

# JACKSON COUNTY PUBLIC SCHOOLS

Regular Business Meeting

April 23, 2024 – 6:00 p.m.

Central Office Board Room

## AGENDA

### **I. JACKSON COUNTY BOARD OF EDUCATION**

- A. Call to Order (Mrs. Elizabeth Cooper, Chairperson)
- B. Pledge of Allegiance and National Anthem – SMES students
- C. Approve Agenda

### **II. SPECIAL RECOGNITION (Dr. Dana L. Ayers, Superintendent)**

- 1. SMES Battle of the Books - Angelina Ly, Emily Keat, Lili Alvarez, Brookstyn Adams
- 2. Vanessa Rivas Aguilar - CVES 6<sup>th</sup> Grade Student - Jackson County Soil and Water District – Living Soil Speech Competition
- 3. Kayla Anthony – JCS Jobs for America’s Graduates Scrapbook Competition and Jacob Lambert One of the Most Outstanding JAG students
- 4. Sarah Morris – JCEC – ACT Perfect Score

### **III. CONSENT ACTION AGENDA (Elizabeth Cooper, Chairperson)**

- A. [Open Session Minutes of Regular Meeting on March 19, 2024.](#)

### **IV. INFORMATION**

- A. Superintendent’s Report (Dr. Dana L. Ayers, Superintendent)
- B. JCPS Education Foundation, Inc. (Laura Dills, Erin Daniel, and Melissa Lewis)
- C. JCEC Senior Internship Experience (Inga Sutton Instructor – Students: Lillian Haigler, AJ Cardona-Cosner and Kaitlin Ly)
- D. Social Media Engagement (Shaneka Allen, Public Information Officer)
- E. [Mental Health Awareness](#) (Meagan Crews, Mental Health Director)
- F. [ESS – Substitute Review](#) (Teri Walawender, HR Director and Kristie Walker, Chief Financial Officer)
- G. [Internal Audits](#) (Kristie Walker, Chief Financial Officer)
- H. [Unaudited Financial Summary](#) (Kristie Walker, Chief Financial Officer)

### **V. OPEN SESSION FOR PUBLIC COMMENTS**

Sign up to speak before meeting. • Designed for school board to listen.

Time to speak limited to 3 minutes • Complaints about individual employees or students prohibited

### **VI. ACTION AGENDA**

- A. [Budget Amendments](#) (Kristie Walker, Chief Financial Officer)
- B. [Smokey Mountain Elementary School Civil War Studies](#) (Dr. Dana L. Ayers, Superintendent)
- C. [The Catamount School Relocation](#) MOA (Dr. Dana L. Ayers, Superintendent)
- D. [Phone Provider Approval for FAX lines, 911 Fire Alarms and Elevators](#) (Greg Stewart, Chief Technology Officer)
- E. [2025-2026 LEA Based Calendar Weather Waiver](#) (Angie Dills, Assistant Superintendent)

F. [NCDOT Right of Way Agreement for Smoky Mtn High](#) (Jake Buchanan, Deputy Superintendent)

G. Field Trips (Dr. Dana L. Ayers, Superintendent)

1. [CVES, Grade 6 - Dollywood, Pigeon Forge, TN, May 5, 2024, TT9352](#)

**VII. CLOSED SESSION – Pursuant to G.S. 143.318.11 for the following purposes: under subsection; (a) (1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. 115C-319-321 and (a) (3) to discuss matters protected by the attorney-client privilege.**

**VIII. PERSONNEL ACTION AGENDA**

**Announcements:**

**The next regularly scheduled business meeting of the Board of Education is May 28, 2024, at 6:00 p.m., at the Board of Education Administrative Office, 398 Hospital Road, Sylva, NC.**

**IX. ADJOURNMENT**

**Jackson County Board of Education  
Minutes of Regular Meeting  
Sylva, North Carolina**

398 Hospital Road, Sylva

March 19, 2024

6:00 p.m.

The Jackson County Board of Education held their regular session on Tuesday, March 19, 2024, at 6:00 p.m., at the Board of Education Administrative Office Boardroom, Sylva, North Carolina. The following members were present:

Elizabeth Cooper, Chairperson  
Wes Jamison, Vice Chairperson  
Kim Moore  
Dr. Lynn Dillard

The following board member was present via telephone and/or online platform:

Abigail Clayton

Also present were Dr. Dana L. Ayers, Superintendent; Jake Buchanan, Deputy Superintendent; Chris Campbell, School Board Attorney; and Cora Fields, Board Assistant.

