), Family and Medical Leave (policy 7520), Petition for Removal of Personnel Records (policy 7821), Resignation (policy 7900)

Adopted: January 11, 2016

Revised: November 13, 2017; February 10, 2020 (Legal references only); December 13, 2021; {DATE} (Legal references only)

Replaces: Policy 3.05.40, Personnel File-Certified Personnel, and policy 3.05.50, Personnel File-Classified Personnel

The Mabel School Improvement plan has been revised to reflect the feedback from the Board members and Dr. Alexander following the November BOE meeting. The updated Executive Summary and the revised plan are included for final review. Also included is the parent letter from Principal Reuben that went to the Mabel families regarding the low performance designation and areas of focus for this year. The letter and School Improvement Plan were made available to the Mabel community via the school's website.

The final approved School Improvement Plan and the parent letter meet the compliance requirements for the low-performing designation response.

Executive Summary, Mabel School School Improvement Plan 23-24 **UPDATED Goals and Measures, 12-05-23**

The Mabel School School Improvement Plan (SIP) is created and maintained in the NCStar platform. Goals are student focused and apply to all students. Goals are not limited by time and remain in force for several years. The quantitative measures of annual progress toward goals are the performance measures.

Mission: The mission of Mabel School is to nurture the whole child through teaching, remediation, and enriching curricular content with high expectations in a safe, positive, and compassionate environment.

Vision: Our vision at Mabel School is to empower students with knowledge, skills, and experiences that will enable them to contribute positively to an ever-changing global society.

Goals and Performance Measures

Math Goal

All students will maintain or improve **growth and proficiency** in math.

Performance Measures

By the end of 2023 - 2024 school year, Mabel School's **Grade Level Proficiency (GLP)** in math will maintain or be greater than 45.8%, as measured by 3rd-8th grade end-of-grade math assessments.

By the end of 2023 - 2024 school year, Mabel School's across grades **growth indicator in math** will maintain or be greater than -0.42 , as measured by the value added school specific report in EVAAS.

Reading Goal

All students will maintain or improve **growth and proficiency** in reading.

Performance Measures

By the end of 2023 - 2024 school year, Mabel School's **Grade Level Proficiency (GLP) in reading** will maintain or be greater than 42.9%, as measured by 3rd-8th grade end-of-grade math assessments.

By the end of 2023 - 2024 school year, Mabel School's across grades **growth indicator in reading** will maintain or be greater than -1.71 , as measured by the value added school specific report in EVAAS.

Science Goal

All students will maintain or improve **growth and proficiency** in science.

Performance Measures

By the end of the 2023 - 2024 school year, Mabel's **Grade Level Proficiency (GLP) in 5th grade science** will maintain or be greater than 46.2% as measured by the 5th grade science end of grade assessment.

By the end of the 2023 - 2024 school year, Mabel's **Grade Level Proficiency (GLP) in 8th grade science** will maintain or be greater than 75% as measured by the 8th grade science end of grade assessment.

By the end of 2023 - 2024 school year, Mabel School's across grades **growth indicator in 5th grade science** will maintain or be greater than -2.55 , as measured by the value added school specific report in EVAAS

By the end of 2023 - 2024 school year, Mabel School's across grades **growth indicator in 8th grade science** will maintain or be greater than 0.12 , as measured by the value added school specific report in EVAAS.

Attendance Goal

Overall attendance rates for K-8 students will increase for the 23-24 school year.

Performance Measure

By the end of the 2023 - 2024 school year, Mabel school's overall K-8 attendance rate will maintain or be higher than 92% as measured by the PowerSchool attendance records.

Three Priority Indicators

A4.01 (Instructional Excellence and Alignment)

The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.

C2.01 (Professional Capacity)

The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.

E1.06 (Families and Communities)

The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).

Actions and Timelines

Each priority indicator has an initial assessment of current practice for school year 23-24 and a description of how it will look when implemented by the end of the year.

The action steps listed for each indicator are planned progress monitoring steps for effective implementation. Each step is assigned to a member of the school improvement team or a supporting staff member for monitoring and evaluation at monthly staff meetings.

The school improvement plan is a living document and can be adjusted as needed based on progress.

Comprehensive Progress Report

- Mission:** The mission of Mabel School is to nurture the whole child through teaching, remediation, and enriching curricular content with high expectations in a safe, positive, and compassionate environment.
- Vision:** Our vision at Mabel School is to empower students with knowledge, skills, and experiences that will enable them to contribute positively to an ever-changing global society.
- Goals:**
- All students will maintain or increase growth and proficiency in math.
 - All students will maintain or increase growth and proficiency in reading.
 - All students will maintain or increase growth and proficiency in science.
 - Overall attendance rates for K-8 students will increase for the 23-24 school year.



! = Past Due Objectives KEY = Key Indicator						
Core Function:		Dimension A - Instructional Excellence and Alignment				
Effective Practice:		Student support services				
	KEY	A4.01	The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117)	Implementation Status	Assigned To	Target Date

Our school will work in grade spans (K-2, 3-5, and 6-8) with a trained, assigned facilitator. We will be looking at school-wide data, focus on classroom data, and then will look closer at student data. In addition, district support personnel from the curriculum and instruction team will be joining these meetings to provide support. Each grade has a dedicated WIN (What I Need) time each day with scheduled support staff, including Academically/Intellectually Gifted (AIG), Exceptional Children (EC), our reading specialist, Speech Language Pathologist (SLP), Occupational Therapist (OT) as needed for student remediation or acceleration.

Priority Score: 3

Opportunity Score: 2

Index Score: 6

**How it will look
when fully met:**

What will it look like? What will have happened?

K-3 teachers will participate in a facilitated data team meeting and Individual Reading Plan training (IRP) with Kelley Wilson, the Watauga County district Early Literacy Specialist. They will learn how to use mClass as a reading screener to identify students in need of core differentiation, Tier 2 or Tier 3 remediation. Based on the mClass screener, K-3 teachers will work to create IRPs and will load them into the Every Child Accountability & Tracking System (ECATS) system.

Data team leads for K-2, 3-5, and 6-8 will have data facilitator training by Phillip Norman and Kelley Wilson. This training will focus on ensuring classrooms have a strong core, understanding what core differentiation looks like, and how to use data team to identify students in need of a tiered intervention plan.

K-8 teachers will collaboratively create a schedule that allows for a What I Need (WIN) time. This time will be for Tier 3 pullout, exceptional children's services, speech language services, academically intellectually gifted services and counseling services. In addition, classroom teachers will also create a Tier 2 intervention time to work with students in need of these interventions. Our reading specialist will prioritize Tier 3 students, but will work with Tier 2 students as the schedule allows.

Professional Learning Communities (PLCs) will meet every week, and an

Gayle Oliver

06/01/2024

agenda will be created to document the work of the PLC. School principals will monitor the progress of the PLCs, observe the PLC weekly work and provide feedback to support instruction and student achievement.

All teachers will continue to use the behavior matrix finalized last year. Core behavior will be taught and reviewed in all settings. Our focus continues to be on the 4Rs- responsibility, respect, rigor and relationships. Teachers will introduce the 4Rs the first week of school, and then will focus on one strand each month. This will be carried across all subject areas.

For attendance this school year, we will be working with our school social worker, Megan Langdon, our school counselor, Ben Brown, and all staff members to create an attendance matrix defining Core, Tier 2 and Tier 3. This matrix will be provided to and explained to families at the first nine weeks conference. As part of this matrix, all classrooms achieving or surpassing the 95% attendance goal for the month will receive a hat day on the first Monday of the following month. The class with the highest attendance percentage for the month will receive an attendance reward banner to hang on their classroom door. Our student services team will create an internal attendance flowchart detailing what staff members should do when a student is absent. Each day, our data manager will send an attendance report to the entire staff so all teachers can account for students that are assigned to them.

What information can be used to determine if the objective has reached full implementation?

- Student growth- targeted areas as well as cumulative scores
- Master Schedule with Tier II and Tier III support service time embedded
- NC Check-in data (reading)
- NC Check-in data (math)
- Progress monitoring occurring in specific grades/content areas.
- Monthly IPST meetings
- Monthly data team meetings
- mClass Data
- iReady Data
- AimsWeb Data

	<ul style="list-style-type: none"> Established Attendance Matrix 			
Actions		0 of 21 (0%)		
1/22/23	<p>2023-2024 Master Schedule will allow time for Core, Core differentiation, Tier II, and Tier III services to be provided.</p> <p><i>Notes:</i> I/E time for Tier II and Tier III services will be embedded in master schedule to best ensure that support staff is available for students. Grade level spans will have different Tier II and Tier III intervention time to optimize support staff time utilization.</p>		Jeanie Hicks	06/01/2024
1/22/23	<p>K-8 teachers will use Educator's Handbook to report student behavior.</p> <p><i>Notes:</i> Ms. Massey is the behavioral specialist assigned to our school. She reviews all reports in Educator's Handbook and uses this data to have meaningful conversations with classroom teachers about how to make students more successful.</p>		Hannah Massey	06/01/2024
9/19/23	<p>Teachers in grades 4-8 will use progress monitoring data from AimsWeb to create Tier II and Tier III grouping.</p> <p><i>Notes:</i></p>		Jeanie Hicks	06/01/2024
10/9/23	<p>K-3 Teachers will participate in Individual Reading Plan (IRP) Training to identify students in need of support and will use this information to write IRPs for Tier 2 and Tier 2 students.</p> <p><i>Notes:</i> Kelley Wilson is our Early Literacy Specialist for Watauga County Schools. She facilitated this training, assisted in finding targeted skills for remediation, and assisted in the creation of IRPs for identified students.</p>		Kelley Wilson	06/01/2024
10/9/23	<p>Use MClass as a universal screener for reading in K-3, and iReady as a universal screener for reading in 4-8.</p> <p><i>Notes:</i></p>		Elin Reuben	06/01/2024
10/9/23	<p>Data facilitators for each grade span will attend training focused on standard protocols for reading and math, the Tiered Support Guiding Document, and ways to foster the discussion of creating a strong core.</p> <p><i>Notes:</i> Phillip Norman is our Watauga County Chief Academic Officer.</p>		Elin Reuben	06/01/2024
10/9/23	<p>K-8 Teachers will attend whole district, grade-level meetings facilitated by the Curriculum and Instruction Team.</p> <p><i>Notes:</i> Brian Bettis is the K-5 Director of Education and Meredith Jones is the 6-8 Director of Education.</p>		Elin Reuben	06/01/2024

10/11/23	Cross-district professional learning communities (PLCs) will meet regularly to analyze data and plan instructional interventions to best deliver and differentiate core instruction.	Elin Reuben	06/01/2024
	Notes:		
10/11/23	Review 2023-2024 EOG data.	Elin Reuben	06/01/2024
	Notes:		
10/12/23	All teachers will teach core behavior standards, known as the 4rs, the first week of school. Afterwards, teachers will use the behavior matrix for core differentiation, Tier 2 and Tier 3 support.	Ben Brown	06/01/2024
	Notes: https://docs.google.com/spreadsheets/d/1fDLONhvlCr8Xjf4LRPYuEmYsPcjbEz4AGSDh-t53a6E/edit?usp=sharing		
10/12/23	Staff will work with the school counselor and school social worker to create an attendance matrix specifying core, Tier 2 and Tier 3 supports.	Megan Langdon	06/01/2024
	Notes: Megan Langdon is the school social worker assigned to Mabel.		
10/12/23	Individual Problem Solving Team (IPST) will meet once monthly to determine effectiveness of grade level core differentiation, Tier 2 instruction and Tier 3 instruction. Effectiveness will be based upon progress monitoring data gathered on specific students when compared with data reflecting whole class growth.	Jeanie Hicks	06/01/2024
	Notes:		
10/12/23	Use iReady as a universal screener for K-8 Math.	Elin Reuben	06/01/2024
	Notes: iReady is the district provided diagnostic tool for reading and math. These diagnostics are given three times a year, Beginning of the Year (BOY), Middle of the Year (MOY), and End of the Year (EOY) to provide timely information on student learning. K-8 will use these diagnostics as a universal screener for math.		
10/29/23	Data Team will meet monthly as grade span teams (K-2, 3-5 and 6-8). Teams will use school wide and grade level data to discuss best practices to differentiate core to increase student learning and success.	Gayle Oliver	06/01/2024
	Notes:		
11/22/23	Attendance Letters specifying number of absences, tardies and percent of the school year missed sent with each progress report.	Jeanie Hicks	06/01/2024
	Notes: Leah Cole is our school data manager.		
11/22/23	Student Services committee will meet to discuss additional supports needed for attendance.	Ben Brown	06/01/2024

Notes:

11/22/23 Student Services Committe will create an internal attendance flow chart for staff members, detailing what to do when a student is absent. Ben Brown 06/01/2024

Notes:

11/22/23 Classes achieving 95% or higher attendance rate for a month will be rewarded with a hat day the first Monday of the following month. Elin Reuben 06/01/2024

Notes:

11/22/23 The class achieving the highest attendance rate for the month will receive an attendance banner to hang on their classroom door. Elin Reuben 06/01/2024

Notes:

11/22/23 Daily attendance reports will be emailed out each morning. These reports will list all students marked absent for the day. Leah Cole 06/01/2024

Notes: Leah Cole is our school data manager.

11/22/23 Teachers will send the attendance matrix tier letter home with each family at the first nine weeks conference. Elin Reuben 06/10/2024

Notes:

Implementation:		05/09/2023		
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Evidence 5/17/2022
Excel Team Documentation
Master Schedule with word study, I/E and Flex Times built in
Data Team Notes
Educator's Handbook documentation

Experience 5/17/2022
We have worked to get our Data Teams and IPST team in line with current recommendations from our county leadership. We will be working closely with them next year to ensure all three tiers of instrucation are being met.

Sustainability 5/17/2022
We will need to continue to work as teams to ensure the needs of our students are being met. In addition, we are going to look at how our reading interventionist's schedule should look at the beginning of the year to ensure we are better able to use this position for intensive interventions.

Core Function:	Dimension C - Professional Capacity
Effective Practice:	Quality of professional development

	KEY	C2.01	The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)	Implementation Status	Assigned To	Target Date
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Initial Assessment:

SY 2023-2024

Limited Development
10/15/2019

The School Improvement Team plans to use 2022-2023 proficiency data to determine school improvement goals for the 2023-2024 school year. At the onset of the 2023-2024 school year, the principal and teachers will utilize Education Value-Added Assessment System (EVAAS) data for individual students and larger student groups to determine next best steps (allocation of resources/priorities/etc.) for the upcoming school year. Our teachers continue to use common formative assessments and continue to work with their Professional Learning Communities (PLCs) to determine next steps to ensure student growth and learning.

Teachers utilize data from Common Formative Assessments (CFAs), iReady diagnostics, mClass Screeners, and NC Check Ins to make instructional decisions for students.

Priority Score: 3

Opportunity Score: 2

Index Score: 6

*How it will look
when fully met:*

What will it look like? What will have happened?

Classroom teachers will have regularly scheduled data team meetings to review all data using core data protocols. Data will be used to improve core instruction, design core differentiation, and create groups for core support.

K-3 Teachers will use mClass progress monitoring to determine supplemental skill support for Individual Reading Plans (IRPs).

K-8 Teachers will use iReady Diagnostics to determine supplemental skill support needs for both reading and math.

K-8 Teachers will use the AIMSwebplus as a supplemental screener to identify and progress monitor skill gaps in K-8 math and 4-8 reading.

What information can be used to determine if objective has reached full implementation?

Post- Conference discussions with school principal highlighting patterns, trends, strengths and weaknesses.

PLC, grade-level, and team meeting minutes and agendas - noting that we took time to look at data together and make decisions

Data Team discussions will follow core protocols for reading and math.

K-3 teachers will identify and progress monitor critical reading skills, as defined by mClass.

Principal prioritizing school budget to align with professional development needs.

Grade level teachers use benchmark data, from mClass, iReady Math and iReady Reading; NC Check Ins, classroom assessments, and common formative assessments created in collaboration with Professional Learning Communities (PLCs) to determine next step interventions when making instructional decisions.

