



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 July 25, 2023

- | | | |
|------------------|--|--|
| 5:15 p.m. | 1. CALL TO ORDER | Board Chair |
| 5:17 p.m. | 2. CLOSED SESSION <ul style="list-style-type: none">A. Approval of the Minutes for 6/19/2023 and 7/18/2023B. 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. DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:05 p.m. | 5. OATH OF OFFICE FOR DR. LESLIE ALEXANDER | The Honorable
Rebecca Eggers-Gryder |
| 6:13 p.m. | 6. SUPERINTENDENT'S REPORT | Dr. Leslie Alexander |
| 6:18 p.m. | 7. VALLE CRUCIS SCHOOL UPDATE | Dr. Leslie Alexander |
| 6:20 p.m. | 8. CONSENT AGENDA <ul style="list-style-type: none">A. Approval of the Minutes for 6/19/2023B. Field Trip RequestsC. Declaration of SurplusD. Request for Adoption of Interim Continuing Budget ResolutionE. 2023-24 Proposed Title I BudgetF. 2023-24 WCS Student FeesG. 2023-24 Student/Parent Mobile Computing Device HandbookH. Personnel Report | Dr. Leslie Alexander |

- | | | |
|-------------------|--|------------------|
| 6:25 p.m. | 9. PUBLIC COMMENT | Board Chair |
| 6:35 p.m. | 10. POLICIES: SUBSTANTIVE FOR SECOND READ <ul style="list-style-type: none">• 3101 Dual Enrollment• 5040 News Media Relations• 6315 Drivers and Vehicles• 6330 Insurance for Student Transportation Services• 6402 Participation by Historically Underutilized Businesses• 6430 Purchasing Requirements for Equipment, Materials, and Supplies• 7800 Professional and Staff Development | Dr. Wayne Eberle |
| 6:50 p.m. | Break | |
| 7:00 p.m.: | 11. CLOSED SESSION <ul style="list-style-type: none">A. Reportable Offenses – N.C.G.S.115C-288(g)B. Student Records - N.C.G.S.143-318.11(a)(1)C. Personnel – N.C.G.S.143-318.11(a)(6)D. Attorney-Client - N.C.G.S 143-318.11(a)(3) | Board Chair |
| 7:40 p.m. | 12. Open Session: BOARD OPERATIONS | Board Chair |
| 7:50 p.m. | 13. BOARD COMMENTS | Board Chair |
| 8:00 p.m. | 14. ADJOURNMENT | Board Chair |
| | 15. MISCELLANEOUS INFORMATION <ul style="list-style-type: none">• <u><i>Next BOE Meeting: Monday, August 14th</i></u> | |



WATAUGA COUNTY BOARD OF EDUCATION

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WATAUGA COUNTY BOARD OF EDUCATION MEETING

DATE: June 19, 2023

PRESENT:

- Gary Childers, Steve Combs, Marshall Ashcraft, Jason Cornett, Jay Fenwick, *BOE Members*
- Dr. Scott Elliott, *Superintendent*
- Dr. Leslie Alexander, *Superintendent-Elect*

TIME: 6:00 p.m.

PLACE: Margaret E. Gragg Education Center

CALL TO ORDER

Jason Cornett made a motion at 6:08 p.m. to go into open session, Marshall Ashcraft seconded, and all Board members approved.

WELCOME/MOMENT OF SILENCE

Dr. Childers welcomed those attending the meeting. He began with a request to observe a moment of silence.

DISCUSSION AND ADJUSTMENT OF AGENDA

There was an addendum to the Personnel Report, a break was added between #8 and #9 on the agenda, and #13 was changed to include a discussion of a resolution ("Opposing Expansion of Private School Vouchers").

SUPERINTENDENT'S REPORT

Dr. Elliott welcomed the Board members, Principals, Central Services personnel, and special guests. He extended his appreciation to those who had been working hard with

interviews and hiring, the staff who had been preparing school facilities for the upcoming school year, the Finance Department for everything they have done to close out the fiscal year, and the ones who are providing summer reading and transition camps to students.

VALLE CRUCIS SCHOOL UPDATE

Dr. Elliott shared that cinder block walls have started going up. Dr. Alison Schleede (Director of Technology) is working on plans for wiring and structuring, and Monica Bolick (Director of Child Nutrition) is looking at ovens, mixers, etc. In-person Owner/Architect/Contractor (OAC) meetings will be starting soon.

PUBLIC RECOGNITION

➤ **Retirement: Dr. Stephen Martin**

Dr. Gary Childers recognized outgoing Assistant Superintendent Stephen Martin with a plaque commemorating his 32 years of service. Dr. Childers shared how Dr. Martin provided Watauga County Schools with much-needed steady leadership when he was hired, and Dr. Martin extended his thanks to the Board of Education for his employment and their support for the last 11 years.

➤ **Retirement: Dr. Scott Elliott**

Dr. Childers gave several examples in which Dr. Scott Elliott has shown leadership and a servant's heart in his time as Superintendent, and then he presented Dr. Elliott with "The Ultimate Servant's Heart" award. Dr. Elliott stated, "Serving this community has been the honor of my life, and I cannot thank this community and this school system enough for the last nine years."

CONSENT AGENDA

- A. Approval of the Minutes for 5/8/2023 and 5/15/2023
- B. Field Trip Requests
- C. Declaration of Surplus
- D. 2022-23 Budget Amendment #6
- E. Approval of Calendar Waiver Request for Weather-Related Causes
- F. Request for Proposal for Copiers/Printers
- G. 2023-24 School Nutrition Contract Approval: Ice Cream Re-Bid
- H. Personnel Report

Steve Combs made a motion to approve the Personnel Report as amended and to approve all other Consent Agenda items. Marshall Ashcraft seconded the motion, and it was unanimously approved by the Board.

The Personnel Report included information about the hiring of several key leaders for Watauga County Schools.

- Mr. Scott Stricker was named the new Principal of Watauga High School. Mr. Strickler served this past year as the Principal of Brevard High School in Transylvania County. Dr. Elliott presented Mr. Strickler with a gift basket of “W” (Watauga) items to welcome him to the district.
- Ms. Jana Dobbins will be the new Director of Exceptional Children’s Services. Ms. Dobbins has been serving as the Exceptional Children’s Program Specialist for the school system.
- Mr. Phil Norman was named as the Chief Academic Officer for Watauga County Schools. Mr. Norman has been the Principal of Hardin Park Elementary School.
- Dr. Tierra Stark will be the new Director of Student Services and After School. Dr. Stark has been an Assistant Principal and Director of the Watauga Innovation Academy at Watauga High School, as well as the district Director of Career and Technical Education.

PUBLIC COMMENT

There were no citizens who made public comments at the June BOE meeting.

END-OF-YEAR CURRICULUM UPDATE

- Dr. Betsy Furr (Interim Chief Academic Officer) and Meredith Jones (Director of Middle Grades Education) discussed two summer student opportunities for students. A Reading Camp (which provides intensive intervention for current 2nd and 3rd graders) will go until June 29th (for a total of 14 days). A Bridge/Transition Camp will provide enrichment for rising 6th and 9th graders.
- Sarah Cardwell (Blended Learning Coordinator & Learning Management System Administrator) spoke about the Learning Management System usage. Seesaw is used by grades K-2, and Canvas is used by grades 3-12.
- Dr. Alison Schleede (Director of Technology) shared that NCBOLD (N.C. Beacons of Leadership Development) will have a free digital teaching and learning conference for the Northwest Region on July 25th at Watauga High School.

POLICIES: SUBSTANTIVE FOR SECOND READ

- 4023/7233 Pregnant and Parenting Students
- 4310 Integrity and Civility
- 5008 Automated Phone and Text Messaging
- 7810 Evaluation of Licensed Employees
- 7815 Evaluation of Non-Licensed Employees

There were no changes to the policies from the “first read.” Marshall Ashcraft moved to approve all of the policies, Steve Combs seconded, and it was approved by all Board members.

POLICIES: SUBSTANTIVE FOR FIRST READ

Dr. Wayne Eberle reviewed the following policies, which will be brought back at the July BOE meeting for a second read.

- 3101 Dual Enrollment
- 5040 News Media Relations
- 6315 Drivers and Vehicles
- 6330 Insurance for Student Transportation Services
- 6402 Participation by Historically Underutilized Businesses
- 6430 Purchasing Requirements for Equipment, Materials, and Supplies
- 7800 Professional and Staff Development

RESOLUTION: “Opposing Expansion of Private School Vouchers”

Marshall Ashcraft presented the Board members with a draft of a resolution that opposes the expansion of private school vouchers. The resolution urges the General Assembly to instead “provide substantial raises for teachers and other school personnel and more resources for mental health in schools, early childhood education, and capital facilities.” The Board encourages all community members to research this topic and contact their legislators.