**CALL TO ORDER**

Chairperson Elizabeth Cooper called the business meeting to order.

Mrs. Cooper led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

*Upon a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore, the board voted unanimously to approve the Agenda.*

**SPECIAL RECOGNITION**

Dr. Ayers recognized the following Cullowhee Valley Elementary students:

Regional STEM Fair – Elementary School:

Riley Hill - 1st place Math; Ester Melton - 2nd place Engineering; Jack Pollack and Cail Lord-Siler - 2nd place technology.

Middle School: Julia Friddle and Alexis Lind - Honorable Mention biological sciences; Ida Reisinger & Tilly Pressley - Honorable Mention earth and environmental sciences; Ella Tracy - Technology third; Lexi Hughes and Alizabeth Holt - earth and environmental science 3rd and 2nd place as a special water award; Senith DeSilva - Earth env-1st place; Mary Vineyard - 3rd physics; Theo Rutt & Wally Wilson - 1st physics; Lane Brooks, Maddie Hendershot and Griffin Brown - Honorable Mention Engineering; Abram Graning - Tied 3rd math stats data; Linus Huffman - 3rd place Math, Data & Statistics; and Garret Chapman - 1st math statistics and data.

## **CONSENT ACTION AGENDA**

**Action:** *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore, the board unanimously approved the consent action agenda:*

- A. Draft Open Session Minutes of Regular Meeting of February 27, 2024.

## **INFORMATION AGENDA**

- A. **Agenda Item:** Superintendent's Report  
**Presenter:** Dr. Dana L. Ayers, Superintendent

Dr. Ayers reported on the following:

1. We gathered just three weeks ago for our last board meeting and much has occurred in those few weeks. I am extremely proud of the academic strides we have made and am eager to see our results at the conclusion of the year. There are only eight weeks remaining in the school year!
2. JCPS students and staff are ready to take some much-deserved time away from classrooms to enjoy spring break. As a reminder, JCPS will be closed March 25th through April 1st. School resumes on Tuesday, April 2nd.
3. In athletics, we are in desperate need of support. When we discussed middle grades athletics in January of 2023, I presented the barriers of running district teams and school teams at the same time. Many, many people promised to support schools by coaching, driving buses, volunteering to run clocks and monitor students. Unfortunately, very few have come through on those promises. Our greatest need is transportation! I would like to commend Mark Hooper, Michael Forbis and Ronnie Riddle for driving athletic teams on a regular basis. We are so appreciative of their time but need more people to step up for our students and fulfill those promises from last year. If you are willing to help with any of these roles, please contact Pam Shuler at SMHS by phone or email.
4. The next few weeks will bring several planning discussions around budgets, capital projects and other upcoming plans for JCPS. I often contact both the Air Force and Army regarding our applications for ROTC programming at Smoky Mountain High School. We have students who are interested; we simply need to be granted the program from either branch. As of now, we are still on the waiting list for both branches. Likewise, our curriculum team is collaborating with Southwestern Community College to increase the Career and College Promise (CCP) courses offered on the campuses of Blue Ridge Early College and SMHS. The goal is to have in-person instructors on both campuses in the fall. These dual enrollment classes provide free college to our students. What a tremendous and no cost benefit for students and their families. As you can tell, I am continually looking for ways to expand opportunities for our high school students.
5. Of much importance is our long-range plan for capital priorities. These priorities include: 1) a new cafeteria and classroom space at Fairview, 2) a newly built traditional middle school with athletic fields, 3) upgrades to SMHS athletic facilities to include construction of a track and ADA upgrades, and 4) a newly constructed bus garage on the current site. Each of these projects has been presented to our county commissioners for review and potential funding. I urge our community to promote these projects when interacting with commissioners.
6. Finally, I am excited about my recent invitation to present to the State Board of Education in Raleigh on April 3rd. This will be a chance for me to highlight the work our principals are doing with the Regional DPI team to improve student outcomes. This is perhaps one of the first times that JCPS will have the attention of folks in Raleigh!

**B. Agenda Item:** NC SIS Transition to Infinite Campus

**Presenter:** Mr. Adam Holt, Director of Testing and Accountability

Mr. Holt presented information about the new Student Information System, Infinite Campus, that will be implemented over the next two years. Mr. Holt informed the board that data conversion will occur during the summer and the new system will be in place at the start of the 2024-2025 school year. The new user-friendly system offers lots of benefits and will require a new log in for parents and students. Additional information will be disseminated prior to implementation of this new program.