Elin Reuben

06/01/2024

Actions		0 of 7 (0%)		
10/12/23	For the 2023-2024 school year, the principal will conduct post-conferences following classroom observations. Feedback will be provided on patterns, trends, strenghts and weaknesses.		Elin Reuben	06/01/2024
	Notes:			
10/12/23	For the 2023-2024 school year, district administration will present EVAAS data findings to School Improvement Teams to aid in guiding us in professional development opportunities that may be needed to grow in areas of need.		Elin Reuben	06/01/2024
	Notes: School Principal received EVAAS data at principal's retreat and has presented findings with the School Improvement Team.			
10/12/23	For the 2023-2024 school year, school principal will determine data team leads for K-2, 3-5, and 6-8.		Elin Reuben	06/01/2024
	Notes:			
10/12/23	For the 2023-2024 school year, data team leads will be trained in data protocols and facilitating data team discussions.		Phillip Norman	06/01/2024
	Notes: Phillip Norman is the Chief Academic Officer for Watauga County Schools.			
10/12/23	For the 2023-2024 school year, teachers will use the Tiered Support Guided Document to review student support and documentation in core, Tier 2 and Tier 3.		Jeanie Hicks	06/01/2024
	Notes:			
10/12/23	For the 2023-2024 school year, the school principal will procure substitutes to allow for professional development on Every Child Accountability & Tracking System (ECATS), Tiered Instruction, and mClass.		Elin Reuben	06/01/2024
	Notes:			
10/12/23	For the 2023-2024 school year, K-5 teachers will complete LETRS training.		Elin Reuben	06/01/2024
	Notes: District designated Professional Days on the Watauga County Schools calendar (10/5/23. 12/6/23. 2/21/24, 4/24/24)			
Implementation:		05/17/2022		
Evidence	5/17/2022			
Experience	5/17/2022			

Core Function:		Dimension E - Families and Community				
Effective Practice:		Family Engagement				
KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date	

Initial Assessment:

SY 2023-2024

Limited Development
12/06/2019

Parents receive email and phone updates from Ms. Reuben regarding events, important dates, and other pertinent information in regards to their students. Families also receive email and Remind updates from teachers that offer specific information for smaller subsets of students. At the end of the the first nine weeks, teachers conduct parent/teacher conferences to partner with families to better ensure each student is reaching their full potential. Individual phone calls and family/teacher conferences continue to be held throughout the year as needed for the success of students. Ms. Reuben and our Instructional Technology Facilitator have continued to update and promote our Mabel Facebook page. K-5 teachers send weekly newsletters to parents to help communicate upcoming dates and other important information regarding student academic progress.

Priority Score: 3

Opportunity Score: 2

Index Score: 6

<p><i>How it will look when fully met:</i></p>	<p>How will it look when this objective is being fully met?</p> <p>All K-8 teachers will ensure parents have easy access to resources that allow them to be partners in their student's academic success. Staff will send helpful tips in newsletter correspondence on ways to increase student success. These helpful tips will ensure our families understand ways to help their student be successful in the school setting.</p> <p>Our Instructional Technology Facilitator will work with staff to create a document outlining common acronyms used in education, their meanings and where these acronyms may show up. In addition, she will work to create a document outlining all assessment students within our school participate in, the grades that use each assessment and what the assessment will measure. These documents will be disseminated at parent conferences completed after the first nine weeks. Parents will have time to ask questions and get any clarification they may need.</p> <p>With each report card, our data manager will print attendance reports to send with each student. These reports will highlight the number of days students are absent and the number of tardies each student has. Our attendance goal for the school year is 95%, the percentage proven to increase student academic performance. Each month, any class meeting or exceeding the 95% goal will receive a reward, Hats off for Attendance, allowing the class to wear a hat at school for a day. The class with the highest attendance percentage will hang a banner on their classroom door. All staff will work with our school counselor and school social worker to create an attendance matrix defining core, Tier 2 supports (3/5/10 day letters and meetings with school social worker, Megan Langdon) and Tier 3 supports (mandate of doctor's notes for any absence). This attendance matrix will be provided to all families at parent conferences completed after the first nine weeks. Parents will have time to ask questions and get any clarification they may need.</p> <p>What information you will use to determine that the objective has reached full implementation?</p> <p>*Parent Surveys</p> <p>*Parent/Teacher Contact Logs</p> <p>*Attendance Reports</p>		<p>Jeanie Hicks</p>	<p>06/01/2024</p>
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Actions		0 of 9 (0%)		
10/12/23	For the 2023-2024 school year, maintain the Mabel School Facebook page. <i>Notes:</i>	Elin Reuben	06/01/2024	
10/12/23	For the 2023-2024 school year, teachers will conduct parent/teacher conferences via phone, online, or in person at the end of the first nine weeks. <i>Notes:</i>	Elin Reuben	06/01/2024	
10/12/23	K-5 Teachers will include "home tips" in each newsletter sent home. <i>Notes:</i>	Jeanie Hicks	06/01/2024	
10/12/23	6-8 Teachers will use Remind to send "home tips" to parents. <i>Notes:</i> Remind is an app designed to facilitate parent communication via text messaging.	Pace Cooper	06/01/2024	
10/12/23	School staff will collaborate to create and distribute family friendly documents explaining acronyms, reporting and grading, and assessments being used. <i>Notes:</i> Ms. Parsons is our Instructional Technology Facilitator and our School Testing Administrator.	Monica Parsons	06/01/2024	
10/12/23	For the 2023-2024 school year, teachers will send percentage of school missed letters to all students each report card period. <i>Notes:</i> Leah Cole is our Mabel School data manager.	Leah Cole	06/01/2024	
10/12/23	For the 2023-2024 school year, classes with a monthly attendance percentage greater than 95% will receive a hat day the first Monday of the following month. <i>Notes:</i>	Elin Reuben	06/01/2024	
11/22/23	Encouragement letters will be sent to students on the chronic attendance list. These letters will detail percent of the school year missed and state how important being at school is. <i>Notes:</i> Megan Langdon is our school social worker.	Megan Langdon	06/01/2024	
11/22/23	Homeroom teachers will explain the tiered attendance matrix at the first nine week's conference. They will provide each family with a copy of the Strive for 95 support document. <i>Notes:</i>	Elin Reuben	06/01/2024	
Implementation:		05/09/2023		

Evidence

5/8/2023

Parent/ Teacher Conference Scheuules

Parent/ Teacher Conference Notes

Winter Showcase Handout

Parent Night Handouts

EBOB Contracts

Book Fair Notifications and Family Night Announcements

NC Testing Guide

Experience

5/8/2023

For the 2022-2023 school year, staff members have been very conscious of the information we have sent home. We have included home tips in emails, ensured access in powerschool and have worked to bridge the gap of understanding by hosting a parent night focusing on testing, acronyms and powerschool.

Sustainability

5/8/2023

We will need to continue many of the activities we started this year with a repeat to next year.

Mabel Elementary School
404 Mabel School Road
Zionville, NC 28698



Elin Reuben
Principal
Phone: 828-297-2512

"Rigor, Respect, Responsibility & Relationships"

11/27/2023

Dear Parent/Guardian,

Legislation (G.S. §115C-83.15) passed during the 2013 long session of the North Carolina General Assembly provides parents with an additional measure of school performance in the form of School Performance Grades. Beginning with the 2013–14 school year, the annual North Carolina School Report Cards display a letter grade of A, B, C, D, or F for each school in the state.

The School Performance Grades are based 80 percent on our school's achievement score (student proficiency) and 20 percent on students' academic growth. At Mabel School, our achievement score for the 2022-2023 school year is based on how well our students performed in Grades 3–8 Mathematics, Grades 3–8 English Language Arts/Reading, Grades 5 and 8 Science, NC Math 1. The purpose of this letter is to inform you that Mabel School, has been designated as a low performing school by the North Carolina State Board of Education. As defined in G.S. 115C-105.37: "The State Board of Education shall identify low-performing schools on an annual basis. Low-performing schools are those that earn an overall school performance grade of D or F and a school growth score of "met expected growth" or "not met expected growth" as defined by G.S. 115C-83.15."

Mabel School received a School Performance Grade of D and a growth designation of *met growth* for the 2022–2023 school year. Although we are committed to improving this score, it is important to remember that just as no one single score or grade tells the whole story of a student, neither does it tell you everything about the performance of a school or the opportunities that our school provides. This year at Mabel School, we have an intentional focus on attendance. Our goal is to partner with our families to improve overall attendance rates for PreK-8 students. The first step to academic success is being present at school to be part of the engaging lessons and activities prepared by our amazing Mabel School teachers. We have implemented several attendance recognitions and are increasing communication about the importance of regular attendance to achieve academic success. By partnering with our families in this effort, we have already seen success and have experienced an impressive increase in our attendance rate thus far. For the month of October, Mabel School achieved 95% attendance! This is nearly 10% higher than last October! A high attendance rate is a testament to your dedication to the success of our students. In addition to the attendance focus, we utilize a tiered support system to provide core instruction, supplemental, and intensive support to improve student achievement. Our WIN time (What I Need) is provided to each student during the instructional day to differentiate grade-level content and provide additional academic support as needed. We have a full-time reading specialist to support literacy. We are using nationally normed progress monitoring tools to support math and reading based on student needs. In addition to these academic supports, we continue to support the whole child through positive behavior supports, a full-time guidance counselor, and a focus on consistent attendance practices. Our entire staff is dedicated to the success of all students. Our goal is to work together with our families and our community to ensure positive communication and outcomes for all Mabel students.

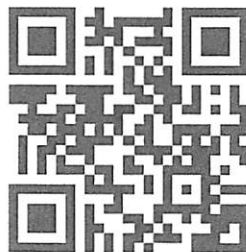
As a low-performing school, we are required to develop an improvement plan that specifically addresses how the school will improve both the school performance grade and school growth score. The plan will also include how the superintendent and other central office administrators in the district will work with us and monitor the progress of our school. We are already engaged in the work of refining our plan and presented it to our school board at the November 6, 2023, meeting, where the plan was reviewed and the draft approved.

(continued on next page)

One of our top priorities for 2023–2024 is to improve our School Performance Grade. There are a number of key objectives we have in place to help improve student performance:

- The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.
- The school regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.
- The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).

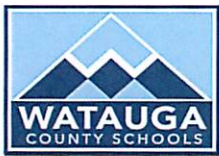
To view the complete school improvement plan with the full objectives and action steps, go to the Mabel School website and scroll down to the announcements section. As partners in education, we would also like to have your feedback regarding the school improvement plan. The plan and the feedback form are on the Mabel School website and can also be viewed by scanning the QR code below. The form will close on Thursday, November 30, 2023.



We hope you will closely follow your student's academic progress and work with his or her teacher(s) to help ensure they stay on track academically. Working together as a team, we can improve not only how well our students are performing individually but also how our school is performing as a whole. There is nothing more important to myself and the teachers at Mabel School than ensuring students are ready for the next step in their academic careers.

If you have any questions or concerns regarding our School Performance Grade and how we plan to improve, please don't hesitate to contact me.

Sincerely,
Elin Reuben
Elin Reuben
Principal
Mabel School



Watauga County Schools

Educating for Productive Citizenship & Life-Long Learning

2024-2025 School Calendar

For BOE Approval
12/11/2023

August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

12-16.....Mandatory Work Days
19.....First Day of 180 Day Term

September

2.....Labor Day Holiday
18.....Professional Development Day

October

18.....End of First Quarter
21.....Optional Work Day
30-31.....Early Release/
Parent Conferences

November

11.....Veterans Day Holiday Observed
27.....Optional Work Day
28-29.....Thanksgiving Holidays

December

20.....Early Release
23-26.....Christmas Holidays
27, 30-31.....Annual Leave

January

1.....New Year's Day Holiday
2-3.....Annual Leave
6.....Students Return
17.....End of 2nd Nine Weeks/
End of First Semester
20.....Optional Work Day/
Martin Luther King, Jr. Day

March

21.....End of Third Quarter
24.....Optional Teacher Workday

April

2.....Professional Development Day
21.....Spring Holiday
22-25.....Annual Leave

May

26.....Memorial Day Holiday

June

2.....Last Day of Fourth Quarter/
End of Second Semester
3.....Mandatory Work Day
4-6.....Optional Work Days

January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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	

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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					

▲ Mandatory Work Days (6)

● Optional Work Days (7)

■ Annual Leave (9)

◆ Holidays (11)

⊕ Early Release Days (4)

R Remote Learning Days TBD

★ Professional Development for All Teachers (no school students) (2)

The last day of the 2024-2025 school year will be an early release day.

The Watauga County Board of Education (the “board”) recognizes the critical role of parents in the education of their children and in the schools. The board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement at school and at home and encourage successful progress toward graduation. Each parent is encouraged to learn about the educational program, the educational goals and objectives of the school system, and his or her own child’s progress. The board also encourages parents to participate in their children’s education and in activities designed by school personnel to involve them, such as parent conferences, in order to foster effective teacher and parent communication. Parents are responsible for cooperating with school employees to facilitate their children’s compliance with board policies concerning homework, school attendance, and behavior. As required by law, the board shall post a list of specific parent rights with regards to their child’s education with any corresponding policy numbers on the school district website..

For purposes of this policy, “parent” includes parents, legal guardians, and legal custodians of students who are under 18 years old and who have not been emancipated.

A. PARENTAL INVOLVEMENT PLANS

1. Parental Involvement Plan as Part of the School Improvement Plan

The board directs each principal to ensure that the school improvement team develops a plan for the school’s parental involvement program as a part of the school improvement plan. The principal shall publicize drafts of the parental involvement plan prior to finalization and solicit input from parents of students in the school. This plan must include, at a minimum, efforts to enhance parental involvement by promoting the following priorities:

- a. regular, meaningful, two-way communication between home and school;
- b. responsible parenting;
- c. involvement of parents in student learning;
- d. parental volunteering in the school;
- e. involvement of parents in school decisions that affect children and families;
- f. parental training based on parents’ informational needs;
- g. collaboration with community agencies and other organizations to provide resources to strengthen school programs, families, and student learning; and
- h. student health awareness among parents by addressing the need for health

programs and student health services, which are linked to student learning.

2. Title I Parent and Family Engagement Plan

Each school participating in the Title I program must develop, with parents and family members, a school-level written parent and family engagement plan that involves parents in the planning and improvement of Title I activities and describes the means for carrying out school-level policy, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement, and increasing accessibility for participation of all parents and family members of children participating in Title I programs. See policy 1320/3560, Title I Parent and Family Engagement.

3. Parental Involvement Component of a School Plan for Managing Student Behavior

Each school's plan for managing student behavior should include parental involvement strategies that address when parents will be notified or involved in issues related to their child's behavior. See policy 4302, School Plan for Management of Student Behavior.

B. PARENT COMMUNICATION, PARTICIPATION, AND CONFERENCES

1. Communication with Parents

The board encourages school personnel to have regular contact with parents for informational purposes as well as for commendation of students and notification of concerns. School personnel shall communicate with parents about student behavior issues in accordance with requirements of policy 4341, Parental Involvement in Student Behavior Issues, and about student attendance as described in policy 4400, Attendance. In addition, parents will be notified promptly if school personnel suspect that a criminal offense has been committed against the parent's child, unless notification would impede an investigation by law enforcement or the child welfare agency.

The principal must effectively communicate to parents the manner in which textbooks are used to implement the school's curricular objectives. Any parent interested in learning more about their child's course of study or the source of any supplementary instructional materials should contact the principal for more information. If a parent would like to inspect and review particular instructional materials, the parent should make such a request in accordance with policy 3210, Parental Request to Review Instructional Materials.

The principal also shall ensure that information about the nature and purpose of all clubs and activities, curricular and extracurricular, offered at the school is available at the school's main office. Any parent who would like information about such clubs or activities should contact the school's main office.

The principal or designee shall strive, through oral or written communication or other means, to include the parents of students identified as at-risk in the implementation and review of academic and/or behavioral interventions for their children, in accordance with policy 3405, Students at Risk of Academic Failure.

The principal or designee shall provide the parent of each student in kindergarten, first, or second grade with written notification of the student's reading progress. The notice will be provided three times a year, following each benchmark assessment and will include: (1) assessment results, (2) whether the child may not reach reading proficiency by the end of third grade, and (3) instructional support activities for use at home.

2. Parent Participation at Schools

The board encourages parents to engage in activities in their children's schools. Parents are welcome to visit schools in accordance with policy 5020, Visitors to the Schools, and, if interested, are urged to participate in school volunteer programs as described in policy 5015, School Volunteers. In addition, opportunities exist for parents to participate on school advisory councils, such as the school health advisory council (see policy 6140, Student Wellness), school improvement teams (see policy 3430, School Improvement Plan), school media and technology advisory committees (see policy 3200, Selection of Instructional Materials), and the business advisory council (see policy 1670, Business Advisory Council).

3. Conferences

Teachers are responsible for scheduling conferences or meetings with parents. The board encourages the superintendent to work with local business leaders, including the local chambers of commerce, to encourage employers to adopt, as part of their stated personnel policies, time for employees who are parents or guardians to attend conferences with their child's teachers.

C. PARENTAL NOTIFICATION

1. Title I Notifications

Each principal or designee of a Title I school shall effectively notify parents of all parental rights and other required information regarding Title I schools and programs, in accordance with federal law. Parents of students in Title I schools shall receive a copy of the system-wide Title I parent and family engagement policy (policy 3560) and the school-wide parent involvement plan.

2. Parent Guide for Student Achievement

Each year, the superintendent or designee shall create a parent guide for student

achievement that meets the requirements of state law and the State Board of Education. All parents will receive a written copy of the guide, and information in the guide will be discussed at the beginning of each school year in meetings of students, parents, and teachers.