Steve Combs made a motion to approve the resolution with a few minor changes, Jay Fenwick seconded, and the Board unanimously agreed.

BOARD OPERATIONS

The Board decided to not renew the video subscription through the NCSBA (North Carolina School Board Association) since it is not being utilized enough to justify the continued cost.

BOARD COMMENTS:

- The Board members acknowledged the incredible work and strong team of Dr. Elliott, Dr. Martin, and Ms. Tamara Stamey.
- Jay Fenwick thanked Board Chair Gary Childers and Board Vice-Chair Steve

Combs for all of their extra work the last six months as they have led the process in the Superintendent search. Steve Combs extended his appreciation to everyone who was involved in the hiring of the new leaders.

- Dr. Childers shared that the NCSBA summer conference that the Board members attended in June included some of the best sessions he has ever heard.
- Dr. Elliott thanked the previous Board of Education members who took a chance on him, and thanked the current Board members for their support of him.

ADJOURNMENT

Jason Cornett motioned to adjourn, Steve Combs seconded, and it was unanimously approved. The meeting was adjourned at 7:59 p.m.

Dr. Gary L. Childers, *Board of Education Chair*

Dr. Leslie Alexander, *Superintendent*

WATAUGA COUNTY FIELD TRIP REQUEST FORM

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

Day trips must be submitted to the principal 15 days before the trip. Overnight 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) Haylee Bare School: WTHS

Cell phone number: 336-620-3450 Grade(s): 10-12 Number of students: 8

Departure time/date: 7/31/23 ~ 8am Return time/date: 8/4/23 ~ 6pm

Educational purpose:

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

FFA Camp - North Carolina FFA Center in
White Lake

Purpose of trip and how it relates to the curriculum: Students attend rec camp
to build teamwork skills and correspond with
other FFA members in the state.

Supervision and Safety:

Names of all school staff chaperones: Haylee Bare

Names of all non-school chaperones: Daniel Calhoun, agriculture
teacher at Ashe County High School

All chaperones have a background check completed: Yes Sponsoring teacher initials: HLB
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) Bus from Ashe High School

Name of charter bus company (if checked above) _____

(If applicable, bus request form must be attached)

Driver/s: Daniel Cathoun Round trip mileage: 488 # of buses needed: 0
Total cost per student \$ ~~650.00~~ 250.00 Source of funds: Students / FFA accounts

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

Approval/Signatures:

Sponsoring teacher signature: Haylee Bare Date: 7 / 5 / 23
Principal approval: [Signature] Date: 7 / 5 / 23

Required signatures if applicable:

Transportation Director approval: [Signature] Date: 7 / 10 / 23
Superintendent approval: [Signature] Date: 7 / 12 / 23
Board of Education approval: _____ Date: ____ / ____ / ____

Declaration of Surplus Items - July 2023

Date Approved: _____

Bethel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
100783	1	AMP- BG-115		1
100362	1	PROJECTOR- NEC VT695		1
100324	1	PROJECTOR- NEC VT695		1
100269	1	SMARTBOARD 560		1
29842	1	DESKTOP- OPTIPLEX	1	
29632	1	DESKTOP- OPTIPLEX	1	
29613	1	DESKTOP- OPTIPLEX	1	
29611	1	DESKTOP- OPTIPLEX	1	
29620	1	DESKTOP- OPTIPLEX	1	
NONE	1	DESKTOP- 8300 SFF ICI5-3	1	
	10		6	4

Blowing Rock

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	1	REFRIGERATOR		1
28838	1	DESKTOP - OPTIPLEX	1	
NONE	1	DESKTOP- HP COMPAQ	1	
	3		2	1

Cove Creek

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
34390	1	CHROMEBOOK 100e		1
800132	1	SMARTBOARD 680		1
29670	1	DESKTOP- OPTIPLEX	1	
29681	1	DESKTOP- OPTIPLEX	1	
29658	1	DESKTOP- OPTIPLEX	1	
29679	1	DESKTOP- OPTIPLEX	1	
29675	1	DESKTOP- OPTIPLEX	1	
800258	1	DESKTOP- OPTIPLEX	1	

NONE	1	DESKTOP - 8300 SFF ICI5	1	
	9		7	2

Green Valley

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	18	CALCULATOR- TI -34		18
401111	1	TABLE- CAFETERIA	1	
401105	1	TABLE- CAFETERIA	1	
29694	1	DESKTOP - OPTIPLEX 790	1	
29695	1	DESKTOP - OPTIPLEX 790		1
400471	1	DESKTOP - HP Z220		1
	23		3	20

Hardin Park

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	1	POOL LOCKER UNIT	1	
	1		1	0

Mabel

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
29816	1	DESKTOP - OPTIPLEX	1	
902945	1	DESKTOP - PRECISION T3500		1
900335	1	DESKTOP - PRECISION T3500		1
902901	1	DESKTOP - OPTIPLEX		1
902903	1	DESKTOP - OPTIPLEX		1
NONE	6	MONITORS - DELL		6
NONE	1	MONITOR - HP		1
NONE	1	AWS - WEATHERNET		1
NONE	1	PRINTER- SCANJET		1
NONE	4	KEYBOARDS - DELL		4
NONE	1	SPEAKERS - COMPAQ		1
NONE	1	SPEARKERS - DELL		1

NONE	8	CAMERAS - LOGITECH	8
903183	1	LAPTOP - LATITUDE	1
600094	1	PRINTER - LASERJET 1606dn	1
600093	1	PRINTER - LASERJET 1606dn	1
600268	1	SMARTBOARD 680	1
28836	1	DESKTOP - DELL 790	1
29738	1	DESKTOP - DELL 790	1
29739	1	DESKTOP - DELL 790	1
29747	1	DESKTOP - DELL 790	1
29748	1	DESKTOP - DELL 790	1
29749	1	DESKTOP - DELL 790	1
29752	1	DESKTOP - DELL 790	1
29754	1	DESKTOP - DELL 790	1
29756	1	DESKTOP - DELL 790	1
29757	1	DESKTOP - DELL 790	1
29760	1	DESKTOP - DELL 790	1
29761	1	DESKTOP - DELL 790	1
29762	1	DESKTOP - DELL 790	1
29828	1	DESKTOP - DELL 790	1
29830	1	DESKTOP - DELL 790	1
29838	1	DESKTOP - DELL 790	1
	48		17 31

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
700971	1	CAMERA - EASYSHARE		1
700486	1	CAMERA - EASYSHARE		1
NONE	1	CAMERA - FLIP VIDEO		1
701154	1	HP Laserjet Pro 400	1	
700553	1	Zenith DVD/VHS	1	
NONE	1	AVerKey 5 PC/Mac TVConverter		1
NONE	1	AVerKey3 Plus		1
NONE	1	TI-Navigator System		1
NONE	1	GEM Monitor		1
NONE	1	Madison Desktop		1
NONE	1	Pioneer Laservision Player		1
NONE	10	Calculator	10	
NONE	1	TI-83 Plus calculator	1	
NONE	1	Overhead Calculator Primary	1	
NONE	2	TI-15 Overhead Calculator	2	

NONE	2	Calculator Keeper	2
NONE	1	TABLE- SQUARE CLASSROOM	1
700408	1	Walkie Talkie	1
700409	1	Walkie Talkie	1
700410	1	Walkie Talkie	1
700411	1	Walkie Talkie	1
700112	1	Walkie Talkie	1
700593	1	Walkie Talkie	1
903145	1	DESKTOP - OPTIPLEX	1
NONE	1	DESKTOP - COMPAQ 8300	1
29707	1	DESKTOP - OPTIPLEX	1
29702	1	DESKTOP - OPTIPLEX	1
NONE	1	DESKTOP - COMPAQ 8300	1
29688	1	DESKTOP - OPTIPLEX	1
51272	1	DESKTOP - HP Z220	1
29644	1	DESKTOP - OPTIPLEX	1
29790	1	DESKTOP - OPTIPLEX	1
29796	1	DESKTOP - OPTIPLEX	1
29804	1	DESKTOP - OPTIPLEX	1
29805	1	DESKTOP - OPTIPLEX	1
29703	1	DESKTOP - OPTIPLEX	1
29771	1	DESKTOP - OPTIPLEX	1
29792	1	DESKTOP - OPTIPLEX	1
29789	1	DESKTOP - OPTIPLEX	1
28835	1	DESKTOP - OPTIPLEX	1
29780	1	DESKTOP - OPTIPLEX	1
29772	1	DESKTOP - OPTIPLEX	1
29777	1	DESKTOP - OPTIPLEX	1
29791	1	DESKTOP - OPTIPLEX	1
29778	1	DESKTOP - OPTIPLEX	1
29785	1	DESKTOP - OPTIPLEX	1
29736	1	DESKTOP - OPTIPLEX	1
905679	1	DESKTOP - OPTIPLEX	1
59		50 9	