**C. Agenda Item:** The Catamount School

**Presenter:** Dr. Dana L. Ayers, Superintendent

Dr. Ayers reported on the Catamount School Memorandum of Agreement between WCU and JCPS. Dr. Ayers shared enrollment statistics, facility usage, staffing numbers, and discussed the advantages and disadvantages of housing the Catamount School on the Smoky Mountain High School campus. She informed the board that there is a need for additional classroom space for several CTE classes, Specially Designed Instruction for the Exceptional Children's Program, a JROTC Program, and additional office space for College & Career Promise. Dr. Ayers said that relocating the Catamount School is one option that is being considered.

**D. Agenda Item:** Unaudited Financial Summary

**Presenter:** Mr. Jake Buchanan, Deputy Superintendent

Mr. Buchanan presented the Unaudited Financial Summary as of March 2024.

**OPEN SESSION FOR PUBLIC COMMENTS**

Jill Wolfe spoke to the board in support of the Catamount School remaining on the campus of Smoky Mountain High School. She said that there seems to be some challenges that are being looked at. She said that while looking at the classroom space for these programs that we must tread carefully. She said that the Catamount School has invested in renovating these spaces. She said that she feels there are the same challenges of supervision of middle school students on the high school campus as there are at K-8 schools. She said that it should be a privilege for SMHS to have these students on their campus. She said that there is a challenge between progress and preservation.

Grayson Wolfe spoke to the board in support of the Catamount School. He said that from what he understands the problem is the interactions between the high school and middle school students. He said he thinks there would still be problems no matter what school they were located at. He said there are problems no matter where we go. He said the teachers are respected and loved and happy at the Catamount School. He said that we should keep the funding in place for the Catamount School.

Rae Daniels spoke to the board in support of the Catamount School. She said she likes her school and the clubs and electives, and they get to have freedom in their classrooms, and they really love their school.

## **ACTION AGENDA**

### **A. Agenda Item:** Budget Amendments

**Presenter:** Jake Buchanan, Deputy Superintendent

Mr. Buchanan presented budget amendments to the Capital Outlay Fund, Federal Grants Fund, Other Specific Revenue Fund, and the State Public School Fund and asked for board approval.

**Action:** *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore, the board voted unanimously to approve the budget amendments to the Capital Outlay Fund, Federal Grants Fund, Other Specific Revenue Fund, and the State Public School Fund.*

### **B. Agenda Item:** High School Math I, II, III Textbook Purchase

**Presenter:** Mrs. Angie Dills, Assistant Superintendent for Curriculum and Instruction

Mrs. Dills presented information for the adoption of the Carnegie Learning Textbook Bundles for high school courses Math I, II and III and asked for board approval.

**Action:** *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore, the board voted unanimously to approve the purchase of the Carnegie Learning Textbook bundles for High School Math I, II, and III.*

### **C. Agenda Item:** JCPS Suicide Screener Resolution

**Presenter:** Dr. Dana L. Ayers, Superintendent

Dr. Ayers presented a Resolution supporting an exception to the Parents' Bill of Rights for Suicide Risk Screeners and asked for board approval.

**Action:** *Upon a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore the board voted unanimously to adopt the Resolution Supporting an Exception to the Parents' Bill of Rights for Suicide Risk Screeners.*

### **D. Agenda Item:** Field Trips

**Presenter:** Dr. Dana L. Ayers, Superintendent

1. Blue Ridge School, Grade 5 – Bad Creek, Salem, SC, 04-18-2024, TT9210.
2. Scotts Creek Elementary School, Grade 6 – Ripley's Aquarium, Gatlinburg, TN, 04-19-24, TT9255.
3. Smoky Mountain High School, Grade 11 – UNC Chapel Hill, Chapel Hill, NC 04-22-24 to 04-23-24, TT9199.
4. Jackson Community School, Grades 9 through 12 – Smokemont Riding Stables, Cherokee, NC, 04-22-2024, TT9284.
5. Smokey Mountain Elementary School, Grade 1 – Knoxville Zoo, Knoxville, TN, 04-22-2024, TT9295.

Dr. Ayers presented the above-listed field trips and asked for board approval.

**Action:** Upon a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore, the board voted unanimously to approve field trips.

### **CLOSED SESSION**

The board unanimously approved a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore, to enter into closed session pursuant to G.S. 143.318.11 for the following purposes: under subsection; (a) (1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. 115C-319-32 and (a) (3) to discuss matters protected by attorney-client privilege.

Upon a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore, the board voted unanimously to return to open session.