At a minimum the guide will include the following:

- a. information for parents regarding the following as it pertains to their child: (1) requirements for promotion to the next grade, including the requirements of the North Carolina Read to Achieve Program as set forth in Part 1A of Article 8 of Chapter 115C; (2) the course of study, textbooks, and other supplementary instructional materials and policy 3210, Parental Request to Review Instructional Materials, which provides for the inspection and review of those materials; (3) the child's progress toward achieving State and unit expectations for academic proficiency, including policies for student assessment, and the child's assessment results, report cards, and progress reports; (4) qualifications of the child's teachers, including licensure status; and (5) school entry requirements, including required immunizations;
- b. parental actions that can do the following: (1) strengthen the child's academic progress, especially in the area of reading as provided in the North Carolina Read to Achieve Program; (2) strengthen the child's citizenship, especially social skills and respect for others; (3) strengthen the child's realization of high expectations and setting lifelong learning goals; and (4) place a strong emphasis on the communication between the school and the home;
- c. services available for parents and their children, such as family literacy services; mentoring, tutoring, and other academic reinforcement programs; after-school programs; and college planning, academic advisement, and student counseling services (see policy 3610, Counseling Program);
- d. opportunities for parental participation, such as parenting classes, adult education, school advisory councils, and school volunteer programs;
- e. opportunities for parents to learn about rigorous academic programs that may be available for their child, such as honors programs, Career and College Promise and other dual enrollment opportunities, advanced placement, Advanced International Certificate of Education (AICE) courses, International Baccalaureate, North Carolina Virtual High School courses, and accelerated access to postsecondary education;
- f. educational choices available to parents, including each type of public school unit available to residents of the county in which the child lives and nonpublic school options, educational choice options offered within the

school system, and programs for scholarship grants for nonpublic schools (Part 2A of Article 39 of Chapter 115C) and for personal education student accounts for students with disabilities (Article 41 of Chapter 115C);

- g. rights of students who have been identified as students with disabilities, as provided in Article 9 of Chapter 115C;
- h. contact information for school and unit offices;
- i. resources for information on the importance of student health and other available resources for parents, including the following information on available immunizations and vaccinations: (1) a recommended immunization schedule in accordance with the United States Centers for Disease Control and Prevention recommendations; and (2) information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children as required by G.S. 115C-375.4; and
- j. this policy (policy 4002, Parental Involvement); policy 3560, Title I Parent and Family Engagement; policy 1670, Business Advisory Council; policy 3210, Parental Request to Review Instructional Materials; policy 3430, School Improvement Plan; policy 3540, Comprehensive Health Education Program; policy 4400, Attendance; policy 5015, School Volunteers; policy 5020, Visitors to the Schools; and policy 6140, Student Wellness.

3. Additional Annual Notifications

The principal or designee shall annually notify parents of the following information to the extent that it has not already been provided to parents as part of the parent guide for student achievement:

- a. parental rights related to student records (see policy 4700, Student Records);
- b. parental rights related to student surveys (see policy 4720, Surveys of Students);
- c. the approximate dates of any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered and scheduled in advance by the school administration, and (c) not necessary to protect the immediate health and safety of students;
- d. the schedule of pesticide use on school property and their right to request notification of nonscheduled pesticide use (see policy 9205, Pest Management);

- e. student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series);
- f. the permissible use of seclusion and restraint in the schools (see regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);
- g. policy 4329/7311, Bullying and Harassing Behavior Prohibited;
- h. policy 4010, Student and Parent Grievance Procedure;
- i. the dates of the system-wide and state-mandated tests that students will be required to take during that school year, how the results from the tests will be used, and whether each test is required by the State Board of Education or by the local board;
- j. grading practices that will be followed at the school and, for parents of high school students, the method of computing the grade point averages that will be used for determining class rank (see policies 3400, Evaluation of Student Progress, and 3450, Class Rankings);
- k. available opportunities and the enrollment process for students to take advanced courses and information explaining the value of taking advanced courses;
- l. if applicable, that their child will be provided advanced learning opportunities in mathematics or will be placed in an advanced mathematics course;
- m. a clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;
- n. a report containing information about the school system and each school, including, but not limited to:
 - i. the following information both in the aggregate and disaggregated by category: student achievement, graduation rates, performance on other school quality and/or student success indicators, the progress of students toward meeting long-term goals established by the state, student performance on measures of school climate and safety, and, as available, the rate of enrollment in post-secondary education;
 - ii. the performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;

- iii. the percentage and number of students who are:
 - 1. assessed,
 - 2. assessed using alternate assessments,
 - 3. involved in preschool and accelerated coursework programs, and
 - 4. English learners achieving proficiency;
- iv. the per pupil expenditures of federal, state, and local funds; and
- v. teacher qualifications;
- o. the grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade was a D or F;
- p. supportive services available to students, including health services;
- q. for parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;
- r. how to reach school officials in emergency situations during non-school hours;
- s. information about and an application form for free and reduced price meals and/or free milk (see policy 6225, Free and Reduced Price Food Services);
- t. information about the school breakfast program;
- u. information about the availability and location of free summer food service program meals for students when school is not in session;
- v. for parents of children with disabilities, procedural safeguards (see also policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);
- w. information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;
- x. education rights of homeless students (see policy 4125, Homeless Students);

- y. the content and implementation of the local school wellness policy (see policy 6140, Student Wellness);
 - z. their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3 (see policy 5015, School Volunteers);
 - aa. that the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age, and that the school system provides processes for resolving discrimination and harassment complaints (see policies 4020/7230, Discrimination and Harassment Prohibited by Federal Law, 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex, and 1730/4022/7231, Nondiscrimination on the Basis of Disabilities);
 - bb. that the school system provides equal access to its facilities, programs, and activities to the Boy Scouts and other designated youth groups (see policy 1730/4020/7230, Discrimination and Harassment Prohibited by Federal Law); and
 - cc. the availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, Student Fees).
4. Opportunities to Withhold Consent/Opt Out Notifications

As a part of the annual notification described above, parents will be effectively notified that they may opt out of any of the following:

- a. release of student directory information about their child for school purposes or to outside organizations (see policy 4700, Student Records);
- b. release of their child's name, address, and telephone listing to military recruiters or institutions of higher education (see policy 4700, Student Records);
- c. their child's participation in curricula related to (a) prevention of sexually transmitted diseases, including HIV/AIDS; (b) avoidance of out-of-wedlock pregnancy; or (c) reproductive health and safety education, as provided in policy 3540, Comprehensive Health Education Program. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and at other times that the media center is available to the public. To meet any review periods required by law, materials also may be made available for review in the central office;
- d. their child's participation in academic or career guidance or personal or social counseling services of a generic nature offered to groups of students (e.g., peer relations strategies offered to all sixth graders). However,

parental notification and permission are not required for: (a) short-duration academic, career, personal, or social guidance and counseling and crisis intervention that is needed to maintain order, discipline, or a productive learning environment; (b) student-initiated individual or group counseling targeted at a student's specific concerns or needs; and (c) counseling if child abuse or neglect is suspected (see policies 3610, Counseling Program, and 4240/7312, Child Abuse and Related Threats to Child Safety);

- e. their child's participation in any protected information survey given as part of the Center for Disease Control and Prevention's Youth Risk Behavior Surveillance System or National Youth Tobacco Survey (see policy 4720, Surveys of Students);
- e.f. their child's participation in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance; (b) administered and scheduled in advance by the school administration; and (c) not necessary to protect the immediate health and safety of students;
- f.g. the collection, disclosure, or use of their child's personal information for marketing purposes (see policy 4720, Surveys of Students); and
- g.h. release of their child's free and reduced-price meal information to State Medicaid or State children's health insurance program (SCHIP).

Any parent or legal guardian who wishes to opt out/withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent or legal guardian as to the manner in which student directory information is used, the curriculum is provided, or guidance programs are made available.

D. PARENTAL PERMISSION REQUIRED

Written parental permission is required prior to the following activities:

1. the administration of medications to students by employees of the school system (see policy 6125, Administering Medicines to Students);
2. the release of student records that are not considered directory information, unless the release is allowed or required by law (see policy 4700, Student Records);
3. off-campus trips;
4. students' participation in high-impact or high-risk sports or extracurricular activities, such as football or mountain climbing (see policy 4220, Student

Insurance Program);

5. all decisions or actions as required by the IDEA with regard to providing special education or related services to students with disabilities (see policy 3520, Special Education Programs/Rights of Students with Disabilities);
6. certain health services, as required by law;
7. participation in a mental health assessment or mental health services under circumstances prescribed by federal law;
8. students' participation in programs or services that provide information about where to obtain contraceptives or abortion referral services;
9. students' participation in any protected information surveys that are conducted concerning protected topics other than those given as part of the Center for Disease Control and Prevention's Youth Risk Behavior Surveillance System or National Youth Tobacco Survey (see policy 4720, Surveys of Students);
10. disclosure of students' free and reduced price lunch eligibility information or eligibility status; and
11. students' access to the Internet, as described in policy 3225/4312/7320, Technology Responsible Use.

E. PROCEDURES FOR PARENTAL INVOLVEMENT IN STUDENT HEALTH

1. Parent Notifications Regarding Student Physical and Mental Health

At the beginning of each school year, the principal or designee shall notify parents of (1) each health care service offered at their children's schools and the means for parents to provide consent for any specific services; (2) acknowledgement that consenting to a health care service does not waive the parents' right to access their children's educational records or health records or to be notified of changes in their children's services or monitoring; and (3) the procedures to exercise the parental remedies for concerns related to student health provided by G.S. 115C-76.60 and described below in subsection E.6.

Before any student well-being questionnaire or health screening form is administered to students in kindergarten through third grade, the principal or designee shall provide parents with a copy of the questionnaire or form and shall inform parents of the means for parents to consent to the use of the questionnaire or form for their children.

The principal or designee shall notify parents of changes in services or monitoring related to their children's mental, emotional, or physical health or well-being and

the school's ability to provide a safe and supportive learning environment for their children prior to or contemporaneously with the changes being made. In addition, the principal or designee shall notify parents before any changes are made to the names or pronouns used for their children in school records or by school personnel.

No school system policy, procedure, or form will expressly or otherwise prohibit school employees from notifying parents about their children's mental, emotional, or physical health or well-being or a change in related services or monitoring, nor will any school system policy, procedure, or form intentionally encourage or be designed in a manner that is reasonably likely to have the effect of encouraging any children to withhold from their parents information about their mental, emotional, or physical health or well-being or a change in related services or monitoring. School personnel shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being.

2. Discussions Related to Student Well-Being

In accordance with the rights of parents provided in Chapter 114A of the General Statutes, when issues of a student's well-being arise, school personnel shall encourage the student to discuss the issues with his or her parent. As appropriate, school personnel may facilitate discussions of such issues with parents.

3. Parent Access to Student Records

Parents will not be prohibited from accessing any of their children's education and health records created, maintained, or used by the school system, except as permitted by law. See policy 4700, Student Records.

4. Student Support Services Training

Student support services training developed or provided by the school system to school personnel will adhere to student services guidelines, standards, and frameworks established by the Department of Public Instruction.

5. Instruction on Gender Identity, Sexual Activity, and Sexuality

Instruction on gender identity, sexual activity, or sexuality will not be included in the curriculum provided in kindergarten through fourth grade, regardless of whether the information is provided by school personnel or third parties. For purposes of this subsection, curriculum includes the standard course of study and support materials, locally developed curriculum, supplemental instruction, and textbooks and other supplementary materials, but does not include responses to student-initiated questions.

6. Remedies for Parental Concerns Related to Student Health

If a parent has a concern about the school or school system's procedure or practice under Part 4 of Article 7B of Chapter 115C, as described here in Section E of this policy, the parent should submit the concern in writing to the principal. The principal shall schedule and hold a meeting with the parent within five days after the concern was submitted. The principal shall conduct any necessary investigation. If possible, the principal should resolve the concern within seven days after the concern was submitted. If the principal cannot resolve the concern within seven days, the principal shall immediately notify the superintendent or designee. The superintendent or designee shall assist, as needed, in resolving the concern.

If the concern has not been resolved within 15 days after the parent initially submitted the concern, the superintendent or designee shall schedule a board hearing to be conducted pursuant to policy 1600, Hearings Before the Board, to occur within the next 15 days. If the concern is not resolved 30 days after the parent initially submitted the concern, the board will provide a statement of the reasons for not resolving the concern.

If the concern is not resolved within 30 days of initial submission, the parent has the right to pursue additional remedies as provided in G.S. 115C-76.60(b).

F. PARENT REQUESTS FOR INFORMATION

A parent may request in writing from the principal any of the information the parent has the right to access under Part 3 of Article 7B of Chapter 115C. The principal, within 10 business days, shall either provide the requested information to the parent or provide an extension notice to the parent that, due to the volume or complexity of the request, the information will be provided no later than 20 business days from the date of the parental request.

If the principal (1) denies or fails to respond to the request for information within 10 business days or (2) fails to provide information within 20 business days following an extension notice, the parent may then submit the written request for information to the superintendent, along with a statement specifying the time frame of the denial or failure to provide information by the principal.

If the superintendent denies or does not respond to the request for information within 10 business days, the parent may appeal the denial or lack of response to the board no later than 20 business days from the date of the request to the superintendent. The board will place the parent's appeal on the agenda for the next board meeting occurring more than three business days after submission of the appeal.

The information in this Section F will be posted on the school system's website along with the list of parents' legal rights for their child's education as described in G.S. 115C-76.25.

G. COMMUNITY SERVICES AVAILABLE

A variety of community services are available to provide parents and families of students in the school system with needed information, support, and resources. Parents are encouraged to utilize applicable community services such as the following:

~~{G.S. 115C-76.35(a)(1) requires that board policy provides links to parents for community services. Insert here a list of applicable links to community services available to parents of students in your school system.}~~

<https://docs.google.com/spreadsheets/d/1NAxshMNpjmoD4hnknqHSujYOOQk80dkDw8FWpQfbNuk/edit?usp=sharing>

H. REPORTING REQUIREMENTS

By September 15 of each year, the superintendent or designee shall report to the State Board of Education parental involvement information as required by G.S. 115C-76.70.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Asbestos Hazard Emergency Response Act, 15 U.S.C. 2641, *et seq.*; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. 108.9; Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 C.F.R. pt. 99; Individuals with Disabilities Education Act, 20 U.S.C. 1400, *et seq.*; McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; National School Lunch Program, 42 U.S.C. 1751 *et seq.*, 7 C.F.R. 210.12, 7 C.F.R. pt. 245; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. pt. 98; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; 20 U.S.C. 7908; G.S. 90-21.1, -21.10B; 95-28.3; 114A-10; 115C-47(47), -47(51), -47(54), -47(58), -76.1, -76.20, -76.25, -76.30, -76.35, -76.40, -76.45, -76.50, -76.55, -76.60, -76.65, -76.70, -81.25, -81.30, -81.36, -105.41, -109.1, -174.26(d), -307(c), -375.4, -390.2, -391.1, -402.15, -407.16; 16 N.C.A.C. 6D .0307; State Board of Education Policies KNEC-002, PRNT-000, TEST-001

Cross References: Title I Parent and Family Engagement (policy 3560), Discrimination and Harassment Prohibited by Federal Law (policy 4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 4010), Hearings Before the Board (policy 1600), Business Advisory Council (policy 1670), Selection of Instructional Materials (policy 3200), Parental Request to Review Instructional Materials (policy 3210), Technology Responsible Use (policy 3225/4312/7320), Evaluation of Student Progress (policy 3400), Students at Risk of Academic Failure (policy 3405), School Improvement Plan, (policy 3430), Class Rankings (policy 3450), Special Education Programs/Rights of Students with Disabilities (policy 3520), Comprehensive Health Education Program (policy 3540), Counseling Program (policy 3610), Homeless Students (policy 4125), Student Insurance Program (policy 4220), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Student Behavior

Policies (4300 series), Rules for Use of Seclusion and Restraint in Schools (regulation 4302-R), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Parental Involvement in Student Behavior Issues (policy 4341), Attendance (policy 4400), Student Fees (policy 4600), Student Records (policy 4700), Surveys of Students (policy 4720), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Student Health Services (policy 6120), Administering Medicines to Students (policy 6125), Student Wellness (policy 6140), Free and Reduced Price Meal Services (policy 6225), Pest Management (policy 9205)

Adopted: July 14, 2014

Replaces: Policy 2.04.60, Parental Involvement (in part)

Revised: January 11, 2016; February 13, 2017; February 12, 2018, November 13, 2018; February 10, 2020; August 12, 2020, January 11, 2021, December 13, 2021(Legal references only); November 6, 2023; {DATE}

DISTRIBUTION AND DISPLAY OF NON-SCHOOL MATERIAL

Policy Code:

5210

Students and the educational program must be the focus of the school system. In order to maintain an educational environment conducive to learning and to minimize intrusions upon instructional time, distribution and display of non-school material will be limited in accordance with this policy and policy 5240, Advertising in the Schools. School officials shall screen and approve the distribution or display of non-school material on school property. (The term "non-school material" ~~is~~ defined in Section F of this policy.) ~~on school property~~.