Valle Crucis

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
33302	1	Chromebook 100e	1	
33310	1	Chromebook 100e	1	
33312	1	Chromebook 100e	1	

33313	1	Chromebook 100e	1	
33316	1	Chromebook 100e	1	
33334	1	Chromebook 100e	1	
33335	1	Chromebook 100e	1	
33338	1	Chromebook 100e	1	
33339	1	Chromebook 100e	1	
33341	1	Chromebook 100e	1	
33346	1	Chromebook 100e	1	
33349	1	Chromebook 100e	1	
33350	1	Chromebook 100e	1	
36116	1	Chromebook 100e	1	
N/A	38	Headsets/headphones		38
28425	1	PROJECTOR- POWERLITE		1
300116	1	SMARTBOARD 680		1
NONE	1	HP 8300 sff ICI5		1
NONE	1	EPISODE EP-400-UPS-8PS-823		1
	56		14	42

Watauga High School

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
33779	1	CHROMEBOOK 100e	1	
33767	1	CHROMEBOOK 100e	1	
33760	1	CHROMEBOOK 100e	1	
33769	1	CHROMEBOOK 100e	1	
33765	1	CHROMEBOOK 100e	1	
33702	1	CHROMEBOOK 100e	1	
33139	1	CHROMEBOOK 100e	1	
33703	1	CHROMEBOOK 100e	1	
33773	1	CHROMEBOOK 100e	1	
33709	1	CHROMEBOOK 100e	1	
33144	1	CHROMEBOOK 100e	1	
33707	1	CHROMEBOOK 100e	1	
33145	1	CHROMEBOOK 100e	1	
39639	1	CHROMEBOOK 100e	1	
33783	1	CHROMEBOOK 100e	1	
33143	1	CHROMEBOOK 100e	1	
33789	1	CHROMEBOOK 100e	1	
33770	1	CHROMEBOOK 100e	1	
33758	1	CHROMEBOOK 100e	1	
33772	1	CHROMEBOOK 100e	1	

33762	1	CHROMEBOOK 100e	1	
33771	1	CHROMEBOOK 100e	1	
33708	1	CHROMEBOOK 100e	1	
33787	1	CHROMEBOOK 100e	1	
33727	1	CHROMEBOOK 100e	1	
33768	1	CHROMEBOOK 100e	1	
33755	1	CHROMEBOOK 100e	1	
33785	1	CHROMEBOOK 100e	1	
33147	1	CHROMEBOOK 100e	1	
33752	1	CHROMEBOOK 100e	1	
33140	1	CHROMEBOOK 100e	1	
33791	1	CHROMEBOOK 100e	1	
33750	1	CHROMEBOOK 100e	1	
33790	1	CHROMEBOOK 100e	1	
33788	1	CHROMEBOOK 100e	1	
33766	1	CHROMEBOOK 100e	1	
33756	1	CHROMEBOOK 100e	1	
33784	1	CHROMEBOOK 100e	1	
33728	1	CHROMEBOOK 100e	1	
33757	1	CHROMEBOOK 100e	1	
33777	1	CHROMEBOOK 100e	1	
33753	1	CHROMEBOOK 100e	1	
33722	1	CHROMEBOOK 100e	1	
33761	1	CHROMEBOOK 100e	1	
33729	1	CHROMEBOOK 100e	1	
33726	1	CHROMEBOOK 100e	1	
33142	1	CHROMEBOOK 100e	1	
33723	1	CHROMEBOOK 100e	1	
33724	1	CHROMEBOOK 100e	1	
33775	1	CHROMEBOOK 100e	1	
33706	1	CHROMEBOOK 100e	1	
33754	1	CHROMEBOOK 100e	1	
33705	1	CHROMEBOOK 100e	1	
33764	1	CHROMEBOOK 100e	1	
33146	1	CHROMEBOOK 100e	1	
33704	1	CHROMEBOOK 100e	1	
33748	1	CHROMEBOOK 100e	1	
904056	1	Desk chair		1
900862	1	Desk chair		1
900742	1	Desk chair		1
900743	1	Desk chair		1
900840	1	Desk chair		1
900744	1	Desk chair		1

[illegible]

Central Office

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
NONE	1	CASSETTE RECORDER	1	
NONE	1	RADIO- WEATHER ALERT	1	
NONE	1	TELEPHONE CASSETTE RECORDER	1	
	3		3	0

Technology Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
28533	1	CATALYST SWITCH		1
906051	1	TIMING CAMERA		1
600928	1	MACBOOK AIR		1
25690	1	LAPTOP- ELITEBOOK 820		1
25692	1	LAPTOP- ELITEBOOK 820		1
25693	1	LAPTOP- ELITEBOOK 820		1
25691	1	LAPTOP- ELITEBOOK 820		1
25695	1	LAPTOP- ELITEBOOK 820		1
28713	1	LAPTOP- ELITEBOOK 820		1
2696	1	LAPTOP- ELITEBOOK 820		1
25687	1	LAPTOP- ELITEBOOK 820		1
25689	1	LAPTOP- ELITEBOOK 820		1
25688	1	LAPTOP- ELITEBOOK 820		1
25611	1	TABLET- IPAD 4	1	
25612	1	TABLET- IPAD 4	1	
25606	1	TABLET- IPAD 4	1	
25605	1	TABLET- IPAD 4	1	
25604	1	TABLET- IPAD 4	1	

25607	1	TABLET- iPad 4	1	
900340	1	SERVER- MONTGE SERVER		1
900253	1	SERVER- MONTGE SERVER		1
50072	1	SERVER- MONTGE SERVER		1
28805	1	SERVER - IP CONFIGURE		1
NONE	1	SERVER - CISCO UCS 220		1
NONE	1	SERVER - CISCO UCS 220		1
NONE	1	PROJECTOR- PANASONIC		1
	26		6	20

Transportation Department

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

Maintenance Department

<u>Asset #</u>	<u>Quantity</u>	<u>Description</u>	<u>Usable</u>	<u>Unusable</u>
52389	1	GRINDER- CORDLESS		1
51264	1	HAMMER DRILL		1
52049	1	HAMMER DRILL		1
52059	1	IMPACT DRIVER		1
52058	1	SAWZALL		1
52050	1	CIRCULAR SAW- DEWALT		1
	6		0	6

Child Nutrition

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



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: July 17, 2023

RE: Request for Adoption of Interim Continuing Budget Resolution

Background Information:

According to State Statute, school systems are required to operate under an adopted budget. The Department of Public Instruction could not compute and distribute State and Federal allotments by the start of the new Fiscal Year on July 1. Until State, Federal, and County allocations are received, the 2023-24 Uniform Budget cannot be prepared.

Consideration:

Pursuant to General Statute 115C-434, an interim budget will meet statutory requirements for operating under an adopted budget. So that Watauga County Schools may disburse funds in the new fiscal year until allocations are received and the Uniform Budget can be prepared, we ask the Board to adopt an Interim Budget, effective July 1, 2023. The Interim Budget would allow disbursements to continue at the prior year level until the new Budget Resolution is adopted.

Proposed Title I Budget SY 2023-2024

Federal Planning Allocation for 2023-2024 \$778, 016

Carryover/ Unbudgeted Reserve from SY 22-23 Approx. \$55, 000

Difference from SY 22-23 (w/out Carryover) - \$9, 693

District Administrative Costs	\$46, 681 (6% of Federal Allocation)
School Professional Development	\$38, 901 (5% of Federal Allocation)
School Parent Involvement	\$7, 780 (1% of Federal Allocation)
Homeless	\$1, 000
Total Combined District Set-Asides	\$94, 362

School Allotments from Federal Allocation \$683, 654 + \$55, 000 (Carryover)= \$738, 654
(See Page 2 for Individual School Totals)

Additional Information

Required Per Pupil Allotment \$408.55

Actual WCS Per Pupil Allotment 100%- 49.1% Poverty = \$1, 015 (B, CC, GV, M)
Based on Poverty Bands* 49.0%- 41.0% Poverty = \$435 (HP/ VC)

FORMULAS:

***Poverty Band Formula is \$ amount X the number of Free + Reduced in Eligibility Report**

**** Parental Involvement Formula is allotment (\$7, 780)/ 1022 (total Free + Reduced at eligible schools = \$7.61 X Free + Reduced at selected schools = allocation**

*****Professional Development is allotment (\$38, 901)/ 209 (total # of teachers in served schools) = \$186.13 X number of teachers at selected schools**

2023-2024 School Allocations

(Paid by district plan)

School	Allotment	Parent Involvement**	Professional Development***
Bethel	\$68, 005	\$510	\$3, 536
Cove Creek	\$151, 235	\$1, 134	\$5, 311
Green Valley	\$190, 820	\$1, 431	\$5, 956
Hardin Park	\$156, 165	\$2, 732	\$14, 518
Mabel	\$104, 545	\$784	\$3, 536
Valle Crucis	\$67, 860	\$1, 187	\$5, 956
Total Allotted	\$738, 630	\$7, 780	\$38, 901
Unallocated	\$24	\$2	\$88

*Please note subs are factored in as part of the total allotment and not in addition to total.