### **OPEN SESSION**

**Action:** Upon a motion by Mr. Wes Jamison and seconded by Mrs. Kim Moore, the board unanimously approved the consent action agenda:

- A. Closed Session Minutes of Regular Meeting of February 27, 2024.

### **PERSONNEL ACTION AGENDA**

**Action:** Upon a motion made by Mr. Wes Jamison and seconded by Mrs. Kim Moore, the board voted unanimously to approve the personnel agenda as recommended by Dr. Ayers. The board unanimously approved the following recommendations:

#### **Employee Recommendations:**

1. Fox, Paula – Custodian, CVES
2. Gaspard-Powers, Alana – EC Teacher, SMES
3. Long, Aaron – Tutor, SMES
4. Murphy, Lisa – EC Teacher, JCS
5. Porterfield, Curtis – Bus Monitor, SMHS
6. Ryan, Maria – EC Teacher Assistant, CVES

#### **Employee Resignations:**

1. Ballew, Amber Elaine – Teacher, SCES
2. Davidson, Hannah – Bus Monitor, CVES
3. Draper, Smanatha – Instructional Support Assistant, FES
4. Herring, Ameer Nicole – EC Teacher Assistant, CVES
5. Hill, Molly – College Success Coach, JCEC
6. Junaluska, Samantha – EC Teacher Assistant, CVES
7. Mahoney, Michael – Teacher, SCES
8. McAllister, Carla – EdTech Coach, BOE
9. Miller, Robert – Custodian and Bus Driver, CVES
10. Porter III, William – Teacher, SCES

#### **Employee Retirements:**

1. Carpenter, Kim – Teacher Assistant, CVES

2. Haggard, Linda – Teacher, SMHS
3. Hamilton, JoEllen – Teacher, SCES
4. Proffitt, Christy – K-4 Intervention Specialist, SCES

**Employee Separations:**

1. Poindexter, Holden – Assistant Coach Women’s Track, SMHS

**Special Requests: Leave of Absence:**

1. Cochran, Trevor – EC Teacher Assistant, SMHS
2. Jamison, Charity – Teacher, SMES

**Staff, Non-Staff and Returning Coach Recommendations:**

1. Brennan, Hannah – Assistant Coach Varsity Track, SMHS – Returning Non-Staff
2. Cabaniss, Christian – Assistant Coach Baseball, CVES – New Non-Staff
3. Frizzell, Jacob – Assistant Coach JV Baseball, SMHS – New Non-Staff
4. Luckman, Nicholas – Head Coach Baseball, CVES – New Non-Staff
5. Mayse, Tim – Head Coach Varsity Men’s Golf, BREC – Returning Staff
6. McCall, Kristina – Assistant Coach Varsity Women’s Soccer, BREC – New Staff
7. Mull, Ryan – Head Coach MS Baseball, BREC – New Non-Staff
8. Pendergast, Brandon – Assistant Coach Women’s Track, SMHS – New Staff
9. Pressler, Nickalus – Head Coach Varsity Women’s Soccer, BREC – Returning Staff
10. Reece, Bailey – Assistant Coach Softball, SCES – New Non-Staff
11. Sharpless, Reuben – Assistant Coach Baseball, SMES – Returning Non-Staff
12. Willoughby, Wes – Head Coach Baseball, SMES – Returning Staff
13. Zerrusen, Samantha – Head Coach Softball, SMES – New Non-Staff

**ANNOUNCEMENTS**

**The next regularly scheduled business meeting of the Board of Education is April 23, 2024, at 6:00 p.m., at the Board of Education Administrative Office, 398 Hospital Road, Sylva, NC.**

**ADJOURNMENT**

There being no objection, Chairperson Elizabeth Cooper adjourned the meeting at 8:07 p.m.

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Elizabeth K. Cooper, Chairperson

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Dr. Dana L. Ayers, Secretary





# JCPS Mental Health

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**NC Project AWARE**

*Advancing Wellness and Resiliency in Education*

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Meagan Crews, LCSW  
Jackson County Public Schools

AWARENESS  
WELLNESS  
THERAPY  
BENEFITS  
RISK  
RESEARCH  
GRIEF  
STIGMA  
WORRIED  
RELATIONSHIPS  
TRAUMA  
IQ  
POSTPARTUM  
SUICIDE  
CRISIS  
PSYCHOLOGY  
SELF HARM  
POST-TRAMATIC STRESS  
DEPRESSION  
MENTAL  
HEALTH  
PSYCHOLOGICAL  
CLINICAL  
ANEXORIA  
UNHAPPY  
BIPOLAR  
STRESS  
OPTIMIST  
GRIEF  
ANXIETY  
PHOBIA  
GENETIC  
ATTITUDE  
EMOTIONS  
DRUGS  
COGNITIVE  
TREATMENT