This policy applies to the distribution and display of non-school material by students and school-related groups (as defined in Section F of this policy) and by governmental agencies, educational institutions, and non-profit entities as permitted in Section C below. This policy does not apply to the distribution and display of materials by individuals or groups that are on school property in accordance with policy 5030, Community Use of Facilities. Except as provided in Section A below, this policy will not be construed as applying to or prohibiting the display of compliant political or farm signs permitted by G.S. 136-32.

A. DISPLAY OF COMPLIANT POLITICAL AND FARM SIGNS IN THE RIGHT-OF-WAY DURING DESIGNATED PERIODS

Any person may display compliant political or farm signs in the right-of-way of the state highway system ~~or in municipal street rights-of-way~~ in accordance with the standards established in G.S. 136-32, even if such right-of-way constitutes school grounds. Compliant political signs may also be placed in municipal street rights-of-way in accordance with the standards established in G.S. 136-32 and any applicable local ordinance.

Compliant political signs may be displayed in ~~such the~~ the right-of-way from 30 days before the first day of "one-stop" early voting to 10 days after the primary or election day. Compliant farm signs may be displayed in the right-of-way until the end of the farm's season. School officials may remove and dispose of any political sign remaining in the right-of-way more than 40 days after the primary or election day and may remove and dispose of any farm sign remaining in the right-of-way more than 30 days after the end of the farm's season. School officials shall observe any different rules established by applicable local ordinance for ~~placement and removal~~ of political signs on municipal street rights-of-way.

School officials shall not remove any political or farm sign lawfully placed except as provided in this section but may request the Department of Transportation to remove a sign that is not in compliance with G.S. 136-32.

B. DISTRIBUTION AND DISPLAY BY STUDENTS

Students wishing to distribute or display on campus any publication, leaflet or other written

material that is not school-sponsored must submit the publication or material to the principal for review prior to distribution. The principal shall prohibit distribution or display when the publication or material contains speech that is prohibited as specified in Section D below but otherwise shall not discriminate on the basis of viewpoint in granting or denying a student permission to distribute or display non-school publications or materials. Materials approved by the principal for distribution by students may only be distributed during non-instructional time in common areas (outside of classrooms). If permission to distribute or display a publication or material is denied, the student may request review of the principal's decision as specified in Section E below.

C. DISTRIBUTION AND DISPLAY BY NON-STUDENTS

1. Distribution and display of "school-sponsored or curriculum-related publications and materials" as defined in Section F are permitted during the school day, on school grounds and at school activities.
2. Distribution and display of publications and materials from school-related groups that have received prior approval of the superintendent or designee pursuant to the standards in Section D below and the standards for review of the decision in Section E below are permitted at reasonable times and places as designated by the superintendent or designee. The term "school-related group" is defined in Section F. The school system shall not discriminate on the basis of viewpoint in granting or denying permitted school-related groups permission to distribute or display non-school material.
3. The following agencies and organizations are permitted to distribute or display educational information or information about programs and activities of interest to students:
 - a. local, state and federal government agencies and departments;
 - b. organizations that offer educational, recreational, cultural or character development activities or programs for school-aged children, including but not limited to scouts, YMCA or YWCA, organized youth sport leagues, etc.;
 - c. school/business partnerships or incentive programs that directly enhance or support the school's educational program; and
 - d. community colleges, universities, and other non-profit institutions of higher education.

All publications and materials that one of the permitted agencies or organizations would like to distribute or display must be submitted to the superintendent or designee for approval prior to distribution or display. Approval for distribution or

display will be granted pursuant to the standards in Section D below and the standards for review of decisions in Section E below. If approved, the publications and materials will be distributed or displayed at reasonable times and places as designated by the superintendent or designee.

4. The school system shall not discriminate on the basis of viewpoint in granting or denying permitted agencies and organizations permission to distribute or display non-school materials.
5. The superintendent is authorized to adopt regulations regarding approval forms, how many times a year groups may distribute or display publications or materials, delivery and bundling requirements, etc.
6. Nothing in this policy will be construed to create a public forum that would allow non-students unrestricted access to school property for the purpose of distributing or displaying publications or materials.

D. DISTRIBUTION AND DISPLAY STANDARDS FOR NON-SCHOOL MATERIALS

School officials shall apply the following standards to approve the distribution or display of all non-school material by individuals or groups authorized by this policy on school property:

1. While materials will not be screened for viewpoint, the reviewer shall prohibit the distribution or display of any publication or material that (a) is vulgar, indecent or obscene; (b) contains libelous statements, personal attacks or abusive language such as language defaming a person's character, race, religion, ethnic origin, sex, family status, or disability; (c) causes or clearly threatens to cause a material and substantial disruption of a school activity; (d) encourages the commission of unlawful acts or the violation of lawful school regulations; (e) is inappropriate considering the age of the students in the school; (f) contains information that is inaccurate, misleading or false; or (g) advertises any product or service not permitted to minors by law.

The superintendent's designee shall notify the superintendent before approving or prohibiting distribution or display of any publications or materials that raise a question as to whether a specific action by school officials might violate the Establishment of Religion Clause, the Free Exercise of Religion Clause, or the free speech rights guaranteed by the First Amendment of the U.S. Constitution. The superintendent may consult with the board attorney as necessary to determine the legally appropriate course of action.

2. The distribution of non-school material must not have any significant effect on instructional time.
3. Only the following non-school material may be distributed directly to students:

- a. Approved information about instructional opportunities (arts classes, youth athletics, summer camps, scouting, tutoring, etc.)
 - b. Approved information from local government agencies about public health and safety issues clearly relevant to WCS students; "Local government agencies" shall mean county and municipal organizations based in Watauga County.
4. Approved non-school materials other than those identified in item (3) above may be displayed in schools and/or made available for pick up in central location(s) approved by the principal.
5. The limitations of sections C-3 and C-4 shall not be construed to prohibit distribution of non-school materials by students as permitted by Section A. of this policy.
6. Display or distribution of materials concerning the same or substantially similar programs or events from the same organization shall be limited to twice per school year.
7. School system e-mail and websites shall not be used to announce, distribute, or display non-school materials and information except for a) professional development opportunities approved by the WCS Chief Academic Officer or designee, and b) information about services offered to WCS personnel from approved benefit providers.
8. Non-school materials distributed or displayed to students must be clearly identified as non-school materials.

In order to minimize disruption to the learning environment, political campaign materials may not be distributed to students or employees (including through employee mailboxes and e-mail) or made available on school grounds during school time or at school events. However, on election days, posters and printed materials are permitted for viewing and distribution to the public at school buildings used as polling places in accordance with state law and board of elections requirements.

This provision does not prohibit a teacher from using political literature or campaign material for instructional purposes. However, any teacher using these materials for instruction shall not use his or her position to promote a particular candidate, party or position on a specific issue. The teacher also shall attempt to use a variety of materials that represent balanced and diverse viewpoints on the political spectrum.

E. PROCEDURES FOR REQUESTING DISTRIBUTION OR DISPLAY OF NON-SCHOOL MATERIALS

1. Any individual or organization wishing to distribute or display non-school-sponsored publications or materials must first submit for approval a copy of the publication or material to the superintendent or designee at least three school days in advance of the distribution or display time.
2. Within five school days, the superintendent or designee shall review the request and render a decision. In the event permission to distribute or display the material is denied or restricted, the individual submitting the request will be informed of the reasons for the denial or restriction.
3. Any request denied or restricted by the superintendent or designee may be appealed in writing to the board of education. The board will review the request at its next regularly scheduled meeting. As appropriate, the superintendent or the board will consult with the board attorney concerning a request to distribute or display non-school literature.
4. Permission or denial of permission to distribute or display material does not imply approval or disapproval of its contents by school system administrators, the school board or the individual reviewing the material submitted.

F. DEFINITIONS

The following terms used in this policy are defined as follows:

1. Obscene: Any speech or work that the average person, applying contemporary community standards (as opposed to “national standards”), would find, taken as a whole, appeals to prurient interest; or that depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law; and that, taken as a whole, lacks serious literary, artistic, political or scientific value.
2. Libelous Statement: Libelous statements are false and unprivileged statements about a specific person that injure that person’s reputation in the community.
3. Non-School Material: Non-school material includes any publication or other written information that is not a school-sponsored or curriculum-related publication or material.
4. Material and Substantial Disruption: A material and substantial disruption is any conduct that for any reason, including inappropriateness of time, place or type of behavior, significantly interferes with school functions, classroom instruction, or the rights of other students or school employees. Examples of material and substantial disruption include, but are not limited to, demonstrations, destruction of property, injury to students or other persons, shouting or boisterous conduct, and anything that significantly distracts students from instruction or prevents school personnel from performing their educational responsibilities.

5. School-Sponsored or Curriculum-Related Publications and Materials: School-related materials or publications are: (a) materials published by the school system for distribution (i.e. school calendars, menus, school newsletters, etc.); (b) materials that are approved by school officials and related to activities or events that are officially sponsored by the school (i.e. announcements for sports teams, clubs, field trips, school plays and concerts); or (c) materials that are directly related to instruction.
6. School-Related Group: School-related groups are organizations formed to support the school in an area of recognized need, such as the PTA, the PTO, the Watauga Education Foundation, teachers' and principals' organizations, and booster clubs.

The superintendent shall adopt regulations as necessary to ensure that this policy is implemented throughout the school system.

Legal References: U.S. Const. amend. I; *Peck v. Upshur*, 155 F.3d 274 (1998); G.S. 115C-36, -47; 136-32; 163-129; -166.4

Cross References: Community Use of Facilities (policy 5030), Collections and Solicitations (policy 5220), Advertising in the Schools (policy 5240)

Adopted: February 8, 2016

Replaces: Policy 2.04.70, Distribution of Non-School Sponsored Materials (as applicable)

Revised: February 10, 2020; June 28, 2021 (Legal references only); December 13, 2021; {DATE}

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

A. OPERATIONAL STANDARDS

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

1. School officials may not discriminate based on race, sex, (including pregnancy, childbirth, sexual orientation, and gender identity), color, national origin, disability, age, or eligibility status for free and reduced price meals. School officials are also prohibited from retaliating against an individual for prior civil rights activity.
2. The school nutrition services program will meet safety and sanitation requirements established in local, state, and federal rules and guidelines for school nutrition services programs.
3. The school nutrition services program will have a written food safety program that includes a hazard analysis critical control point plan for each school.
4. Menu preparation, purchasing, and related record keeping will be consistent with applicable state and federal rules and guidelines.
5. Banking, financial record keeping, budgeting, and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.
6. Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations.
7. Preference will be given in purchasing contracts to high-calcium foods and beverages, as defined in G.S. 115C-264.1 and to foods grown or raised within North Carolina.

8. School Nutrition Program (SNP) funds will be used only for the purposes authorized by law. Indirect costs, as defined by law, will not be assessed to the SNP unless the program has an operating balance of at least two months.
9. The price for meals will be determined in accordance with federal law.
10. Non-program foods will be priced to generate sufficient revenues to cover the cost of those items. A non-program food is defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the school nutrition account.
11. All school nutrition services will be operated on a non-profit basis for the benefit of the SNP. School nutrition services are those that operate from 12:01 a.m. until 30 minutes after the end of the school day.
12. All income from the sale of food and beverages that is required by law or regulation to be retained by the SNP will be deposited to the SNP account and will be used only for the purposes of the school's non-profit lunch and breakfast programs. All other funds from food and beverage sales not otherwise required by law to be deposited to the SNP account will be deposited into the proper school account in accordance with guidelines developed by the superintendent or designee.
13. All competitive foods sold on school campuses will meet federal and state standards for nutrient content.
14. To the extent feasible consistent with legal, regulatory, and budgetary limits, the purchase of locally sourced foods and beverages is encouraged in the School Nutrition Program.
15. All employees whose job duties include procurement activities involving School Nutrition Program funds shall adhere to the conflict of interest rules and standards for ethical conduct established by the board in policies 6401/9100, Ethics and the Purchasing Function, and 8305, Federal Grant Administration. Failure to comply with these requirements will result in disciplinary action.

B. MEAL CHARGES

Students who are required to pay for meals are expected to provide payment in a timely manner. The board recognizes, however, that students may occasionally forget or lose their meal money. No adults will be permitted to charge meals or other items in the school cafeteria. No student will be permitted to charge supplemental or a la carte items, including milk.

No student will be deprived a meal nor served an alternate meal due to forgotten or lost money. At no time will a student meal be retrieved once the student has received the tray. The student shall be allowed to eat the meal and the student's account will be charged

accordingly.

If a student meal account has a negative balance, money offered by the student for purchase of supplemental or a la carte items cannot be used to pay against the negative balance without the student's permission.

The school nutrition director and principal shall work jointly to prevent meal charges from accumulating. Every effort will be made to collect all funds due to the school nutrition program on a regular basis and before the end of the school year. This may include but is not limited to sending letters home with students, sending emails to parents, and sending automated calls to homes. If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the school nutrition program shall inform the principal, who shall determine the next course of action. This may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges. The principal shall not impose any administrative penalties on a student for unpaid meal charges. Administrative penalties include withholding a student's records, prohibiting a student from participating in graduation, and denying a student a diploma.

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

This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professional, parents, and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch Act, 42 U.S.C. 1751 *et seq.*, 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220; United States Department of Agriculture Policy Memos SP 46-2016, 47-2016, and 23-2017, available at https://childnutrition.nepublicschools.gov/regulations-policies/usda-policy-memoshttps://www.fns.usda.gov/resources?f%5B0%5D=program%3A39&f%5B1%5D=resource_type%3A160&keywords=&page=1; G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C. 6H .0104

Cross References: Parental Involvement (policy 1310/4002), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the Purchasing Function (policy 6400), Ethics and the Purchasing Function (policy 6401/9100), Federal Grant Administration (policy 8305)

Adopted: March 9, 2015

Replaces: Policy 5.07.90, Charging of School Meals

Revised: May 9, 2016; June 12, 2017; August 14, 2017 and April 9, 2018 (Legal references only); June 11, 2018; April 8, 2019; January 13, 2020; July 26, 2021 (Legal references only); June 30, 2022; December 12, 2022; {DATE}

The Watauga County Board of Education (the “board”) is committed to conducting the purchasing function in an ethical manner and in compliance with state and federal laws and regulations. The board expects all employees who are directly or indirectly involved in any aspect of the purchasing function to be aware of and comply with all current state and federal laws and regulations as these standards apply to the school system’s purchasing activities.

A. STANDARDS OF CONDUCT

Employees directly or indirectly involved in any aspect of the school system’s procurement, purchasing, and/or contracting process for apparatus, materials, equipment, supplies, services, real property, or construction or repair projects, regardless of source of funds, must adhere to the following standards of conduct and those established in policies 7730, Employee Conflict of Interest, and 8305, Federal Grant Administration.

1. Employees are expected to make all purchasing-related decisions in a neutral and objective way based on what is in the best interest of the school system and not in consideration of actual or potential personal benefit.
2. Employees shall not participate, directly or indirectly, in making or administering any contract from which they will obtain a direct benefit, unless an exception is allowed pursuant to law.

An employee obtains a direct benefit when the employee or his or her spouse will receive income, commission, or property under the contract or the employee or spouse has more than a 10 percent interest in an entity that is a party to the contract. See G.S. 14-234 and policy 7730, Employee Conflict of Interest.

Participation in making or administering a contract includes, but is not limited to, participating in the development of specifications or contract terms; obtaining or reviewing bids; preparation or award of the contract; and having the authority to make decisions about, interpret, or oversee the contract.

3. Employees shall not participate, directly or indirectly, in the selection, award, or administration of a contract supported in whole or part by a federal grant or award if the employee has a real or apparent conflict of interest. See 2 C.F.R. 200.318 and policy 8305, Federal Grant Administration.

A real or apparent conflict exists when the employee, his or her immediate family member or partner, or an organization which employs or is about to employ any of those individuals, has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. For purposes of this subsection, a “financial interest” means a financial interest which comprises more

than five percent of the equity of the firm or business or more than five percent of the assets of the economic interest in indebtedness. It does not include an ownership interest held through a fiduciary, such as a mutual fund or blind trust, where the individual or individual's employer has no control over the selection of holdings.

4. Employees shall not influence or attempt to influence any person involved in making or administering a contract from which the employee will obtain a direct benefit as described in paragraph 2, above.
5. Employees shall not solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the school system.
6. Employees shall notify the superintendent or designee in writing if they have an actual or potential conflict of interest under this policy or applicable state or federal law that would disqualify them from performing any aspect of their job responsibilities.
7. Employees shall not solicit or accept trips, meals, gratuities, gifts, favors, or anything of monetary value from current or recent (within the past year) contractors, subcontractors, or suppliers, or any persons or entities that foreseeably may bid on a contract in the future, unless the item is an unsolicited gift of nominal value (\$50 or less), and is one of the following: an advertising item or souvenir that is widely distributed; an honorarium for participating in a meeting; a meal provided at a banquet; or other item that is clearly permitted by state and federal law. Multiple permitted items from a single contractor may not exceed an aggregate value of \$100 in a twelve-month period.