2022-2023 School Allocations

School	Allotment	Parent Involvement**	Professional Development***
Bethel	\$77, 453	\$627	\$3, 580
Cove Creek	\$117, 000	\$1, 220	\$5, 465
Green Valley	\$217, 505	\$1, 514	\$6, 030
Hardin Park	\$163, 000	\$2, 735	\$14, 698
Mabel	\$106, 100	\$783	\$3, 580
Valle Crucis	\$66, 000	\$998	\$6, 030
Total Allotted	\$747, 184	\$7, 877	\$39, 385
Unallocated	\$126	\$0	\$2

Eligibility Report for 2023-2024

Data from ESSR May 2023

School	# Free	# Reduced	Free+Reduced	# K-8	# PreK*	Total ADM	F/R %
Bethel	58	9	67	135	9	144	49.63%
BR	72	11	83	433	17	450	19.17%
CC	130	19	149	297	16	313	50.17%
GV	158	30	188	296	17	303	63.51%
HP	311	48	359	865	18	883	41.50%
Mabel	88	15	103	155	12	167	66.45%
PKW	203	25	228	661	18	679	34.49%
VC	135	21	156	347	15	362	44.96%
WHS	339	58	397	0	0	1, 218	32.59%
WIA	82	28	110	0	0	248	44.35%
District	1, 576	264	1, 840	3, 189	122	4, 767	39.61%

*#PreK not factored into F/R%

WCS Student Fees

Grades	1:1 Technology Fee	School Fee	Total
K-2	\$0	\$8	\$8
3-5	\$7	\$8	\$15
6-8	\$17	\$8	\$25
9-12	\$20	\$15	\$35

The 1:1 Technology Fee covers Accidental Damage Policy which will provide coverage to repair, rebuild, or replace the damaged Mobile Computing Device with another of like kind and quality, whichever is less. If multiple instances of damage, occurring at different times during the school year, there will be a tiered deductible due for each claim. The following costs will be assessed for accidental damage:

- 1st instance - \$0
- 2nd instance - \$50
- 3rd instance - \$75
- 4th instance - \$100 and disciplinary action will be taken
- Lost/excessively damaged device - \$250
- Lost/damaged power cord - \$35

Student/Parent Mobile Computing Device Handbook

Watauga County Schools

2023-2024

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WATAUGA COUNTY SCHOOLS
Student/Parent Mobile Computing Device Handbook
August 2021

Overview/Introduction

Watauga County Schools (WCS) is committed to preparing students to be successful citizens in a global economy. Within the Global Learning Communities, WCS has implemented a Mobile Computing Device program for one-to-one computing. Now in its twelfth year, the one-to-one initiative in WCS continues to immerse our students into a technology-rich instructional environment to help ensure that our graduates are prepared for the workplace and life. Each school has an Instructional Technology Facilitator (ITF) on campus to assist students and staff with technology needs.

Students and parents must have an understanding of the procedures and policies for this program to be successful. Please read and sign the following student and parent guidelines/agreement. The signed Mobile Computing Device and Responsible Use Agreements establish a contract for the rules and responsibilities agreed to by the parties involved in the Mobile Computing Device program (i.e. WCS, the student, and the parents/guardians).

WCS Learning Goals

- Promote student learning beyond the classroom.
- Prepare students to be safe, responsible, and innovative digital citizens.
- Engage students in solving real-world problems by collaborating, communicating, creating and critically thinking within a global learning community.
- Enable students to be responsible for their own learning.
- Support faculty in the development of interdisciplinary, project-based learning environments.

Deployment

Parent(s)/guardian(s) will be informed by letter, email, and/or a phone message, of the location, date, and time of the mandatory one-to-one logistics. The parent and student must sign the Agreement in order for the student to be issued a Mobile Computing Device.

- A. Prior to students being issued a Mobile Computing Device:
 1. Parent/guardian must attend an orientation/meeting (mandatory for freshmen and new students at WHS and all students at K-8 schools)
 2. Parent/guardian and student must sign Student/Parent Mobile Computing Device Agreement and WCS Responsible Use Policy
 3. WCS must receive payment of student fee (includes the Mobile Computing Device fee)
 - Grades K-2 - \$8
 - Grades 3-5 - \$15
 - Grades 6-8 - \$25
 - Grades 9-12 - \$35
- B. WCS will send a report of all model, asset and serial numbers of student Mobile Computing Devices to local pawn shops and law enforcement agencies to assist in the event of loss or theft.

Note: As Watauga County Schools is providing a Mobile Computing Device for each student in Watauga County Schools, grades K-12, in order to meet the educational needs of the students, personal Mobile Computing Devices will not be permitted for use on the school network.

Mobile Computing Device Loan

Terms of Loan

1. WCS will issue a Mobile Computing Device to each student upon completion of the requirements listed in the ***Deployment*** section above, (Item A).
2. The Mobile Computing Device is either leased or owned by Watauga County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the Board Policy - Technology Responsible Use policy code #3225/4312/7320, Internet Safety policy code #3226/4205, and other Guidelines as outlined in the Student/Parent Mobile Computing Device Handbook.
3. If a student violates the policies and guidelines outlined in the Student/Parent Mobile Computing Device Handbook and/or the Technology Responsible Use policy, including intentional damage, he/she may be subject to loss of privilege, disciplinary action and/or legal action.
4. A student's possession of the Mobile Computing Device terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (including but not limited to, drop-out, expulsion, or transfer).
5. The Mobile Computing Devices will be covered by an Accidental Damage Policy as explained under the section titled "***Damage.***"
6. If a Mobile Computing Device is damaged, every effort will be made to repair the device in a timely manner. Loaner devices may be provided in exceptional circumstances.

Loss or Theft

Theft is determined by a police report documenting forced entry to a secured place containing the Mobile Computing Device or forcibly taking the Mobile Computing Device in any way from a student. Missing devices should be reported to the School Resource Officer, who will determine if the Mobile Computing Device was stolen. The burden is on the student to truthfully report the computer theft and articulate the details for the police report.

1. Insurance is included, as part of the student fee, to reduce the cost/liability in the event of theft.
2. In the event of theft, a replacement fee of up to \$250 will be assessed to the student/parent. The amount of the fee will be determined using the Lost or Stolen Device Procedure flowchart (included on page 6). We encourage parents to claim this theft on their home or vehicle insurance, if applicable. If a personal insurance policy will reimburse the value of a stolen device, the family must notify the school so they can be billed for the reimbursement amount.
3. WCS will coordinate with the SRO (or local law enforcement) to alert pawn shops and area law enforcement agencies of lost or stolen Mobile Computing Devices.

Loss is defined as a Mobile Computing Device reported missing by a student while it was left unattended or in an unsecured/unsupervised location. The burden is on the student to truthfully report the computer loss and articulate the details for the administrative report.

1. Lost Mobile Computing Devices must be reported to a school administrator and the WCS Student Help Desk no later than 48 hours after the device is noticed to be missing.
2. The student or parent/guardian will be responsible for the total cost of the Mobile Computing Device in the event the lost Mobile Computing Device is not found. Loss is not covered by insurance. The purchase price and insured value, of the Mobile Computing Device is \$250, which is the maximum cost a parent/guardian would be responsible for.

Damage

1. WCS will provide *Accidental Damage Protection* for student Mobile Computing Devices.
2. The *Accidental Damage Policy* will provide coverage to repair, rebuild or replace the damaged Mobile Computing Device with another of like kind and quality, whichever is less.
3. If there are multiple instances of damage, occurring at different times during the school year, there will be a tiered deductible due for each insurance claim. When additional claims are made by the same student for damages, the following tiered costs will be assessed:
 - a. 1st instance = \$0
 - b. 2nd instance = \$50
 - c. 3rd instance = \$75
 - d. 4th instance = \$100 and disciplinary action will be taken
 - e. Lost/excessively damaged device = \$250
 - f. Lost/damaged power cord \$35

4. The student and/or the student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages that are not covered by the *Accidental Damage Policy*. The student and/or parent/guardian is liable for replacement(s) costs resulting from intentional damage and/or neglect as outlined in this document.
5. If unapproved changes or software installs are made to the Mobile Computing Device, the Mobile Computing Device will be re-imaged/reset to its original configuration and the student may be subject to disciplinary action.