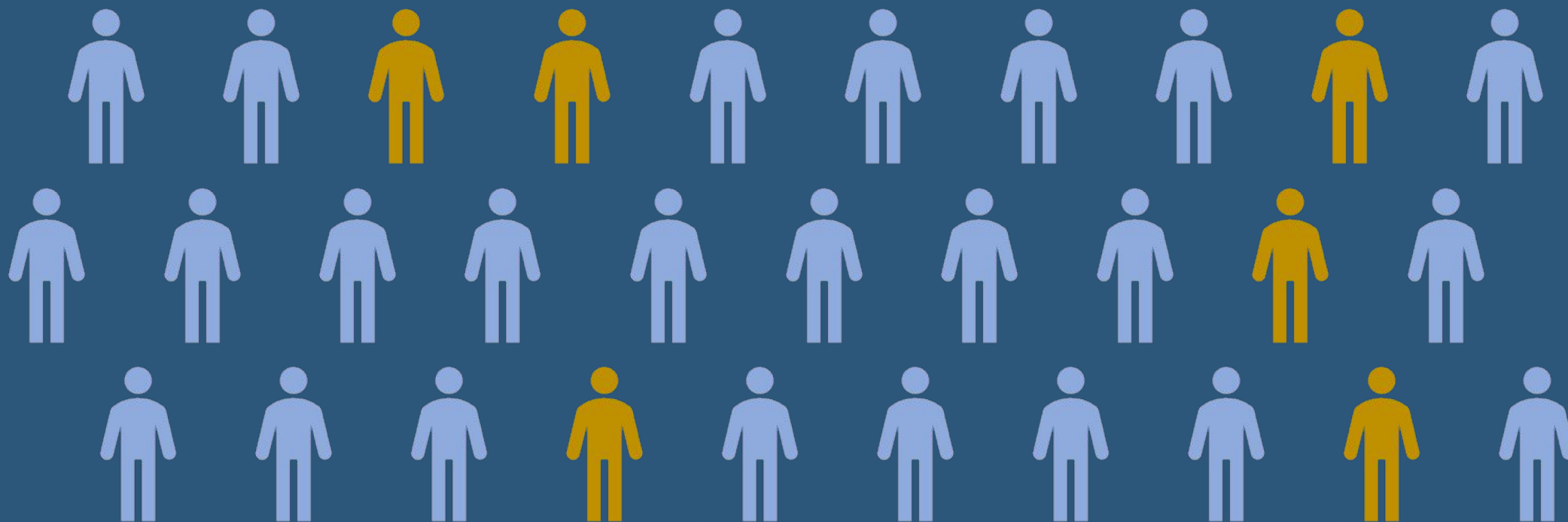






**1 in 5 children has a diagnosable mental health disorder**

That's 20% of our students



**In a classroom of 30 students, 6 need support**



# Universal Screener Summary

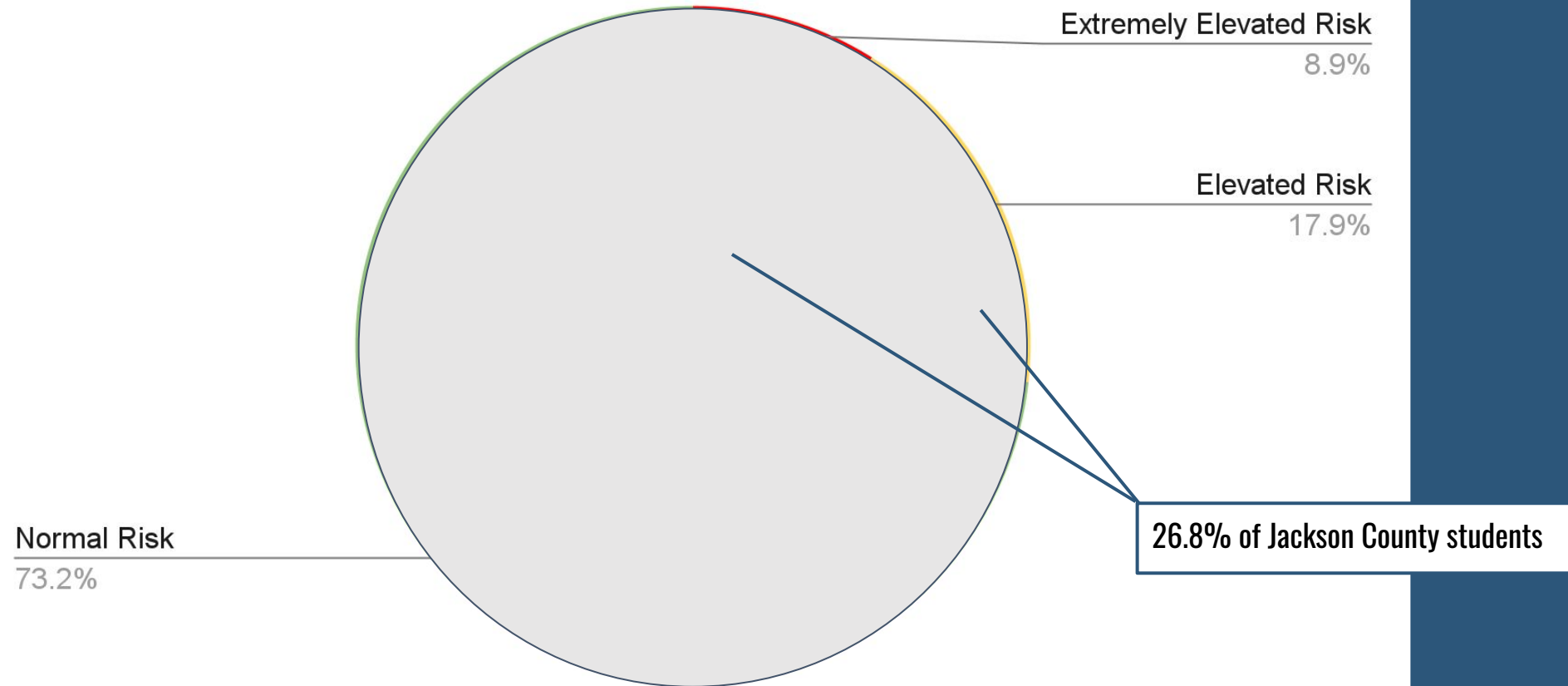
JCPS 2023 - 2024 BASC-3 BESS



Jackson County Public Schools

Behavioral and Emotional Risk Index

2023 - 2024



# What are we doing?

In 2018 students and community members advocated for three things:

- Single entry-points for all school buildings
- School Resource Officers on every campus
- Increased mental health and counseling support

Commissioners funded 6 additional student support positions

## **Project AWARE grant in 2021**

- The goal is to connect youth and families with mental health services
- 7 clinicians serving 9 schools
  - Suicide screeners & crisis interventions
  - School based therapy services
  - Case management & referrals
  - Partnering with student support teams to provide universal prevention services
  - Providing training to JCPS staff and community members



These efforts are in compliance with NC Session Law 2020-7, which requires districts to adopt a school-based mental health plan that includes a mental health training program and suicide risk referral protocol.

# What are we planning?

## Working toward sustainability

- Exploring diverse funding sources
- Preparing to bill Medicaid for reimbursement

## Seeking new community partnerships

- Engaging in new MOUs with community providers
- Partnering with WCU and stakeholders in our region to train, recruit, and retain mental health clinicians in WNC

## Growing our team

- WCU interns
- Creating additional positions for highly qualified school-based clinicians

## Tracking impact and outcomes

- Outcome data, in addition to community impacts

## Sharing with our region







# THANK YOU

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Meagan Crews, LCSW  
Jackson County Public Schools

# Substitute Cost Analysis & Review

March 2024





# Purpose

It is our goal to provide the JCPS School Board with information that will help them determine the cost effectiveness of hiring substitutes through JCPS versus hiring them through ESS or other Agency. By conducting a cost-benefit analysis, including hourly rates, administrative costs, limitations and overall needs, we hope the Board will be able to make an informed decision that will not only optimize budget allocation, but also ensure quality and efficient substitute coverage throughout the school system.