Employees shall inform existing and potential contractors, subcontractors, and suppliers about these restrictions.

8. Employees shall not solicit or accept any gift from a current or potential provider of E-rate services or products in violation of applicable federal E-rate program gifting rules.
9. Employees shall not divulge confidential information to any unauthorized person. Confidential information includes, but is not limited to (1) the school system's cost estimate for any public contract, prior to bidding or completion of other competitive purchasing processes; and (2) the identity of contractors who have obtained proposals for bid purposes for a public contract, until the bids are opened in public and recorded in the board minutes.
10. An employee shall not misuse information in violation of G.S. 14-234.1. Specifically, an employee shall not, in contemplation of the employee's own

official action or that of the board or others acting on behalf of the school system, or in reliance on information known to the employee in his or her official capacity and not made public, to:

- a. acquire a financial interest in any property, transaction, or enterprise;
- b. gain a financial benefit that may be affected by the information or contemplated action; or
- c. intentionally aid another to acquire a financial interest or gain a financial benefit from the information or contemplated action.

B. TRAINING

The superintendent or designee shall ensure that all affected ~~personnel~~ employees are aware of board policy requirements and applicable laws. As described in policy 7730, Employee Conflict of Interest, employees who are involved in the making or administering of contracts shall receive conflicts of interest training that includes position-specific education on conflicts of interest and ethical standards of conduct.

C. VIOLATIONS

Any individual aware of any violation of this policy, policy 2121, Board Member Conflict of Interest, policy 7730, Employee Conflict of Interest, the conflict of interest provisions of policy 8305, Federal Grant Administration, or applicable conflict of interest laws shall report such violation in accordance with policy 1760/7280, Prohibition Against Retaliation. Employees who violate this policy, policy 2121, policy 7730, or the conflict of interest provisions of policy 8305, will be subject to disciplinary action.

Legal References: 2 C.F.R. 200.318(c); 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175; G.S. 14-234, -234.1; 115C-335.15; 133-32, -33; Attorney General Opinion requested by L.W. Lamar regarding G.S. 133-32, the Applicability to Attorneys and Law Firms Providing Professional Services to Local Boards of Education, dated May 13, 1993

Cross References: Prohibition Against Retaliation (policy 1760/7280), Board Member Conflict of Interest (policy 1321), Bidders' List (policy 6441/9121), Employee Conflict of Interest (policy 7730), Federal Grant Administration (policy 8305)

Adopted: February 8, 2016

Revised: March 11, 2019; {DATE}

PURCHASING REQUIREMENTS FOR EQUIPMENT, MATERIALS, AND SUPPLIES

Policy Code:

6430

All purchases of apparatus, supplies, materials, and equipment will be made in accordance with all applicable state laws and regulations, including Article 8 of Chapter 143, and Articles 6E and 6G of Chapter 147 of the North Carolina General Statutes, Watauga County Board of Education (the "board") policy, and school system purchasing procedures. Purchasing contracts subject to the E-Verify requirement will contain a provision stating that the contractor and contractor's subcontractors must comply with the requirements of G.S. Chapter 64, Article 2. Purchases using federal funds must also be made in accordance with all applicable requirements of federal law and regulation, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") issued by the U.S. Office of Budget and Management. (See also policy 8305, Federal Grant Administration.) All employees involved in purchasing must be familiar with applicable requirements.

The purchasing officer shall ensure that written specifications for desired products are descriptive and clear and incorporate the quality requirements and service needs of the school system. There is no minimum number of bids, proposals, or quotes required for the purchase of apparatus, supplies, materials, and equipment (whether formally or informally bid); however, at least two bids, proposals, or quotes should be obtained when feasible.

The appropriate school system employee shall review submissions of bids, proposals, or quotes to determine if they are responsive to the system's specifications and make recommendations to the superintendent or designee. The superintendent or designee may award the contract based upon such recommendations if it is within their authority to contract as provided in policy 6420, Contracts with the Board, or may make a recommendation to the board for award of the contract by the board.

Apparatus, supplies, materials, and equipment must be purchased in accordance with the following requirements.

A. FORMAL BIDS (EQUAL TO OR MORE THAN \$90,000)

The purchase of apparatus, supplies, materials, or equipment for expenditures equal to or more than \$90,000 must be secured through the competitive bid process governed by G.S. 143-129. The superintendent, in consultation with the purchasing officer, is authorized to determine the best method for formally bidding a product or, as appropriate, utilizing one of the exceptions to formal bidding as provided below in Section E. The purchasing officer shall oversee the use of any purchasing method and ensure that all state requirements are met, including advertisement, sealed bids, maintaining records, and public opening of bids. 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.

Awards will be made to the lowest responsible bidder(s) whose bid or proposal meets the requirements and criteria set forth by the school system, taking into consideration quality,

performance, and the time specified in the proposal for the performance of the contract. To be eligible for an award of a contract subject to G.S. 143-129, the contractor and its subcontractors, if any, must demonstrate compliance with all applicable provisions of G.S. Chapter 64, Article 2, including the responsibility to use E-Verify. All contracts awarded must be in writing.

The board permits the use of the following processes for contracts that require formal bidding.

1. Competitive Sealed Bids

A competitive sealed bid (or invitation to bid) may be used to request the cost of particular goods by providing detailed specifications in advance.

2. Reverse Auction

Pursuant to G.S. 143-129.9(a)(1), the school system may use reverse auctions as an alternative to sealed bid procedures. For purposes of this policy, “reverse auction” means a real-time purchasing process in which bidders compete to provide goods at the lowest selling price in an open and interactive environment. The superintendent, in consultation with the purchasing officer, shall determine whether reverse auctions are appropriate for a specific purchase or category of purchases. To conduct a reverse auction, the purchase officer may use a third party, may use the state’s electronic procurement system, or, if appropriate equipment is available, may conduct the auction using school system equipment.

3. Exceptions to Formal Bids

Any of the processes outlined below in Section E may be used in lieu of formal bidding, so long as all requirements of state law are met.

B. INFORMAL BIDS (\$30,000 TO \$90,000)

The purchase of apparatus, supplies, materials, or equipment for expenditures of at least \$30,000 but less than \$90,000 must be secured through the informal bidding process governed by G.S. 143-131. The superintendent, in consultation with the purchasing officer, is authorized to determine the best method for securing informal bids on a product. The purchasing officer shall oversee the use of any purchasing method and ensure that all state requirements are met, including maintaining records of all bids submitted. Records of informal bids will not be available for public inspection until the contract has been awarded. Awards will be made to the lowest responsible, responsive bidder(s) whose bid or proposal meets the requirements and criteria set forth by the school system, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract.

1. Competitive Sealed Bids

Informal bid requirements may be met by the use of sealed bids. The purchasing officer may utilize the methods for formal competitive bids provided in Section A or may determine other appropriate methods for soliciting sealed bids. The bid specifications must include the time, date, and place for opening bids. No advertisement for bids is necessary (unless the formal bid process is used); however, the purchasing officer may advertise for bids as he or she deems appropriate.

2. Quotations

Informal bid requirements may be met by the solicitation of quotes from prospective vendors. Quotations may be solicited and submitted via telephone, fax, e-mail, or the North Carolina E-Procurement system. Telephone quotes must be placed in writing before a final contract will be awarded. Written quotations must be on the vendor's letterhead or an official quotation form.

3. Reverse Auction

A reverse auction may be used to solicit informal bids, consistent with the process provided in Section A.2.

4. Exceptions to Informal Bids

Any of the processes outlined below in Section E may be used in lieu of informal bidding, so long as all requirements of state law are met.

C. LOCAL REQUIREMENTS FOR PURCHASES FOR LESS THAN \$30,000

When competitive bidding is not statutorily required, purchases should be made under conditions that foster competition among potential vendors. Purchasing decisions should be made after considering price, quality, suitability for specified need, energy costs when applicable under policy 6445/6535 Energy Efficiency, and the timeliness of delivery and performance. The board may refuse to enter into a contract with a supplier or contractor whose performance on a previous contract was found to be unsatisfactory by the superintendent or the board.

If informal bidding is used, the informal bidding process described in Section B, above, will be followed.

D. ELECTRONIC BIDDING

Pursuant to G.S. 143-129.9(a)(2), the school system may receive bids electronically in addition to or instead of paper bids. If electronic bids are used for purchases that must be formally bid, procedures for receipt of electronic bids must be designed to ensure the security, authenticity, and confidentiality of the bids to at least the same extent as provided

with paper bids. The superintendent, in consultation with the purchasing officer, shall determine whether electronic bidding is appropriate for a specific purchase or category of purchases.

E. EXCEPTIONS TO THE FORMAL AND INFORMAL BIDDING REQUIREMENTS

The school system may utilize the following purchasing options instead of pursuing competitive bidding. Formal or informal bidding is not required if any of these processes are used. The purchasing officer shall gather information to document the basis for the use of any exceptions to the competitive bidding requirements. The superintendent, in consultation with the purchasing officer, may determine that using one of the following exceptions is appropriate for a specific purchase or group of purchases.

1. Purchases from Other Governmental Agencies

Pursuant to G.S. 143-129(e)(1), the school system may contract for the purchase, lease, or other acquisition of apparatus, supplies, materials, or equipment from any other federal, state, or local governmental agency.

2. Special Emergencies

Pursuant to G.S. 143-129(e)(2), competitive bidding is not required in cases of special emergencies involving the health and safety of people or their property. For an emergency to exist under the statute, the following factors must exist: (1) the emergency is present, immediate, and existing; (2) the harm cannot be averted through temporary measures; and (3) the emergency was not self-created by the school system.

3. Competitive Group Purchasing

Pursuant to G.S. 143-129(e)(3), the school system may make purchases or order repair work involving a combination of installation labor and equipment acquisition for heating and cooling systems through a competitive bidding group purchasing program, through which another entity uses a competitive process to establish contracts on behalf of multiple entities at discount prices.

4. State Term Contract

Pursuant to G.S. 143-129(e)(9), the school system may purchase products included in state term contracts with the state vendor for the price stipulated in the state contract, if the vendor is willing to extend to the school system the same or more favorable prices, terms, and conditions as established in the state contract.

5. Sole Source Items

Pursuant to G.S. 143-129(e)(6), upon approval of the board of education, the school

system may purchase an item through a single or sole source contract under the following circumstances: (1) when performance or price competition is not available; (2) when a needed product is available from only one source of supply; or (3) when standardization or compatibility is the overriding consideration. When requesting a purchase under the sole source exception, the purchasing officer shall provide the board with documentation that justifies the use of the exception.

6. “Piggybacking” or Previously Bid Contracts

Pursuant to G.S. 143-129(g), upon approval of the board of education, the school system may purchase from any supplier that, within the previous 12 months, has contracted to furnish the needed item to the federal government, to any state government, or to any agency or political subdivision of the federal government or any state government. Before recommending a purchase using the piggybacking exception, the purchasing officer shall ensure that the following requirements are met: (1) the price and other terms and conditions of the contract are at least as favorable as the prior contract; (2) the contract was entered into following a public, formal bidding process substantially similar to that required by North Carolina General Statutes; (3) the same vendor is used; and (4) notice of intent to award the contract without bidding is publicly advertised at least 10 days prior to the regularly-scheduled board meeting at which the contract will be approved. Before approving the contract, the board must determine that using the contract is in the best interest of the school system.

7. Purchases of Information Technology Goods and Services

Pursuant to G.S. 143-129(e)(7) and G.S. Chapter 143B, Article 15-143B-1324(b), the school system may purchase or lease information technology through contracts established by the Department of Information Technology. The purchasing officer shall work with the information technology department to ensure that any such purchases meet the needs of the school system.

In addition, the school system also may purchase information technology goods and services by using a request for proposal (RFP) pursuant to G.S. 143-129.8, provided that the following requirements are met: (1) notice of the request is provided consistent with the formal bidding notice requirements and (2) contracts are awarded to the person or entity that submits the best overall proposal as determined by the purchasing officer and superintendent. The RFP should describe the scope of work, general terms and conditions, specifications of the product needed by the school system, and the application process. The information technology supervisor shall assist the purchasing officer in reviewing the responsiveness of any RFP submitted pursuant to this subsection. RFPs will be evaluated using the “best value” method as defined in G.S. 143-135.9(a)(1) so that the system may select the most appropriate technological solution to meet the school system’s objectives. However, if the purchasing officer considers the

purchase to be highly complex or is unable to clearly determine what the optimal solution for the school system is, the “solution-based solicitation” or “government-vendor partnership” method may be used. The purchasing officer may negotiate with the proposer to obtain a final contract that meets the best needs of the school system, so long as the alterations based on such negotiations do not deprive proposers or potential proposers of the opportunity to compete for the contract and do not result in the award of the contract to a different person or entity than would have received it if the alterations had been included in the RFP.

8. Gasoline, Fuel, and Oil Purchases

Pursuant to G.S. 143-129(e)(5), the school system may purchase gasoline, fuel, and oil products without using formal competitive bidding. However, such purchases are subject to the informal bidding requirements provided above.

9. Used Products

Pursuant to G.S. 143-129(e)(10), the school system may purchase previously used apparatus, supplies, materials, or equipment without using formal competitive bidding. Before purchasing used products, the purchasing officer shall ensure that the products are in good, usable condition and will be sufficient to meet the school system’s needs for a reasonable period of time.

10. Published Materials

Pursuant to G.S. 115C-522(a), compliance with Article 8 of Chapter 143 of the General Statutes is not mandatory for the purchase of published books, manuscripts, maps, pamphlets, and periodicals. Such purchase shall be made in accordance with Section C of this policy .6430.

F. LEASE PURCHASE CONTRACTS AND OTHER CONTRACTS FINANCED OVER TIME

Lease purchase contracts, contracts that include options to purchase, and leases for the life of equipment all must be bid consistent with the requirements of G.S. 143-129 and 143-131. The purchasing officer shall ensure that such contracts meet the legal requirements and the provisions of policy 6420, Contracts with the Board.

G. USE OF SCHOOL SYSTEM TERM CONTRACTS

The school system may create and use term contracts for items that are routinely purchased by the school system. If the estimated expenditure for a routine item under the term contract is equal to or exceeds \$90,000, the contract must be formally bid. If the estimated expenditure is at least \$30,000 but less than \$90,000, the contract must be informally bid. The purchasing officer may incorporate the use of a term contract in the bidding specifications. If term contracts are used, the board attorney, in consultation with the

purchasing officer, shall review the contracts.

H. HISTORICALLY UNDERUTILIZED BUSINESSES

The board affirms the state's commitment to encouraging the participation of historically underutilized businesses in purchasing functions. The board will comply with all legal requirements and the standards in policy 6402, Participation by Historically Underutilized Businesses.

Legal References: 2 C.F.R. 200.317-326; G.S. 64 art. 2; 115C-36, -522; 143 art. 8; 143B art. 1415; 147 art. 6E, art. 6G; Sess. Law 2013-128

Cross References: Participation by Historically Underutilized Businesses (policy 6402), Organization of the Purchasing Function (policy 6410), Contracts with the Board (policy 6420), Energy Efficiency (policy 6445/6535), Federal Grant Administration (policy 8305)

Adopted: February 8, 2016

Revised: February 12, 2018; July 25, 2023; {DATE}

The Watauga County Board of Education (the “board”) affirms the State’s commitment to encouraging the participation of minority businesses in the school system’s building construction contracts. A minority business is defined in accordance with G.S. 143-128.2 and is either (1) one in which (1)–at least 51 percent of the business is owned by minority persons or socially and economically disadvantaged individuals; and (2)–the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it, or (2) an employee stock ownership plan company in which at least 51 percent of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals.. Minority persons include African-Americans, those of Hispanic descent, Asian Americans, American Indians, and females.

A. GOALS

After notice and public hearing, the board hereby adopts an aspirational verifiable percentage goal of 10 percent for participation by minority businesses in the total value of work for each building project costing \$300,000 or more paid entirely from local or other non-state funds. In addition, the board adopts the state’s aspirational verifiable goal of 10 percent participation by minority businesses in the total value of work for each building project costing \$100,000 or more funded in whole or in part with state funds.

Only businesses holding current certification as a historically underutilized business will be considered eligible for inclusion in meeting the board’s participation percentage goals. Lack of certification, however, will not be considered in making a contract award decision.