Repossession

WCS reserves the right to repossess the Mobile Computing Device at any time if the student does not fully comply with all terms of this agreement. Computers left unattended will be turned in to the WCS Help Desk or appropriate building personnel.

Appropriation

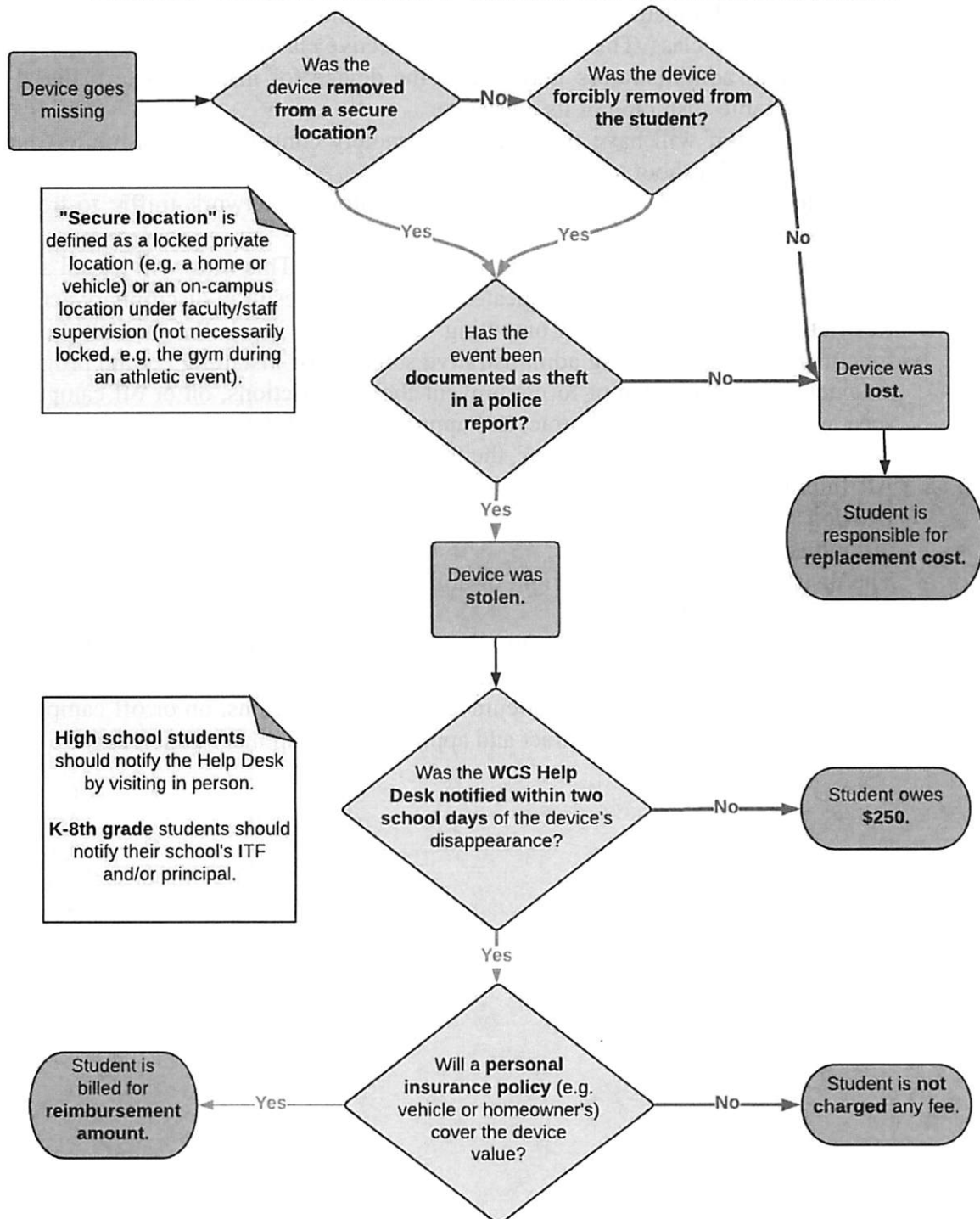
Failure to return the property at the designated times and/or the continued use of it for non-related school purposes may be considered unlawful appropriation of Watauga County School's property subject to legal action.

Modification to the One to One Program

Watauga County Schools reserves the right to revoke or modify the program or its terms at any time.



Lost or Stolen Device Procedure: Fee Assessment



This flowchart represents the procedure outlined on page five of the Watauga County Schools *Student/Parent Mobile Computing Device Handbook*, which is available on the district website.

Expectation of Privacy for Student Mobile Computing Devices

1. The Mobile Computing Devices are considered property of Watauga County Schools and are not subject to the same privacy expectations as private property. However, there is a limited expectation of privacy afforded to the student Mobile Computing Devices when taken off a WCS campus.
2. While connected to the WCS network (on our school campuses), WCS has the right to monitor the Mobile Computing Devices in the following ways:
 - a. Teachers and administrators may remotely view and control student Mobile Computing Devices while in class. This is required for effective classroom management.
 - b. Teachers and administrators may search the device for inappropriate material if they have reasonable suspicion of its existence.
 - c. Technology staff will have the ability to remotely control student Mobile Computing Devices to troubleshoot technical issues.
 - d. Technology staff will have the ability to monitor all network traffic to troubleshoot network issues.
 - e. All Internet traffic will pass through the content filter. This filter will log all attempts to access inappropriate material. Repeated attempts will result in disciplinary action.
 - f. Restrictions on the Mobile Computing Device will block the student from certain functions such as accessing administrative software or installing certain programs/apps or extensions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action will be taken.
3. While not connected to the WCS network, the following will apply:
 - a. All Internet traffic will pass through a local copy of the WCS content filter. This filter will log all attempts to access inappropriate material. Repeated attempts may result in disciplinary action.
 - b. The district will not have the right or ability to remotely access the Mobile Computing Device's web camera.
 - c. Restrictions on the Mobile Computing Device will block the student from certain functions such as accessing administrative software or installing certain programs/apps or extensions. Any attempt to circumvent these restrictions, on or off campus, will be seen as a violation of this contract and appropriate disciplinary action may be taken.

General Use of the Mobile Computing Device

1. Each 6-12th grade student is required to bring his/her Mobile Computing Device to school each day, transported in the school-issued protective case/sleeve, with a fully charged battery. Each K-5th grade student will keep their device at school unless a specific learning activity requires it to be sent home as requested by the teacher or if a remote learning day is anticipated. In this situation, the device must be transported in the school-issued protective case/sleeve. Students will not be given the use of a loaner Mobile Computing Device if he/she leaves his/her Device at home or fails to charge the Device. Students leaving Mobile Computing Devices at home will be required to complete assignments using alternate means (as determined by the teacher).
2. A small area for downloading/accessing files is provided on the Mobile Computing Device. If a Mobile Computing Device is experiencing a technical issue, it is likely to be reimaged/reset, which will destroy all local data that is not backed up.
3. Students should be mindful not to cause a tripping hazard when it is necessary to plug in their Mobile Computing Devices both at home and school.
4. Mobile Computing Devices are not allowed on overnight trips or field trips without the express written approval of the lead chaperone and/or teacher and the parent/guardian.
5. The use of the Internet at school is a privilege, not a right, and inappropriate use may result in suspension/termination of user privileges.
6. Student Mobile Computing Devices will be subject to routine monitoring by teachers, administrators, and technology staff as described in the "*Expectation of Privacy...*" section. While off campus, parental monitoring is highly recommended.
7. Periodic Mobile Computing Device checks will be conducted during the school year, inspecting for physical damage and/or loss. Students/parents may be billed for repairs throughout the school year in accordance with the procedures described in the "*Mobile Computing Device Loan*" section, subsection "*Damage.*"

Login Procedures

1. Students will log in to the WCS network by using their assigned username and password whether using the device on a WCS campus or at home.
2. Do not share passwords. Students are responsible for anything done using their login information, regardless of the actual user of the Device.

Email

1. WCS will provide email accounts to students through Google Apps.
2. Students will abide by all email guidelines as outlined in the WCS Board Policy – Technology Responsible Use #3225/4312/7320.

Online user accounts

Students may be asked to create age-appropriate online user accounts, (e.g. Quizlet, flipgrid) for educational purposes only. Teachers will be responsible for supervising the use of these accounts during instructional time. Parents/guardians will be notified of the use of such accounts either within the course syllabus at the beginning of each semester or through other means deemed appropriate and timely by the teacher and/or administrator.

Usage Guidelines to avoid Repetitive Stress Injuries (Ergonomics)

Ergonomics is defined as the science of making things fit people instead of asking people to fit things. Ergonomics uses knowledge from anatomy, mechanics, physiology and psychology to utilize human energy most effectively. Please read the following guidelines to promote safe, comfortable and efficient use of the student Mobile Computing Device.