# Data Included

- Current ESS Substitute Rates
- ESS Annual Substitute Costs and Fill Rates, 2021-2024
- Summary of ESS Fill Rates
- Comparison of Projected Substitute Costs: JCPS v ESS
  - All School-Based
  - Partial School-Based and Partial On-Call
  - All On-Call
- Components of a Successful Substitute Program
- Items for Consideration



# Current ESS Substitute Rates

ESS Substitute Classification	Daily Rate	Bill Rate
Full Day Sub, TA, Non-Certified	\$96.00	\$128.64
Full Day Sub, TA, Certified	\$110.00	\$147.40
Full Day Sub, <i>EC TA Self-Contained</i>	\$110.00	\$147.40
Full Day Sub, <i>Long-term EC TA Self-Contained</i>	\$140.00	\$187.60
Full Day Sub, Teacher, Non-Certified	\$96.00	\$128.64
Full Day Sub, Teacher - BRS/BREC Non-Certified	\$100.00	\$134.00
Full Day Sub, Teacher, Certified	\$110.00	\$147.40
Full Day Sub, Teacher - BRS/BREC Certified	\$115.00	\$154.10
Full Day Sub, <i>EC Teacher Self-Contained</i> , Non-certified	\$125.00	\$167.50
Full Day Sub, <i>EC Teacher Self-Contained</i> , Certified	\$140.00	\$187.60
Full Day Sub, <i>Long-Term</i> , Teacher	\$161.00	\$215.74
Full Day Sub, <i>Long-Term, EC Teacher Self-Contained</i>	\$161.00	\$215.74



# Substitute Costs & Fill Rates

Aug. 2021 - June 2022

School Name	Not Filled	Filled	Total	Avg. Absences per day	Avg. Daily Filled Absences	Avg. Fill Rate
Blue Ridge Early College	82	242	324	1.80	1.34	75%
Blue Ridge School	92	207	299	1.66	1.15	69%
Cullowhee Valley School	144	780	924	5.13	4.33	84%
Fairview School	115	727	842	4.68	4.04	86%
Jackson Community School	54	286	340	1.89	1.59	84%
Jackson Early College	7	43	50	0.28	0.24	86%
Scotts Creek School	83	557	640	3.56	3.09	87%
Smokey Mountain Elementary Sch.	79	280	359	1.99	1.56	78%
Smoky Mountain High School	163	785	948	5.27	4.36	83%
<b>Grand Total</b>	<b>819</b>	<b>3907</b>	<b>4726</b>	<b>26.26</b>	<b>21.71</b>	<b>83%</b>

Actual Cost of Substitutes	\$548,349
Avg. Daily Cost of Substitutes	\$3,046
Avg. Cost Per Substitute	\$140



# Substitute Costs & Fill Rates

Aug. 2022 - June 2023

School Name	Not Filled	Filled	Total	Avg. Absences per day	Avg. Daily Filled Absences	Avg. Fill Rate
Blue Ridge Early College	47	352	399	2.22	1.96	88%
Blue Ridge School	79	246	325	1.81	1.37	76%
Cullowhee Valley School	66	933	999	5.55	5.18	93%
Fairview School	39	661	700	3.89	3.67	94%
Jackson Community School	27	253	280	1.56	1.41	90%
Jackson Early College	2	38	40	0.22	0.21	95%
Scotts Creek School	58	629	687	3.82	3.49	92%
Smokey Mountain Elementary Sch.	35	316	351	1.95	1.76	90%
Smoky Mountain High School	107	1017	1124	6.24	5.65	90%
<b>Grand Total</b>	<b>460</b>	<b>4445</b>	<b>4905</b>	<b>27.25</b>	<b>24.69</b>	<b>91%</b>

Actual Cost of Substitutes	\$630,662
Avg. Daily Cost of Substitutes	\$3,504
Avg. Cost Per Substitute	\$142



# Substitute Costs & Fill Rates

Aug. 2023 - March 2024

School Name	Not Filled	Filled	Total	Avg. Absences per day	Avg. Daily Filled Absences	Avg. Fill Rate
Blue Ridge Early College	8	109	117	0.95	0.85	0.90
Blue Ridge School	49	249	298	2.42	1.95	0.80
Cullowhee Valley School	98	947	1045	8.16	7.40	0.91
Fairview School	61	708	769	6.01	5.53	0.92
Jackson Community School	20	199	219	1.71	1.55	0.91
Jackson Early College	1	25	26	0.20	0.20	0.96
Scotts Creek School	26	327	353	2.76	2.55	0.93
Smokey Mountain Elementary Sch.	46	355	401	3.13	2.77	0.89
Smoky Mountain High School	55	615	670	5.23	4.80	0.92
<b>Total</b>	<b>364</b>	<b>3565</b>	<b>3929</b>	<b>30.70</b>	<b>27.85</b>	<b>0.91</b>

Actual Cost of Substitutes	\$474,397
Avg. Daily Cost of Substitutes	\$3,735
Avg. Cost Per Substitute*	\$134

NOTE: Information from Aug. 2023-March 11, 2024. BR District has had 123 school days, and SM District has had 128 school days.