B. SCHOOL SYSTEM GOOD FAITH EFFORTS

The board establishes the following guidelines for contracts subject to Section A to ensure that the school system will make good faith efforts to reach diverse contractors and to encourage participation in the school system’s construction contracts by such contractors. Before awarding a contract, the superintendent or designee shall:

1. make information about the school system’s formal and informal bidding process readily available;
2. develop and implement a minority business participation outreach plan to identify minority businesses that can perform building projects and to implement outreach efforts to encourage minority business participation in such projects;
3. advertise for bids in media that reach minority businesses;
4. designate a school official to attend the scheduled pre-bid conference to explain the school system’s minority goals and objectives;

5. at least 10 days prior to the scheduled day of bid opening, notify minority businesses of the following:
 - a. a description of the work for which the bid is being solicited;
 - b. the date, time, and location where bids are to be submitted;
 - c. the name of the individual within the public entity who will be available to answer questions about the project;
 - d. where bid documents may be reviewed; and
 - e. any special requirements that may exist.

For purposes of this provision, the minority businesses to be notified are those (1) that have requested notices from the school system for construction or repair work, and (2) those that otherwise indicated to the Office of Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal;

6. ensure that everyone who requests it has access to ~~bid~~building documents needed for making bids on projects;
7. maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals;
8. review, jointly with the designer, the lowest responsible bidder's bid for compliance with all requirements of G.S. 143-128.2(c) and -128.2(f) prior to recommendation of the contract award;
9. encourage businesses experiencing difficulty in meeting the bonding, licensing, and bid deposits required by state law in larger construction projects to utilize resources and assistance offered by local, state, and federal agencies; and
10. provide information to bidders about the statewide uniform certification program for historically underutilized businesses.

C. GOOD FAITH EFFORTS REQUIRED BY CONTRACTORS

All bidders on school construction and renovation projects subject to Section A of this policy who intend to subcontract any part of the project must (1) identify the minority businesses to be used on the project and (2) provide affidavits indicating that a good faith effort has been made in preparing the bid to meet the board's verifiable goal for participation by minority businesses. Upon being named the apparent lowest responsible,

responsive bidder, a bidder shall provide additional evidence of its good faith efforts as required by law.

The level of minority participation in bidders' bids will not affect the contract award decision; however, the failure to provide documentation of a good faith effort to meet the board's goal may result in the bid being rejected as non-responsive.

Before recommending the award of a contract, the superintendent shall direct designated school officials to evaluate bidders' documents in accordance with applicable law and regulations to determine whether bidder good faith requirements are satisfied.

D. MONITORING

The superintendent or designee shall monitor payments made to minority businesses on each project subject to Section A to verify that the minority businesses actually working on the project and their level of participation is consistent with the representations made in the contractor's bid.

E. OTHER MINORITY BUSINESS RECRUITMENT EFFORTS

For building contracts that (1) are not subject to Section A and (2) cost at least \$30,000 but less than \$300,000, the board will solicit participation by minority business enterprises and maintain a record of contractors solicited and efforts to recruit minority participation.

F. REPORTING

The superintendent shall ensure that all required reports and other documentation are filed with the Department of Administration in accordance with legal requirements.

G. NONDISCRIMINATION

The board will award public building contracts without regard to race, religion, color, creed, national origin, sex, age, or disability. Nothing in this policy should be construed to require the board or contractors to award contracts or subcontracts to minority business contractors or minority business subcontractors who do not submit the lowest responsible, responsive bid or bids.

Legal References: *City of Richmond v. J.A. Croson Co.*, 488 U.S. 469 (1989); G.S. 143-128, -128.2, -128.3, -131(b); 01 N.C.A.C. 30I .0101-0310

Adopted: February 8, 2016; September 10, 2018

Revised: {DATE}

Watauga County Schools
Notice of Parental Concern Form

Name: _____

Date: _____

In accordance with G.S. 115C-76.60 and Board Policy 4002, I have the following concerns with regards to my child and the procedure or practice of my child's school. **You must check all concerns that apply and provide the factual basis for each. Attach additional pages if necessary.**

☐ Notification about health care services offered at your child's school, or the consent process.

Please describe the concern:

Please explain how you would like the concern to be addressed:

☐ Notification of the procedures to exercise remedies for parent concerns.

Please describe the concern:

Please explain how you would like the concern to be addressed:

☐ Notification about copies of student well-being questionnaires or health screening forms and the means to consent to the use of such forms for your child.

Please describe the concern:

Please explain how you would like the concern to be addressed:

- ☐ Notification of changes in services or monitoring related to your child's mental, emotional, physical health or well-being and the school's ability to provide a safe and supportive learning environment for your child.

Please describe the concern:

Please explain how you would like the concern to be addressed:

- ☐ Notification of changes in the name or pronoun used for your child in school records or by school personnel.

Please describe the concern:

Please explain how you would like the concern to be addressed:

- ☐ Failure of school personnel to encourage your child to discuss issues related to well-being with a parent.

Please describe the concern:

Please explain how you would like the concern to be addressed:

- ☐ Prevention of access to your child's education or health records created, maintained, or used by the school district.

Please describe the concern:

Please explain how you would like the concern to be addressed:

- ☐ School personnel encouraged your child to withhold information from a parent about their mental, emotional, or physical health or well-being.

Please describe the concern:

Please explain how you would like the concern to be addressed:

- ☐ Student support services training.

Please describe the concern:

Please explain how you would like the concern to be addressed:

- ☐ Age-appropriate instruction on gender identity, sexual activity, or sexuality for students enrolled in Kindergarten through Fourth grade.

Please describe the concern:

Please explain how you would like the concern to be addressed:

If you would like to report a concern about something that is not covered in Board Policy 4002, please contact your school principal directly.

December 11, 2023



WATAUGA COUNTY BOARD OF EDUCATION

Margaret E. Gragg Education Center
175 Pioneer Trail, Boone, NC 28607

MEMORANDUM

TO: Dr. Leslie Alexander, Superintendent
Members, Watauga County Board of Education

FROM: Ly Marze, Finance Officer

DATE: December 11, 2023

RE: 2023-24 Budget Resolution

Attached is the Budget Resolution for Watauga County Schools for fiscal year 2023-24.

A summary budget for all funds is as follows:

Local Current Expense Fund	\$ 15,505,022
State Public School Fund	35,350,953
Federal Grants Fund	3,795,212
School Nutrition Fund	2,444,400
Extended Learning Centers Fund	729,850
Capital Outlay Fund	5,974,932
Special Revenue Fund	524,000
Total	\$ 64,324,369

WATAUGA COUNTY PUBLIC SCHOOL SYSTEM

BUDGET RESOLUTION

BE IT RESOLVED by the Board of Education of the Watauga County School Administrative Unit:

Section 1 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

5000 Instructional Services	\$ 7,479,152
6000 Support Services	7,538,470
8000 Non-Programmed Charges	487,400

TOTAL LOCAL CURRENT EXPENSE FUND APPROPRIATION **\$ 15,505,022**

Section 2 – The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

TOTAL LOCAL CURRENT EXPENSE FUND REVENUE **\$ 15,505,022**

Section 3 – The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

5000 Instructional Services	\$ 33,134,406
6000 Support Services	2,216,547

TOTAL STATE PUBLIC SCHOOL FUND APPROPRIATION **\$ 35,350,953**

Section 4 – The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

TOTAL STATE PUBLIC SCHOOL FUND REVENUE **\$ 35,350,953**

Section 5 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

5000 Instructional Services	\$ 3,357,633
6000 Support Services	109,423
8000 Non-Programmed Charges	328,156

TOTAL FEDERAL GRANTS FUND APPROPRIATION **\$ 3,795,212**

Section 6 – The following revenues are estimated to be available to the Federal Grants Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

TOTAL FEDERAL GRANTS FUND REVENUE **\$ 3,795,212**

Section 7 – The following amounts are hereby appropriated for the operation of the school administrative unit in the School Nutrition Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

7200 Nutrition Services	\$ 2,444,400
TOTAL SCHOOL NUTRITION FUND APPROPRIATION	\$ 2,444,400

Section 8 – The following revenues are estimated to be available to the School Nutrition Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Local Funds, Receipts, and Transfers	\$ 832,400
Federal Funds	1,612,000
TOTAL SCHOOL NUTRITION FUND REVENUE	\$ 2,444,400

Section 9 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Extended Learning Centers Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

7100 Extended Learning Centers	\$ 729,850
TOTAL EXTENDED LEARNING CENTERS FUND APPROPRIATION	\$ 729,850

Section 10 – The following revenues are estimated to be available to the Extended Learning Centers Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

TOTAL EXTENDED LEARNING CENTERS FUND REVENUE	\$ 729,850
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Section 11 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Category I Projects (Acquisition of land and acquisition, construction, or renovation of buildings and other structures)	\$ 5,259,932
Category II Projects (Acquisition or replacement of furnishings and equipment)	585,000
Category III Projects (Acquisition of school buses, activity buses and other motor vehicles)	130,000
TOTAL CAPITAL OUTLAY FUND APPROPRIATION	\$ 5,974,932

Section 12 – The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Local Funds	\$ 5,030,000
State Lottery Funds	944,932

TOTAL CAPITAL OUTLAY FUND REVENUE	\$ 5,974,932
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Section 13 – The following amounts are hereby appropriated for the operation of the school administrative unit in the Special Revenue Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

5000 Instructional Services	\$ 524,000
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TOTAL SPECIAL REVENUE FUND APPROPRIATION	\$ 524,000
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Section 14 – The following revenues are estimated to be available to the Special Revenue Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

Restricted Funds	\$ 524,000
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TOTAL SPECIAL REVENUE FUND REVENUE	\$ 524,000
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Section 15 – All appropriations shall be paid first from revenues restricted as to use and then from general unrestricted revenues.

Section 16 – The superintendent is hereby authorized to transfer appropriations within a fund under the following conditions:

- A. The superintendent may transfer amounts between purposes and between functions within a fund without limitations and without a report to the Board of Education being required.
- B. The superintendent may not transfer any amounts between funds or from any contingency appropriation within a fund without Board of Education approval.

Section 17 – Copies of the Budget Resolution shall be immediately furnished to the superintendent and school finance officer for direction in carrying out their duties.

Adopted this 11th day of December 2023.

Chair
Watauga County Board of Education

CURRENT EXPENSE FUND 2023-24		2022-23	2023-24	CHANGE	12/11/2023
DESCRIPTION		ADOPTED BUDGET	PROPOSED BUDGET	FROM PRIOR YR	PERCENT INCREASE
5100	REGULAR INSTRUCTIONAL SERVICES				
1	Salary - Local Positions	2,280,422	2,262,423	(17,999)	-0.79%
2	Salary - JROTC	135,611	130,559	(5,052)	-3.73%
3	JROTC Program Funds	10,000	10,000	-	0.00%
4	PreK Program	135,000	130,000	(5,000)	-3.70%
5	Substitute Teacher Salaries	50,000	50,000	-	0.00%
6	Substitutes for Area Level Meetings	65,000	65,000	-	0.00%
7	Mentor Stipends	41,000	41,000	-	0.00%
8	District-wide Supplies/Materials	25,000	25,000	-	0.00%
9	Diagnostic Screeners/Online Intervention Resources	102,000	100,000	(2,000)	-1.96%
10	New Classroom Needs	3,000	3,000	-	0.00%
11	Piano Tuning and Repairs	4,000	4,500	500	12.50%
12	Instrument Repairs	4,000	4,000	-	0.00%
13	Itinerant Teacher Travel	8,000	8,000	-	0.00%
14	Homebound Services	5,000	5,000	-	0.00%
15	Workers Compensation Insurance	75,000	155,000	80,000	106.67%
16	Unemployment Insurance	5,000	5,000	-	0.00%
17	Life Insurance	5,000	5,000	-	0.00%
18	Employee Assistance Program	3,500	3,500	-	0.00%
19	Disability	5,000	5,000	-	0.00%
20	Social Security	197,908	196,145	(1,763)	-0.89%
21	Retirement Cost	597,985	612,735	14,751	2.47%
22	Hospital Insurance	532,584	544,104	11,520	2.16%
		4,290,009	4,364,966	74,957	1.75%
5200	SPECIAL POPULATIONS SERVICES				
23	Salary - Exceptional Children	528,055	549,177	21,122	4.00%
24	Social Security	40,396	42,012	1,616	4.00%
25	Retirement Cost	127,736	137,404	9,668	7.57%
26	Hospital Insurance	140,543	143,583	3,040	2.16%
		836,730	872,176	35,446	4.24%
5400	SCHOOL LEADERSHIP SERVICES				
27	Salary - Principals	38,089	13,500	(24,589)	-64.56%
28	Travel - Principals	10,800	10,800	-	0.00%
29	Salary - Assistant Principals	66,803	76,088	9,285	13.90%
30	Salary - Office Personnel	536,046	601,854	65,808	12.28%
31	Longevity	3,077	3,077	-	0.00%
32	Visual Arts Education Supplies and Materials				
	Bethel	-	496	496	100.00%
	Blowing Rock	-	1,068	1,068	100.00%
	Cove Creek	-	812	812	100.00%
	Green Valley	-	822	822	100.00%
	Hardin Park	-	1,942	1,942	100.00%
	Mabel	-	536	536	100.00%
	Parkway	-	1,544	1,544	100.00%
	Valle Crucis	-	914	914	100.00%
33	Physical Education Supplies and Materials				
	Bethel	438	496	58	13.24%
	Blowing Rock	928	1,068	140	15.09%
	Cove Creek	686	812	126	18.37%
	Green Valley	876	822	(54)	-6.16%
	Hardin Park	1,942	1,942	-	0.00%
	Mabel	470	536	66	14.04%
	Parkway	1,330	1,544	214	16.09%
	Valle Crucis	862	914	52	6.03%

CURRENT EXPENSE FUND 2023-24		2022-23	2023-24	CHANGE	12/11/2023
DESCRIPTION		ADOPTED	PROPOSED	FROM	PERCENT
		BUDGET	BUDGET	PRIOR YR	INCREASE
34	Media Center Supplies and Materials				
	Bethel	1,076	1,142	66	6.13%
	Blowing Rock	2,056	2,286	230	11.19%
	Cove Creek	1,572	1,774	202	12.85%
	Green Valley	1,952	1,794	(158)	-8.09%
	Hardin Park	4,084	4,034	(50)	-1.22%
	Mabel	1,140	1,222	82	7.19%
	Parkway	2,860	3,238	378	13.22%
	Valle Crucis	1,924	1,978	54	2.81%
	Watauga High	6,264	6,526	262	4.18%
35	School Needs, Staff Development, and Supplies				
	Bethel	5,244	5,198	(46)	-0.88%
	Blowing Rock	11,614	12,634	1,020	8.78%
	Cove Creek	8,468	9,306	838	9.90%
	Green Valley	10,938	9,436	(1,502)	-13.73%
	Hardin Park	24,796	23,996	(800)	-3.23%
	Mabel	5,660	5,718	58	1.02%
	Parkway	16,840	18,822	1,982	11.77%
	Valle Crucis	10,756	10,632	(124)	-1.15%
	Watauga Virtual	3,242	3,170	(72)	-2.22%
	Watauga High	38,966	40,194	1,228	3.15%
36	Social Security	50,093	53,957	3,864	7.71%
37	Retirement Cost	155,787	173,769	17,981	11.54%
38	Hospital Insurance	125,749	128,469	2,720	2.16%
		1,153,428	1,240,882	87,453	7.58%
5500	CO-CURRICULAR SERVICES				
39	Middle School Athletics				
	Coaching Supplements	47,000	47,000	-	0.00%
	Transportation	24,000	20,000	(4,000)	-16.67%
	Catastrophic Insurance	6,175	1,800	(4,375)	-70.85%
	Supplies	14,000	14,000	-	0.00%
	Contract Services	16,000	16,000	-	0.00%
40	WHS Athletics				
	Coaching Supplements	115,000	115,000	-	0.00%
	Transportation	20,000	35,000	15,000	75.00%
	Catastrophic Insurance/NCSHAA Dues	13,000	13,000	-	0.00%
	Athletic Complex	20,000	20,000	-	0.00%
	Athletic Drug Testing	3,000	3,000	-	0.00%
41	Cultural Arts Program	15,800	15,800	-	0.00%
42	Social Security	12,393	12,393	-	0.00%
43	Retirement Cost	39,188	40,532	1,345	3.43%
		345,556	353,525	7,970	2.31%
5800	SCHOOL-BASED SUPPORT SERVICES				
44	Salary - School Nurses	83,819	-	(83,819)	-100.00%
45	Salary - School Counselors	90,312	93,924	3,612	4.00%
46	Salary - Student Services /Data Managers	182,080	212,141	30,061	16.51%
47	Longevity	2,592	2,717	125	4.82%
48	Salary - Mental Health Specialist	32,000	50,336	18,336	57.30%
49	Student Assistance and Risk Assessment Program	4,000	4,000	-	0.00%
50	Mountain Alliance Partnership	9,000	9,000	-	0.00%
51	Supplies and Materials for School Nurses	2,200	2,500	300	13.64%
52	Supplies and Materials for Social Workers	500	500	-	0.00%
53	Safe Schools Program	1,000	1,000	-	0.00%
54	OSHA/Employee Safety	500	500	-	0.00%
55	ASU Clinical Screenings	700	700	-	0.00%
56	Cognia Accreditation	-	2,400	2,400	100.00%