1. The school-issued protective case/sleeve is designed to carry the MCD either separately or in a student's backpack.
2. Use a pillow, folded blanket or towel to raise the seat high enough so that your elbows are bent at about 90 degrees and hands and wrists are in a neutral posture. If the chair is not high enough or the work surface is not low enough, place the Mobile Computing Device on your lap, but make sure your knees are level with your hips.
3. Reduce pressure on your neck by tucking in your chin to view the monitor rather than bending your neck down. If possible, lower your eyes instead of bending your head forward to see the screen.
4. Make sure the screen is adjusted to minimize glare.
5. Take frequent mini breaks and change your work posture often. For example, place the Mobile Computing Device in your lap to achieve better wrist position for approximately 30 minutes. Then, switch and place the Mobile Computing Device on a table to achieve better neck position.
6. The arm support and padding of work surfaces is also important when working at a table or desk with hard leading edges. Use a pillow or folded towel as a wrist rest or arm support while typing.
7. If seated in a chair that does not provide adequate lumbar support, use a rolled up towel or small pillow as a lumbar support device.

General Care of the Mobile Computing Device

1. Students are responsible for the Mobile Computing Device they have been issued. Mobile Computing Devices in need of repair must be reported to the WCS Help Desk. Failure to report damage by the next school day may result in disciplinary action.
2. Guidelines to follow:
 - a. Always close the lid before moving and/or transporting your Mobile Computing Device, taking care not to close the lid on objects inside it.
 - b. For prolonged periods of inactivity, you should shut down the Device completely before closing the lid in order to conserve the battery.
 - c. Please be aware that overloading a student's backpack will cause damage. Please store the Mobile Computing Device in a separate section of the backpack, using the school-issued protective case/sleeve to store the device inside a student backpack. Textbooks, notebooks, binders, etc. should not be in the same section of the backpack as the Mobile Computing Device itself. Never sit or place any object on the backpack.
 - d. When using the Mobile Computing Device, keep it on a flat, solid surface so that air can circulate. For example, using a Mobile Computing Device while it is directly on a bed or carpet can cause damage due to overheating.
 - e. Liquids, food and other debris can damage the Mobile Computing Device. You should avoid eating or drinking while using the Mobile Computing Device. DO NOT keep food or food wrappers in the Mobile Computing Device bag.
 - f. Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up the Mobile Computing Device by the screen. K-1st grade devices have a touch screen which is to be touched with fingers or a stylus.
 - g. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your teacher, technician or technology specialist.
 - h. Never attempt repair or reconfiguration of the Mobile Computing Device. Under no circumstances are you to attempt to open or tamper with the internal components of the Mobile Computing Device. Nor should you remove any screws; doing so will render the warranty void and may result in disciplinary action.
 - i. Take care when inserting cords, cables and other removable storage devices to avoid damage to the Mobile Computing Device ports.
 - j. Do not expose your Mobile Computing Device to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Mobile Computing Device.
 - k. Keep your Mobile Computing Device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old style television sets.

Cleaning Your Mobile Computing Device

Routine maintenance on Mobile Computing Devices will be done by the school technology support personnel. However, students are encouraged to perform simple cleaning procedures as outlined below:

1. Always disconnect the Mobile Computing Device from the power outlet before cleaning.
2. Never use liquids directly on the Mobile Computing Device screen or keyboard.
3. Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
4. Wash hands frequently when using the Mobile Computing Device to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen
5. Clean the touch pad with a lightly dampened cloth.

General Security

1. Never leave your Mobile Computing Device unattended or unsecured. Mobile Computing Devices should be secured in a designated storage facility or a secured locker. Unsupervised Mobile Computing Devices will be confiscated by staff, and disciplinary actions may be taken.
2. Each Mobile Computing Device has several identifying labels (i.e., WCS asset number and serial number). Under no circumstances are you to modify or destroy these labels.

Internet Access/Filtering

1. As required by the Children's Internet Protection Act, a current content filtering solution is maintained by the district for school use on this Mobile Computing Device. This is a "good faith" effort to block all inappropriate content, but the district cannot guarantee that access to all inappropriate sites will be blocked because no content filter is 100% effective. It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the network and the Internet. WCS will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.
2. A local copy of the district content Internet filter will continue to filter content outside the WCS network (e.g. when the student is connected to a home wireless network). It is the responsibility of the user and parent/guardian to follow guidelines for appropriate use of the Internet. WCS will not be responsible for any problems suffered while on the Internet. Use of any information obtained through the Internet is at the user's own risk.
3. Attempting to disable or circumvent Watauga County Schools' Internet content filter and firewall, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and may result in disciplinary action.

Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Utilizing sites selling written papers, book reports, and other student work or any act of plagiarism is not permitted.

Empowered Use Guidelines¹

By providing technology to students, Watauga County Schools empowers them to create, collaborate, communicate, and think critically as citizens in a rapidly changing global society. To this end, we encourage students to engage in the following behaviors when using their technology:

1. Be responsible with your WCS-issued device and the WCS network.

- a. Use only your own WCS-issued device on the WCS network.
- b. Take your device to your school's ITF and/or the WHS Help Desk if it is in need of repairs.
- c. Use your device in the same condition it was issued to you. Leave the case and internal parts intact, carry the device in its protective case/sleeve, and please don't decorate the device itself with stickers or other markings.
- d. Use the district network as it is configured (e.g. access authorized resources, log in using your own credentials, work within the content filter and/or firewall).
- e. Avoid activities that could cause network congestion (e.g. streaming high-quality audio or video).
- f. In general, use your WCS-issued device and the WCS network for legal, school-appropriate activity.

2. Be respectful of yourself and others by demonstrating strong digital citizenship.

- a. Properly cite all digital resources, and honor copyright and Creative Commons licensing.
- b. Engage in positive conversations online; seek to listen, understand, and build a strong digital school community.
- c. Use only the username(s) and password(s) issued specifically to you by WCS.
- d. If you ever encounter digital content that concerns you or makes you uncomfortable, speak to a teacher or another adult in your school for help.

3. Be empowered to use technology for great things.

- a. Communicate clearly and respectfully to share your thoughts, expand your knowledge, and generate new ideas.
- b. Think critically about all information you encounter online, and seek out corroborating evidence and contrasting viewpoints to build fully-informed viewpoints.
- c. Collaborate with fellow learners – whether in Watauga County or around the globe – to teach, learn, and create together.
- d. Create new, unique, awe-inspiring work – writing, video, music, visual art, or whatever else you can imagine – to show the world what you know and are capable of.

¹ Inspired by and adapted from McLeod, S. (2014, March 21). Instead of an AUP, how about an EUP (Empowered Use Policy)? Retrieved May 09, 2017, from <http://dangerouslyirrelevant.org/2014/03/instead-of-an-aup-how-about-an-eup-empowered-use-policy.html>

Parent Expectations

1. This is an exciting learning opportunity for your student(s). Participate with them as they learn to use this instructional tool to enhance their educational experience.
2. While the school system does provide Internet content filtering for the security of your student, there is no substitute for parental supervision when using the Mobile Computing Device. Parents are ultimately responsible for monitoring student use of the Mobile Computing Device and Internet at home.
3. Parents should review the Watauga County Technology Responsible Use policy and the Mobile Computing Device Handbook with their child to ensure they are familiar with and adhere to these policies and guidelines.
4. Parents should ensure that repairs, loss, theft and/or damages are reported to the WHS Help Desk no later than the next school day.
5. Parents should review the Watauga County Technology Responsible Use policy and the Mobile Computing Device Handbook with their child.
6. Use of the Mobile Computing Device by other family members is not allowed. Parents/legal guardians may use the Mobile Computing Devices to assist their child who is assigned the Mobile Computing Device with homework and school assignments or to learn what their student is doing with this instructional tool. The Mobile Computing Devices may not be used by other family members for personal or business use.
7. Parents are responsible for ensuring the return of the Mobile Computing Device and all accessories at the end of the current school year or before the student withdraws from school.

NOTE: Students who are 18 years or older or who are legally deemed an emancipated minor are considered adult students and assume a legal, ethical and financial obligations related to using the Mobile Computing Device.

Watauga County Schools One-to-One Mobile Computing Device Initiative

Student Mobile Computing Device Agreement

THIS FORM IS TO BE COMPLETED BY THE **PARENT AND STUDENT**. PLEASE PRINT ALL INFORMATION.

Student Last Name	Student First Name	Student Middle Name	Student Grade
Parent/Guardian Last Name	Parent/Guardian First Name	Student ID #	
Home Phone	Work Phone	Cell Phone	Other Phone

I, the Watauga County Schools (WCS) student named above, have read (or have had read to me) WCS Technology Responsible Use policy (#3225/4312/7320). My signature below indicates I understand and will abide by this policy and the procedures and guidelines in the WCS Student/Parent Mobile Computing Device Handbook at all times. I understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

- ✓ I understand the Mobile Computing Device ("Device") is property of Watauga County Schools and is assigned to me.
- ✓ I will use my assigned Device appropriately for school purposes.
- ✓ I will care for my assigned Device and not leave it unsupervised in unsecured locations.
- ✓ I will be responsible for all damage or loss to my assigned Device caused by neglect or abuse.
- ✓ I will report the loss or theft of my assigned Device as outlined in the Student/Parent Mobile Computing Device Handbook.
- ✓ I will not loan my assigned Device to another individual.
- ✓ I will charge my assigned Device before each school day.
- ✓ I will not disassemble or attempt any repairs on my assigned Device.
- ✓ I will carry my assigned Device in its school-issued protective sleeve/case.
- ✓ I will not place stickers, drawings, markers, etc. on my assigned Device.
- ✓ I will not deface the serial number/asset number stickers on my assigned Device.
- ✓ I agree to return my assigned Device, power cord, and other accessories in working condition.
- ✓ I understand I may be criminally charged if my assigned Device is not returned at the designated time.

Student Signature

Date

Parent Signature

Date

Watauga County Schools One-to-One Mobile Computing Device Initiative

Parent / Guardian Agreement for Student Use of Mobile Computing Device

THIS FORM IS TO BE COMPLETED BY THE **PARENT/GUARDIAN**. PLEASE PRINT ALL INFORMATION.

I, the parent/guardian of the student named below, hereby give permission for my child to use the Mobile Computing Device and network resources provided by Watauga County Schools. I have read (or have had read to me) Watauga County Schools' Technology Responsible Use policy (#3225/4312/7320) and the WCS Student/Parent Mobile Computing Device Handbook. I understand the Mobile Computing Device is property of Watauga County Schools and is assigned to my student for learning purposes only.

I understand that network/Internet access is intended for educational purposes. Watauga County Schools, in accordance with federal law and WCS Board Policy #3226/4205, provides technology protection measures (i.e. network filtering) to restrict my child's access to questionable materials. If my student uses the Mobile Computing Device at home, I accept responsibility for my child's Internet activity during home use of the Device.

I understand parents/guardians/adult students will file a police report in case of theft/vandalism and will be responsible for insurance deductible in the event of accidental damage.

- 1st instance = \$0
- 2nd instance = \$50
- 3rd instance = \$75
- 4th instance = \$100 and disciplinary action will be taken
- Lost device/excessive damage = \$250
- Lost/damaged power cord = \$35

Student Name *(please print)*

Parent/Guardian Name *(please print)*

Parent/Guardian Signature

Date

Student Responsible Use Policy Assent and Equipment Receipt / Return Log

		9th	10th	11th	12th
Device Asset #					
Device Serial #					
RUP Assent	<i>Init.</i>				
	<i>Date</i>				
Equip. Issued	<i>Init.</i>				
	<i>Date</i>				
Equip. Ret'd	<i>Init.</i>				
	<i>Date</i>				

In its effort to provide a rigorous expanded curriculum that will adequately prepare students for future educational and workplace endeavors, the Watauga County Board of Education (the "board") will support high school students who also wish to enroll in classes taught by a college, university, community college or other approved entity in accordance with the requirements of this policy, state law and State Board of Education policy.

A. CAREER AND COLLEGE PROMISE

The Career and College Promise program is designed to offer qualified high school students structured dual enrollment opportunities that provide both entry-level job skills as well as pathways leading to a certificate, diploma, or degree.

The board, in collaboration with local community colleges, may provide for dual enrollment of a qualified high school student in community college courses through (1) a Career and Technical Education Pathway leading to a job credential, certificate, or diploma aligned with one or more high school Career Clusters or (2) a College Transfer Pathway leading to college transfer credits.

The board may also partner with institutions of higher education to establish cooperative innovative high school programs that enable a student to concurrently obtain a high school diploma and (1) begin or complete an associate degree program, (2) master a certificate or vocational program, or (3) earn up to two years of college credit within five years. Students are eligible for these programs beginning in ninth grade.

The board will implement the Career and College Promise program in accordance with a Career and College Promise Partnership Agreement developed as required by State Board of Education Policy CACP-000 and revised annually. The superintendent shall develop any necessary procedures consistent with the partnership agreement, this policy, state law and State Board policies.

B. OTHER COLLEGE COURSES

The superintendent shall develop procedures and requirements for awarding high school credit toward graduation upon request to students who self-enroll in courses taught by a college, university, community college, or other approved entity. Credit toward graduation will be granted only for courses that are consistent with the policies and standards of the school system and State Board requirements, including the requirements of State Board of Education Policy CCRE-001, which defines "Course for Credit." The principal must approve the course in advance. Prior to granting approval, the principal shall determine whether the course is eligible for credit toward graduation in accordance with the procedures and requirements developed by the superintendent.

The parent or guardian of the student must give permission for the student to take the

course, and the student must complete any forms required by the school system.

Enrollment of a student in a course is the responsibility of the student and the student's parent or guardian. Unless otherwise provided, all special fees and charges and any special transportation needs are the responsibility of the student and the student's parent or guardian.

For a student to receive credit toward high school graduation, the school at which the course is offered must provide such essential information as is generally included in official transcripts of school records. This information must include:

- (1) a description of the content and subject matter covered by the course;
- (2) the number of clock hours of instruction in the course; and
- (3) the student's achievement or performance level in the course.

In addition, a syllabus that includes course goals, course objectives, course activities and grade requirements must be provided.

The student also must meet any other requirements established by the superintendent.

Legal References: G.S. 115C art. 16 pt. 9; 115C-36, -47; 115D-5(b), -20(4); S.L. 2011-145 sec. 7.1A(a), 7.1A(b), 7.1A(c), 7.1A(k); State Board of Education Policies CACP-000, CCRE-001, GRAD-004

Cross References: Curriculum Development (policy 3100)

Adopted: August 3, 2015

Revised: August 14, 2017 and March 15, 2018 (Legal references only); September 9, 2019;
{DATE}

Replaces: Board Policy 4.04.30, Dual Enrollment Policy

NEWS MEDIA RELATIONS

Policy Code:

5040

The news media can be an important means of communicating information about the school system to the community. Consistent with policy 13602220, Official School Spokesperson, the board chair and superintendent and their designees are authorized to provide information to the news media on behalf of the school system.

The superintendent shall establish an effective working relationship with the news media. The news media should be notified whenever necessary to relay information to the public, such as when there are emergency school closings. The superintendent also is expected to identify opportunities to educate the news media regarding the goals of the Watauga County Board of Education (the "board") and school system, especially as they relate to student success and the educational program. The superintendent also should inform the news media of the results of the school system's efforts to improve student achievement.

~~The superintendent may designate a spokesperson to provide information to the news media.~~ The school system will respond to ~~the news media's requests for information public records~~ in compliance with policy 5070/7350, Public Records – Retention, Release, and Disposition.

Policy 5020, Visitors to the Schools, applies to news media. News media are expected to cooperate with ~~the school system~~ officials in their efforts to provide a safe and orderly learning environment in which disruptions to instructional time are minimized. The principal or superintendent or their designees may require news media to leave or prevent news media from entering school grounds if the news media's presence interferes with these efforts.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-47, -109.3, -319 to -321, -402; 132-1 to -9

Cross References: Official School Spokesperson (policy 1360), Board Meeting News Coverage (policy 1425), Visitors to the Schools (policy 5020), Emergency Closings (policy 5050), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted: February 8, 2016

Replaces: Policy 2.04.40, Public Relations (as applicable)

Revised: September 14, 2020 (Legal references only); {DATE}

Safety is of paramount concern in ~~providing student the~~ transportation of students and others services. Consistent with the safety goals of the Watauga County Board of Education (the "board") ~~for student safety~~, all drivers involved in transporting students or operating any vehicle in the course of carrying out their employment duties must comply with the following board requirements, as applicable.

A. SCHOOL BUS AND ACTIVITY BUS DRIVERS

School bus and activity bus drivers must:

1. possess required licenses and all other qualifications required by law;
2. undergo and follow all training required by law governing school bus and activity bus passenger safety and comply with the safety practices set out in policy 6305, Safety and Student Transportation Services;
3. not operate a school or activity bus on a public street, highway, or public vehicular area while using a mobile telephone or related technology while the bus is in motion, unless such use is for the sole purpose of communicating in an emergency situation;
4. use the North Carolina crossing signals required by the State Board of Education to communicate to students when it is safe to cross the street to board the bus and when it is safe to cross the street after exiting the bus;
5. report to the principal any misconduct that is in violation of any of the student behavior policies in the 4300 series or school rules;
6. use reasonable judgment in the operation of the buses;
7. make reasonable efforts to maintain good order of the students being transported;
8. not permit any person to ride who is not assigned to the bus or has not received express permission of the principal or other designated official;
9. promptly report to the principal or other designated official any defect or other concern regarding the safety of the school bus, activity bus, or other vehicle operated by the school system; ~~and~~
10. report to the principal or other designated official by the next work-day any moving violation citations received while operating any motor vehicle, whether on or off duty;

11. promptly report to the principal or other designated official all accidents that occurred while driving a school vehicle; and
- 10.12. comply with the requirements of policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators.