CURRENT EXPENSE FUND 2023-24					12/11/2023
DESCRIPTION		2022-23 ADOPTED BUDGET	2023-24 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
57	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	3,500	500	16.67%
	K-5 Staff Development	5,750	11,000	5,250	91.30%
	6-8 Staff Development	11,500	11,000	(500)	-4.35%
	9-12 Staff Development	2,000	2,000	-	0.00%
	School Improvement Staff Development	7,000	3,000	(4,000)	-57.14%
	ITF/Media Staff Development	3,000	3,000	-	0.00%
	AIG	2,000	2,000	-	0.00%
	Science and Chemical Safety	500	500	-	0.00%
58	Staff Development/Travel for Departments and Directors				
	Superintendent	5,000	5,000	-	0.00%
	Chief Academic Officer	1,500	1,500	-	0.00%
	K-5 Curriculum	1,500	1,500	-	0.00%
	6-8 Curriculum	1,500	1,500	-	0.00%
	Testing	1,500	1,500	-	0.00%
	Student Services	5,100	5,100	-	0.00%
	Exceptional Children	2,000	2,000	-	0.00%
	Human Resources	3,450	3,450	-	0.00%
	Finance	3,800	4,000	200	5.26%
	Technology	9,000	9,000	-	0.00%
	Maintenance	7,000	7,500	500	7.14%
	Transportation	4,800	4,800	-	0.00%
	School Nutrition	1,500	2,000	500	33.33%
	Public Relations	1,200	1,200	-	0.00%
	School Nurses	3,000	3,000	-	0.00%
	School Improvement	1,500	1,500	-	0.00%
59	Social Security	27,448	23,622	(3,827)	-13.94%
60	Retirement Cost	86,794	77,257	(9,537)	-10.99%
61	Hospital Insurance	66,573	60,456	(6,117)	-9.19%
		693,618	647,603	(46,015)	-6.63%
6110	CURRICULAR SUPPORT SERVICES				
62	Salary - District Personnel	270,481	385,022	114,541	42.35%
63	Social Security	20,692	29,454	8,762	42.35%
64	Retirement Cost	65,429	96,333	30,903	47.23%
65	Hospital Insurance	22,191	30,228	8,037	36.22%
		378,794	541,037	162,243	42.83%
6400	TECHNOLOGY SUPPORT SERVICES				
66	Salary - Technology and Instructional Support	256,336	266,589	10,253	4.00%
67	Longevity	1,530	1,530	-	0.00%
68	Technical Operating Contracts	160,000	160,000	-	0.00%
69	Communication Systems	60,000	60,000	-	0.00%
70	Technology Repairs, Supplies and Wiring Needs	25,000	25,000	-	0.00%
71	Visitor Management Systems	10,000	10,000	-	0.00%
72	Maintenance Agreements	30,000	30,000	-	0.00%
	Scribbles Contract	-	50,000	50,000	100.00%
73	Social Security	19,727	20,511	784	3.98%
74	Retirement Cost	62,378	67,083	4,706	7.54%
75	Hospital Insurance	36,985	37,785	800	2.16%
		661,955	728,499	66,544	10.05%

CURRENT EXPENSE FUND 2023-24					12/11/2023
DESCRIPTION		2022-23 ADOPTED BUDGET	2023-24 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
6500	OPERATIONAL SUPPORT SERVICES				
76	Salary - Maintenance	640,903	666,539	25,636	4.00%
77	Salary - Transportation	65,592	66,500	908	1.38%
78	Longevity	9,613	9,836	223	2.32%
79	Electricity	625,000	625,000	-	0.00%
80	Heating Fuel	265,000	400,000	135,000	50.94%
81	Water/Sewer	45,000	50,000	5,000	11.11%
82	Solid Waste Services	20,000	20,000	-	0.00%
83	Building Telephones and Cell Service	125,000	125,000	-	0.00%
84	Postage	6,000	6,000	-	0.00%
85	Maintenance Supplies	200,000	210,000	10,000	5.00%
86	Maintenance Fees	172,000	175,000	3,000	1.74%
87	Custodial Supplies	105,000	110,000	5,000	4.76%
88	AHERA Inspection and Abatement of Asbestos	4,000	25,000	21,000	525.00%
89	Elevator Maintenance	7,500	7,500	-	0.00%
90	Water System Maintenance	32,500	32,500	-	0.00%
91	Painting	30,000	70,000	40,000	133.33%
92	Transportation - Service and License Agreements	14,600	14,600	-	0.00%
93	Hazardous Waste Disposal	2,600	1,600	(1,000)	-38.46%
94	Garage/Transportation Supplies	2,950	8,000	5,050	171.19%
95	Vehicle Repair Parts	23,000	31,000	8,000	34.78%
96	Gas	41,000	50,000	9,000	21.95%
97	Oil	1,300	3,000	1,700	130.77%
98	Tires	4,100	5,000	900	21.95%
99	License/Title Fees	3,000	3,000	-	0.00%
100	Drug Testing	5,500	4,500	(1,000)	-18.18%
101	Bus Lift Maintenance	2,100	500	(1,600)	-76.19%
102	Social Security	54,782	56,830	2,048	3.74%
103	Retirement Cost	173,226	185,867	12,641	7.30%
104	Hospital Insurance	118,352	120,912	2,560	2.16%
		2,799,619	3,083,685	284,066	10.15%
6600	FINANCIAL AND HUMAN RESOURCE SERVICES				
105	Salary - Finance	155,405	161,622	6,216	4.00%
106	Salary - Personnel	84,325	87,698	3,373	4.00%
107	Classified Salary Revision	500,000	-	(500,000)	-100.00%
108	Supplements				
	Certified Staff	937,876	1,030,433	92,557	9.87%
	Classified Staff	241,576	265,787	24,211	10.02%
	School Administrators	80,130	42,195	(37,935)	-47.34%
	Directors	37,910	47,832	9,922	26.17%
	School Nutrition	35,487	36,754	1,267	3.57%
109	Finance Office Supplies	10,000	10,000	-	0.00%
110	Recruitment	13,000	20,000	7,000	53.85%
111	Employee License Renewal Fees	3,000	3,000	-	0.00%
	Pearson Exams, School Nurse Exams, etc.	2,500	2,500	-	0.00%
	National Boards Support	-	-	-	0.00%
112	Workers Comp Drug Screenings	1,000	1,000	-	0.00%
113	Pre-employment Screenings	1,000	1,000	-	0.00%
	Background Checks	-	45,000	45,000	100.00%
114	Awards Program	10,000	10,000	-	0.00%
115	Beginning Teachers Program	4,000	4,000	-	0.00%
116	NC New Teacher Support Program	11,000	-	(11,000)	-100.00%
117	Liability Insurance	17,500	25,000	7,500	42.86%
118	Vehicle Insurance	23,000	26,000	3,000	13.04%
119	Property Insurance	84,000	111,000	27,000	32.14%
120	Fidelity Bonds	1,500	1,500	-	0.00%
121	Social Security	120,312	124,705	4,392	3.65%
122	Retirement Cost	380,438	407,857	27,419	7.21%
123	Hospital Insurance	44,382	45,342	960	2.16%
		2,799,342	2,510,225	(289,117)	-10.33%

CURRENT EXPENSE FUND 2023-24					12/11/2023
DESCRIPTION		2022-23 ADOPTED BUDGET	2023-24 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
6700	ACCOUNTABILITY SERVICES				
124	Supplies and Materials for Testing Department	6,000	6,000	-	0.00%
		6,000	6,000	-	0.00%
6900	POLICY, LEADERSHIP, AND PUBLIC RELATIONS SERVICES				
125	Salary - District Personnel	317,279	325,970	8,691	2.74%
126	Board of Education Staff Development	20,000	20,000	-	0.00%
127	Board of Education Compensation	23,000	23,000	-	0.00%
128	Board of Education Travel	7,500	7,500	-	0.00%
129	Legal Services	50,000	60,000	10,000	20.00%
130	Audit Services	40,000	40,000	-	0.00%
131	Membership Fees	60,000	50,000	(10,000)	-16.67%
132	Public Relations Supplies	3,500	3,500	-	0.00%
133	Social Security	26,605	27,270	665	2.50%
134	Retirement Cost	76,750	81,558	4,808	6.26%
135	Hospital Insurance	29,588	30,227	639	2.16%
		654,222	669,025	14,803	2.26%
8100	PAYMENT TO OTHER GOVERNMENTAL UNITS				
136	Transfer to Charter Schools	483,749	487,400	3,651	0.75%
TOTAL CURRENT EXPENSE BUDGET		15,103,022	15,505,022	402,000	2.66%

CURRENT EXPENSE FUND 2023-24					12/11/2023
		2022-23 ADOPTED BUDGET	2023-24 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
SOURCE OF FUNDS					
Fines and Forfeitures		323,000	225,000	(98,000)	-30.34%
County Appropriation - General		14,296,273	14,792,622	496,349	3.47%
County Appropriation - Charter Schools*		483,749	487,400	3,651	0.75%
CURRENT EXPENSE REVENUE TOTAL		15,103,022	15,505,022	402,000	2.66%
	Local Revenue	14,619,273	15,017,622		
	Allotted ADM per DPI	4,654	4,745		
	Local Revenue per ADM	3,141	3,165		
	Projected Charter School ADM	154	154		
	Total Budget for Charter Schools*	483,749	487,400		
		2022-23 ADOPTED BUDGET	2023-24 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
	Current Expense County Appropriation	14,780,022	15,280,022	500,000	3.38%

CAPITAL OUTLAY FUND 2023-24		12/11/2023
		2023-24 PROPOSED BUDGET
DESCRIPTION		
CATEGORY I		
1	Carpet & Tile Replacements	Lottery 45,000
2	Replace Kitchen/Cafeteria Equipment	Lottery 65,000
3	Gym Floors - Refinishing	Lottery 45,000
4	Door/Window Replacements	Lottery 20,000
5	Roof Renovations/Replacements	Lottery 100,000
6	Pavement and Sidewalk Maintenance/Repair	Lottery 80,000
7	Electrical Upgrades - Mabel, Hardin Park, Parkway	Lottery R&R 489,932
8	VOIP - Hardin Park	Lottery R&R 100,000
9	Roof Replacements - Hardin Park, Green Valley, Parkway	Long Term Capital 2,000,000
10	"Phase 1" Renovations	Long Term Capital 2,000,000
11	Upgrade Central Food Storage	CIP Reserves 25,000
12	Playground Updates/Renovations	CIP Reserves 30,000
13	Heavy Vehicle Lift Replacement	CIP Reserves 80,000
14	Security Cameras	CIP Reserves 25,000
15	HVAC/Sewer Pumps	CIP Reserves 25,000
16	Weight Room Updates - Watauga High	CIP Reserves 95,000
17	Parts Room Renovation - Transportation and Maintenance	Current Capital 35,000
TOTAL CATEGORY I		5,259,932
CATEGORY II		
1	1:1 Devices	CIP Reserves 300,000
2	Classroom Presentation Technology	Current Capital 80,000
3	Facilities - Furniture/Equipment	Current Capital 66,000
	Vape Detectors	Current Capital 10,000
4	Custodial Equipment	Current Capital 18,000
5	Maintenance Equipment	Current Capital 10,000
	Trailer Mounted Pressure Washer	Current Capital 20,000
6	Transportation Equipment	Current Capital 6,000
7	Classroom Furniture Replacements	Current Capital 30,000
8	Band Equipment	Current Capital 15,000
9	Arts Programs	Current Capital 15,000
10	Cafeteria Tables	Current Capital 15,000
TOTAL CATEGORY II		585,000
CATEGORY III		
1	Maintenance Vehicle Replacements	Current Capital 130,000
2	Activity Bus Replacements	Current Capital -
TOTAL CATEGORY III		130,000
CAPITAL OUTLAY BUDGET TOTAL		5,974,932

CAPITAL OUTLAY FUND 2023-24						12/11/2023
			2022-23 ADOPTED BUDGET	2023-24 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE
SOURCE OF FUNDS						
NC Public School Building Lottery Fund			300,000	355,000	55,000	18.33%
NC Public School Building Lottery R&R Fund			-	589,932	589,932	100.00%
County Appropriation			1,015,000	5,030,000	4,015,000	395.57%
CAPITAL OUTLAY TOTAL			1,315,000	5,974,932	4,659,932	354.37%

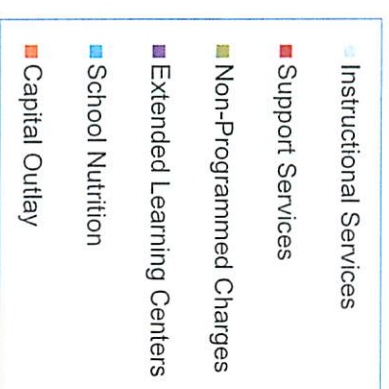
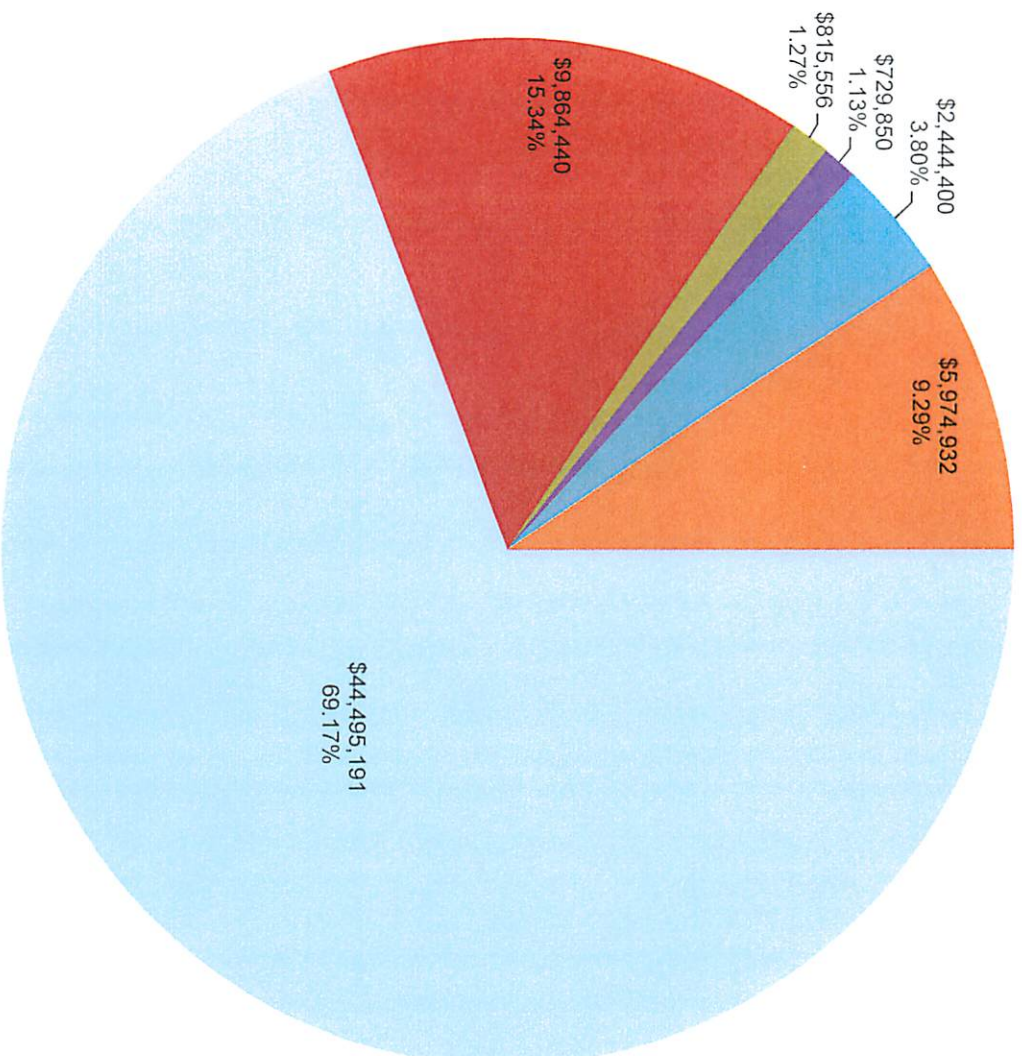
CURRENT EXPENSE AND CAPITAL OUTLAY FUND REVENUE 2023-24					12/11/2023
SOURCE OF FUNDS	2022-23 ADOPTED BUDGET	2023-24 PROPOSED BUDGET	CHANGE FROM PRIOR YR	PERCENT INCREASE	
Fines and Forfeitures	323,000	225,000	(98,000)	-30.34%	
NC Public School Building Lottery Fund	300,000	355,000	55,000	18.33%	
NC Public School Building Lottery R&R Fund	-	589,932	589,932	100.00%	
County Appropriation	15,795,022	20,310,022	4,515,000	28.58%	
TOTAL	16,418,022	21,479,954	5,061,932	30.83%	