B. OTHER DRIVERS

Other drivers, who transport students, including volunteer drivers, and drivers who operate a vehicle for other purposes in the course of carrying out their employment duties, must:

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

C. VEHICLES

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

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

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

Legal References: G.S. 20-7(f)(2), -137.4, -218; 115C-47(25a), -241, -242, -244 to -246, -248, -251, -317.1; 16 N.C.A.C. 6B .0111; State Board of Education Policy TRAN-010; *North Carolina School Bus Driver Handout*, Department of Transportation, Division of Motor Vehicles, available at <https://www.ncdot.gov/dmv/license-id/driver-licenses/new-drivers/Documents/school-bus-handbook.pdf>

Cross References: Student Behavior Policies (4300 series), Safety and Student Transportation Services (policy 6305), Student Transportation Services (6320), Drug and Alcohol Testing of

Commercial Motor Vehicle Operators (policy 7241), Insurance (policy 8340)

Adopted: April 11, 2016

Revised: August 14, 2017; November 13, 2018 and January 13, 2020; July 26, 2021; {DATE}

Replaces: 5.04.30, Student Transportation by School System Employees

INSURANCE FOR STUDENT TRANSPORTATION SERVICES

Policy Code:

6330

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

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

Legal References: 49 U.S.C. 30125, 30165; G.S. 115C-42, -47(25), -239, -242, -257, -258, -259; G.S. 143 art. 31; Memorandum to All Superintendents from Eddie M. Speas, Jr., Special Deputy Attorney General, January 14, 1988, available at <https://www.ncsba.org/wp-content/uploads/2017/03/AG-Memo-1988.pdf>

Cross References: Insurance (policy 8340)

Adopted: April 11, 2016

Revised: {DATE}

PARTICIPATION BY HISTORICALLY UNDERUTILIZED BUSINESSES

Policy Code:

6402

The Watauga County Board of Education (the "board") affirms the State's commitment to encouraging the participation of historically underutilized businesses, as defined by G.S. 143-128.4, and small businesses in the school system's purchase of goods and services.

Notwithstanding the board's intent to promote the participation of the types of businesses described above, the board will purchase goods and services without regard to of education prohibits discrimination against any person or business on the basis of race, color, creed, ethnicity, national origin, sex, age, disability or religion.

A. SCHOOL SYSTEM GOOD FAITH EFFORTS

The board ~~has adopted~~ establishes the following guidelines to ensure that the school system will make good faith efforts to reach diverse suppliers of goods and services and to encourage participation in the school system's purchasing ~~progress-program~~ by such suppliers. Employees responsible for the purchasing function shall: ~~The school system will:~~

1. make information about the school system's purchasing procedures and bidding process readily available;
2. advertise for bids in media that reaches historically underutilized ~~minority~~ businesses;
3. ensure access to bidding documents needed for making bids on projects;
4. ~~request-obtain~~ directory information of small businesses, historically underutilized businesses, disabled business enterprises, owned and controlled by minorities, women, disabled persons and nonprofit work centers for the blind or severely disabled by using the online search functions of the North Carolina electronic Vendor Portal provided by contacting the Division of Purchase and Contracts at the State N.C. Department of Administration;
5. sponsor or participate in purchasing seminars for all prospective vendors or, in particular for small businesses, historically underutilized businesses ~~minority-owned, female-owned, disabled-owned, disabled business enterprises, and non-profit work centers for the blind or severely disabled;~~
6. provide information to ~~HUBs~~ on how to become Historically Underutilized Business (HUB)-certified and/or North Carolina Small Business Enterprise (NCSBE)-certified and how to register in the North Carolina electronic Vendor Portal ~~have a company name included on lists maintained by the Division of Purchase and Contracts at the State Department of Administration;~~
7. prepare vendor lists in accordance with policy 6442, Vendor Lists; and

8. where allowed by law, permit performance guarantees rather than performance bonds for contracts for goods and services.

B. DOCUMENTATION AND REPORTING

The superintendent or ~~his or her~~ designee ~~will~~ shall submit all legally required reports on the use of historically underutilized businesses, disabled business enterprises, and nonprofit work centers for the blind and the severely disabled and ~~will~~ shall document the use of such businesses ~~qualifying as historically underutilized businesses~~ as necessary to comply with applicable laws.

Legal References: *City of Richmond v. J.A. Croson Co.*, 488 U.S. 469 (1989); G.S. 143-48, -48.4, -128.4; 01 N.C.A.C. 05B .0301
~~143-128~~

Cross References: Vendor Lists (policy 6442), Participation by ~~Women and Minority-Owned~~ Businesses (policy 9125)

Adopted: February 8, 2016

Revised: {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, ~~the board encourages the purchasing officer to obtain~~ at least two bids, proposals, or quotes should be obtained when feasible.

~~Except as otherwise required by law or specified by the board, the board delegates to the superintendent the authority to award contracts for the purchase of apparatus, supplies, materials, and equipment involving amounts up to \$90,000. Any purchases or contracts involving expenditures greater than this amount must be approved by the board. The appropriate school system employee purchasing officer and any additional staff deemed appropriate by the superintendent 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 (\$310,000 TO \$90,000)

The purchase of apparatus, supplies, materials, or equipment for expenditures of at least \$310,000 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 \$310,000

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 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 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 \$340,000 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. 14; 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; {DATE}

The Watauga County Board of Education (the "board") believes a strong relationship exists between the quality of education provided to students and the competency and training of all personnel employed by the school system. The board places a high priority on securing the most competent personnel available and, once they are employed, providing them with opportunities for professional growth and development throughout their careers. The goal of professional and staff development programs and opportunities for licensed professional employees and support staff is to improve the instructional program and create a safe learning environment for all students by improving and expanding the skills of the professional staff and support personnel.

A. PROFESSIONAL AND STAFF DEVELOPMENT

The superintendent shall provide ongoing development opportunities for licensed and support staff and shall require participation by such personnel as appropriate. The superintendent shall seek input from employees when developing system-wide programs. The principal shall seek input from school personnel when planning professional and staff development programs for his or her school.

Professional and staff development shall include all topics required by law or board policy, including but not limited to: (1) the effective delivery of the required curriculum as required by G.S. 115C-81.45(d), ~~and -81.20(f)~~, and -81.57(c); (2) a program of technology-related professional development as required by policy 3220, Technology in the Educational Program; and (3) a mental health training program, which includes all components required by G.S. 115C-375.20, G.S. 115C-376.5(d),⁶ and State Board of Education Policy SHLT-0037 (see policies 4240/7312, Child Abuse and Related Threats to Child Safety, and 6120, Student Health Services).

B. SELF-IMPROVEMENT

Licensed employees are expected to engage in self-directed activities to improve their professional skills. These employees are encouraged to seek information and training through professional development programs as well as other opportunities in order to meet this responsibility.

C. PLANS FOR GROWTH AND IMPROVEMENT

Supervisors and principals also may require licensed employees to enter into plans, including mandatory improvement plans established by state law and individual, monitored and/or directed growth plans established by the State Board of Education, for professional growth and improving performance. (See policy 7811, Plans for Growth and Improvement of Licensed Employees.) A performance improvement plan could involve participation in a professional development program or encompass a variety of strategies that are related to professional growth or improving performance.

D. PAYMENT OF COSTS

The school system will consider paying reasonable costs, within budget limits, for any courses, workshops, seminars, conferences, in-service training sessions or other sessions an employee is required to attend by the local administration. The employee must seek prior approval for payments.

The school system will not bear the responsibility of the cost of training taken solely for the purposes of licensure renewal.

Legal References: Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; G.S. 115C-81.20(f), -81.45(d), -81.57(c), -333, -333.1, -375.20, -376.5(d); State Board of Education Policies EVAL-004, SHLT-003

Cross References: Grievance Procedure for Employees (policy 7220), Technology in the Educational Program (policy 3220), Child Abuse and Related Threats to Child Safety (policy 4240/7312), Student Health Services (policy 6120), Plans for Growth and Improvement of Licensed Employees (policy 7811)

Adopted: May 11, 2015

Revised: August 14, 2017 and March 15, 2018 (Legal references only); November 9, 2020; September 13, 2021; {DATE}