SPECIAL REVENUE FUND 2023-24		12/11/2023
DESCRIPTION		
1	NC PRE-K PROGRAM	
	Salaries/Benefits/Program	318,000
	NC PRE-K BUDGET TOTAL	318,000
2	DHHS SCHOOL NURSE CONTRACT	
	Salaries/Benefits	50,000
	DHHS SCHOOL NURSE BUDGET TOTAL	50,000
3	ABC ALCOHOL EDUCATION PROGRAM	
	Salaries/Benefits	70,000
	ABC ALCOHOL EDUCATION BUDGET TOTAL	70,000
4	CAREER AND COLLEGE PROMISE AGREEMENT	
	Salaries/Benefits	86,000
	CAREER AND COLLEGE PROMISE AGREEMENT BUDGET TOTAL	86,000
SPECIAL REVENUE FUND TOTAL EXPENSES		524,000
SOURCE OF FUNDS		
	NC Pre-K / Children's Council Agreement	318,000
	DHHS School Nurse Contract	50,000
	ABC Revenue Restricted-Alcohol Education	70,000
	Caldwell Community College Agreement	86,000
SPECIAL REVENUE FUND TOTAL REVENUES		524,000

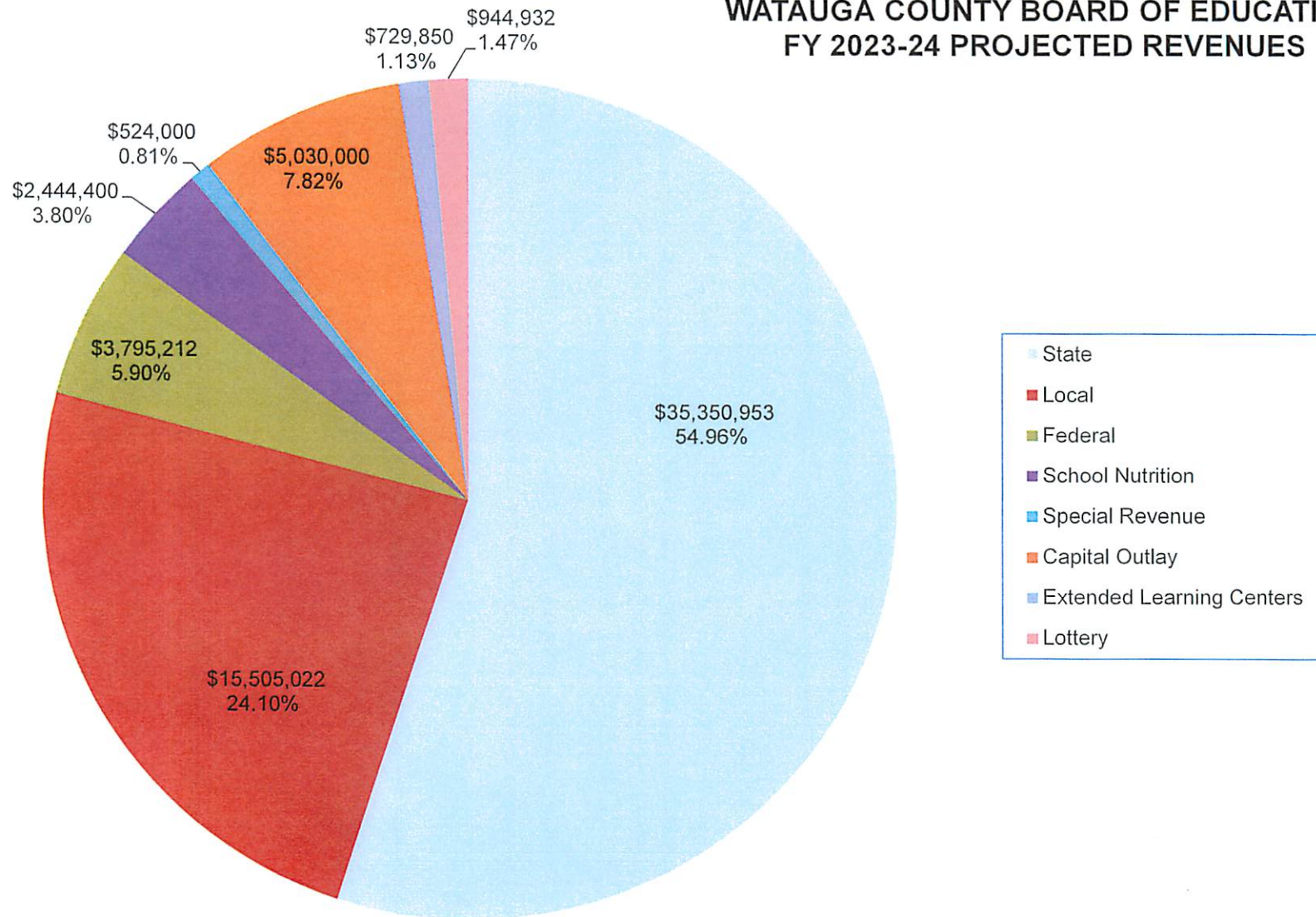
SCHOOL NUTRITION FUND 2023-24			
<u>PROGRAM EXPENSES</u>			
5.7200.035.151	CLERICAL SALARY		86,000
5.7200.035.165	SUBSTITUTES		1,000
5.7200.035.174	SALARY-CAFETERIA WORKER		470,000
5.7200.035.176	SALARY-MANAGER		290,000
5.7200.035.184	LONGEVITY PAY		4,800
5.7200.035.185	BONUS ANNUAL LEAVE		500
5.7200.035.188	ANNUAL LEAVE		5,000
5.7200.035.189	SHORT-TERM DISABILITY		500
5.7200.035.199	OVERTIME PAY		5,000
5.7200.035.211	EMPLOYERS SOC SEC COST		65,000
5.7200.035.221	EMPLOYERS RETIREMENT COST		214,000
5.7200.035.231	EMPLOYERS HOSP INS COST		190,000
5.7200.035.312	WORKSHOP EXPENSES		500
5.7200.035.313	ADVERTISING FEES		500
5.7200.035.314	PRINTING/BINDING		500
5.7200.035.326	CONTRACTED REPAIRS/MATERIALS		500
5.7200.035.342	POSTAGE		1,000
5.7200.035.361	MEMBERSHIP DUES		500
5.7200.035.411	OFFICE SUPPLIES		500
5.7200.035.418	SOFTWARE		20,000
5.7200.035.422	REPAIR PARTS/MATERIALS		12,000
5.7200.035.423	VEHICLE GAS/FUEL		1,000
5.7200.035.424	VEHICLE OIL		100
5.7200.035.425	VEHICLE TIRES & TUBES		500
5.7200.035.451	FOOD PURCHASED		820,000
5.7200.035.452	USDA COMMODITY FOODS USED		143,000
5.7200.035.453	FOOD PROC. SUPPLIES		85,000
5.7200.035.461	FURNITURE & EQUIPMENT-INVENTORIED		1,000
5.7200.035.541	EQUIPMENT		1,000
5.7200.035.571	DEPRECIATION		25,000
Grand Total Expenses			2,444,400
<u>PROGRAM REVENUES</u>			
5.3250.035.000	SALES & USE TAX REFUND		1,000
5.3811.035.000	USDA GRANTS		1,449,000
5.3814.035.000	USDA GRANTS SUMMER FEEDING		20,000
5.3815.035.000	USDA GRANTS/COMM.FOODS		143,000
5.4311.035.000	PAID STUDENT BREAKFASTS		65,000
5.4314.035.000	SALES LUNCH FULL PAY		455,000
5.4316.035.000	LUNCH ADULT CASH		50,000
5.4318.035.000	SUPPLEMENTAL SALES		225,000
5.4321.035.000	CATERED BREAKFASTS		200
5.4322.035.000	CATERED LUNCHESES		500
5.4323.035.000	CATERED SUPPERS & BANQUETS		1,500
5.4324.035.000	CATERED SUPPLEMENTS		10,000
5.4341.035.000	STATE REIMBURSEMENT BREAKFAST		20,000
5.4490.035.000	MISC LOCAL OPERATING REV		200
5.4820.035.000	DISPOSITION SCHOOL FIXED ASSETS		4,000
Grand Total Revenues			2,444,400

EXTENDED LEARNING CENTERS FUND 2023-24											
		Blowing	Cove	Green	Hardin			Valle	Holiday/	Summer	
<u>Expenses</u>	<u>Bethel</u>	<u>Rock</u>	<u>Creek</u>	<u>Valley</u>	<u>Park</u>	<u>Mabel</u>	<u>Parkway</u>	<u>Crucis</u>	<u>Snowday</u>	<u>Camp</u>	<u>Total</u>
Salaries	15,912	39,780	36,972	26,442	78,858	15,912	52,884	39,780	12,420	44,103	363,063
Longevity		400						700			1,100
Social Security	1,217	3,043	2,828	2,023	6,033	1,217	4,046	3,043	950	3,374	27,774
Retirement					6,557				306	1,275	8,138
Health Insurance					7,557					7,557	15,114
Substitutes	500	1,000	1,000	800	2,000	500	2,000	1,000	500	500	9,800
Local Supplement					1,400						1,400
Training Hours	250	750	750	500	1,500	250	1,000	750			5,750
Bonuses	2,000	6,000	6,000	4,000	12,000	2,000	8,000	6,000			46,000
Personnel Subtotal	19,879	50,973	47,550	33,765	115,905	19,879	67,930	51,273	14,176	56,809	478,139
Snacks	1,500	5,500	3,300	2,600	9,000	2,300	8,500	3,500	550	9,000	45,750
Center Supplies	1,000	1,500	1,150	1,100	3,400	1,100	3,400	1,200	1,400	4,000	19,250
Field Trips/presenters										2,000	2,000
Program Subtotal	2,500	7,000	4,450	3,700	12,400	3,400	11,900	4,700	1,950	15,000	67,000
Site Total Costs	22,379	57,973	52,000	37,465	128,305	23,279	79,830	55,973	16,126	71,809	545,139
Administrative and Other Program Costs											184,711
Grand Total Expenses											729,850
Revenues											
Grand Total Revenues	16,200	60,000	56,700	44,800	204,650	19,450	131,500	107,700	24,600	64,250	729,850
Administrative Costs	Assistant	Director		Other Program Costs							
704.113 ELC Director	48,592	40,200		704.362 Bank Fees			100				
704.151 Office Personnel	26,417			704.312 Workshop expenses			2,000				
704.184 Longevity	750	560		704.332 Travel			2,500				
704.211 Social Security	5,764	3,118		704.342 Postage			100				
704.221 Retirement	12,158	10,058		704.399 Other purchased services			1,000				
704.231 Health Insurance	7,557	7,557		704.411 Supplies			1,000				
Local Supplement	2,280			704.418 Software			6,000				
Bonus	3,000			704.461 Computer Equipment			2,000				
	106,518	61,493		704.462 Furniture & Equipment			2,000				
Total Administrative Personnel Costs		168,011		Total Program Admin Costs			16,700				

WATAUGA COUNTY BOARD OF EDUCATION FY 2023-24 PROJECTED EXPENDITURES



WATAUGA COUNTY BOARD OF EDUCATION FY 2023-24 PROJECTED REVENUES





BOARD OF DIRECTORS

Paige Sayles
President
Franklin County

Pat Bryant
Buncombe County

Lucy Edwards
Northampton County

Mac Hodges
Beaufort County

Darrick Horton
Lexington City

Bill Lanier
Onslow County

Darrell Pennell
Caldwell County

Janet Rose
Currituck County

Gary Sides
Union County

Linda Welborn
Guilford County

To: Board Chairs, Superintendents, Finance Officers

From: Paige Sayles, President

Date: November 10, 2023

Re: NCSBAC 2023-2024 Contributions

We are writing to you today with a crucial reminder regarding the support for the North Carolina School Boards Association Action Center (NCSBAC), which has recently played a pivotal role in financing our action campaign to fight the “charter school” bill. This legislation posed a significant threat by attempting to divert millions of dollars away from our public schools.

The fight to protect the future of our public education system is far from over. The diversion of protected LEA funding sources to charter schools was successfully opposed with the support of NCSBAC through an aggressive social media campaign. This same issue is poised for a resurgence, and the challenges it presents are as pressing as ever. It is very expensive to run campaigns to educate the broader public. We cannot afford to let our guard down.

NCSBAC has been instrumental in our efforts to safeguard the integrity and funding of public education. With your support, we can continue to drive change and ensure that our public schools remain a cornerstone of our communities.

The importance of your contribution cannot be stressed enough. Our collective strength and commitment to this cause are essential to preserving our educational values and resources.

In the spirit of unity and shared purpose, we urge each local school board to consider the critical role NCSBAC plays in safeguarding the future of our public schools. By supporting NCSBAC, you are not only investing in our educational system but also in the future of our students and communities.

Please remember that NCSBAC's focus is solely on enhancing advocacy efforts and is prohibited in its bylaws of any involvement in campaigns, endorsements, or political action committees (PACs). Your financial support will directly contribute to the fight to protect public education and preserve this critical funding streams.

We appreciate your understanding of the urgency of this matter and thank you in advance for your support. Together, we can make a difference and secure the future of our public schools.

If you have any questions or require further information, please do not hesitate to contact Leanne Winner, NCSBA Executive Director or me. Your dedication and involvement are greatly valued.

NCSBAC

NORTH CAROLINA SCHOOL BOARDS ACTION CENTER



NCSBA is proud to partner with you to ensure the needs of traditional public school students remain a top priority among North Carolina's elected state leaders. Our greatest achievement thus far this session are the changes made to HB 219, Charter School Omnibus, and NCSBAC continues to play an integral role in the success of NCSBA's advocacy efforts.

In addition to providing the funding to maintain a third lobbyist, NCSBAC funds help build a grassroots advocacy reserve to quickly respond to legislative issues with tools that would otherwise not be at our disposal. We tapped into that reserve this session to develop a new website, create multiple videos, and utilize paid social media to raise awareness statewide of how destructive and unfair parts of HB 219 were to traditional public school students.

Per the IRS, NCSBA is limited in how much can be spent on direct lobbying efforts. Hence, the need for NCSBAC. The NCSBAC Board understands there are budget constraints, but it is our hope that each local board of education will weigh the benefits of financially supporting the Action Center. Our sole purpose is to support and advance the association's legislative agenda as adopted by the member-represented Delegate Assembly. There is absolutely no involvement in political campaigns, elections, endorsements, PACs, etc.

Attached is your district's suggested contribution statement for the 2023-2024 fiscal year. Remember, an additional benefit for districts that contribute to NCSBAC is expanded lobbying efforts on local bills. To receive this added benefit, your district's contribution must be made by March 1, 2024, and the local bill must not be opposed by another board.

As always, if you have any questions or concerns, please contact Leanne Winner, NCSBA executive director, at lwinner@ncsba.org, or Bruce Mildwurf, director of governmental relations, at bmildwurf@ncsba.org. We appreciate your consideration.

NCSBAC Board of Directors

Paige Sayles
Franklin
President

Mac Hodges
Beaufort

Darrick Horton
Lexington

Bill Lanier
Onslow

Darrell Pennell
Caldwell

Janet Rose
Currituck

Gary Sides
Union

Linda Welborn
Guilford



CHAMPION

Funded the successful 2023 special campaign to maintain current structure of sharing funds with charter schools. This issue is not going away; help replenish these funds.



PARTNER

Enables contributing districts to access lobbying assistance on local bills from the NCSBA Governmental Relations Team



SERVE

Funds provide for a third lobbyist to support your legislative agenda

North Carolina School Boards Action Center

2023-24 Contribution Statement

To: Watauga Co. Schools
P.O. Box 1790
Boone, NC 28607-1790

Statement # AC2023-24 108

Reference

6/8/2023

2022-23 Projected ADM	Contribution
>50,000	\$10,000
30,000-49,999	\$8,000
17,000-29,999	\$6,000
10,000-16,999	\$5,000
8,000-9,999	\$4,000
5,000-7,999	\$3,000
<5,000	\$2,000

2022-2023 NCSBAC Contribution*

2,000.00

Total Due:

\$2,000.00

Payment Options

We encourage you to pay electronically via ACH credit:

North Carolina School Boards Action Center
Routing/ABA: 021052053 (Truist)
Account Number: 64335645

Please include invoice number and payment description
to help ensure posting to the correct invoice

To pay via check:

NCSBAC
Attn: Sherry Cariss
7208 Falls of Neuse Rd., Ste. 301
Raleigh, NC 27615

Please do not combine this payment with any payments due to NCSBA

*Contributions are not tax deductible as charitable contributions.

7208 Falls Of Neuse Rd, Suite 301 • Raleigh, NC 27615-3244 • 919.841.4040 Office • 919.841.4020 Fax