\*Current daily cost will be skewed based upon outstanding charges.





# Substitute Costs & Fill Rates

Aug. 2021 - March 2024

District Data Points	2021-22 Academic Year	2022-23 Academic Year	Aug. 2023- March 2024*
Total Filled Absences	3907	4445	3565
Total Cost	\$548,349	\$630,662	\$474,397
Avg. Cost Per Day	\$3,046	\$3,504	\$3,735
Avg. Cost Per Sub	\$140	\$142	\$134
Avg. Daily Filled Absences	21.71	24.69	27.85
Avg. Annual Fill Rate**	83%	91%	91%

\*2023-24 Data skewed due to outstanding charges. Actual would be slightly higher.

\*\*2023-24 Avg. Annual Fill Rate is through March 11, 2024.



# All School-Based Substitutes Cost Comparison

JCPS School-Based Substitute Rates			
School	All School-Based	Annual Cost	Annual Cost + Benefits
Blue Ridge Early College	1	\$29,141	\$47,211
Blue Ridge School	1	\$29,141	\$47,211
Cullowhee Valley School	5	\$145,705	\$236,057
Fairview School	5	\$145,705	\$236,057
Jackson Community School	0.5	\$14,571	\$23,606
Jackson Early College	0.5	\$14,571	\$23,606
Scotts Creek School	3	\$87,423	\$141,634
Smokey Mountain Elementary Sch.	3	\$87,423	\$141,634
Smoky Mountain High School	5	\$145,705	\$236,057
<b>Totals</b>	<b>24</b>	<b>\$699,384</b>	<b>\$1,133,073</b>

ESS School-Based Substitute Rates		
School Name	All School-Based	Annual Cost
Blue Ridge Early College	1	\$39,049
Blue Ridge School	1	\$39,049
Cullowhee Valley School	5	\$195,245
Fairview School	5	\$195,245
Jackson Community School	0.5	\$19,524
Jackson Early College	0.5	\$19,524
Scotts Creek School	3	\$117,147
Smokey Mountain Elementary Sch.	3	\$117,147
Smoky Mountain High School	5	\$195,245
<b>Totals</b>	<b>24</b>	<b>\$937,175</b>

- Rates are based upon the current Long-Term Rate of \$161 per day/
- Each projection is for 24 full-time school subs, the average number of daily subs from Aug. 2021-Mar. 2024.
- JCPS totals include the required SS and Benefit costs for full time employees.
- ESS rates include the Bill Rate markup.



# Partial School-Based Substitutes Cost Comparison

School	Partial School-Based	Annual Cost	Annual Cost + Benefits
Blue Ridge Early College	0.5	\$14,571	\$23,606
Blue Ridge School	0.5	\$14,571	\$23,606
Cullowhee Valley School	3	\$87,423	\$141,634
Fairview School	3	\$87,423	\$141,634
Jackson Community School	0	\$0	\$0
Jackson Early College	0	\$0	\$0
Scotts Creek School	1	\$29,141	\$47,211
Smokey Mountain Elementary Sch.	1	\$29,141	\$47,211
Smoky Mountain High School	3	\$87,423	\$141,634
Additional Subs (\$15 an hour)*	12	\$244,350	\$346,950
<b>Totals</b>	<b>24</b>	<b>\$594,042</b>	<b>\$913,486</b>

School	School-Based Subs	Annual Cost
Blue Ridge Early College	0.5	\$19,524
Blue Ridge School	0.5	\$19,524
Cullowhee Valley School	3	\$117,147
Fairview School	3	\$117,147
Jackson Community School	0	\$0
Jackson Early College	0	\$0
Scotts Creek School	1	\$39,049
Smokey Mountain Elementary Sch.	1	\$39,049
Smoky Mountain High School	3	\$117,147
Additional Subs	12	\$238,920
<b>Totals</b>	<b>24</b>	<b>\$707,507</b>

- School-Based rates are based upon the current Long-Term Rate of \$161 per day for each.
- Each projection is for 12 total full-time subs based at schools and 12 on-call subs for additional openings.
- JCPS totals include the required benefit costs for the 12 full-time positions, and SS for all positions.
- ESS rates include the Bill Rate markup.



# All On-Call Substitutes Projection of Costs 2024-25

District Data Points	2022-23 Academic Year	Aug. 2023- March 2024*	ESS Projected Costs	JCPS Projected Costs \$15	JCPS Projected Costs w/20% Long-Term Rates
Total Filled Absences	4445	3565	4414	4414	4414
Avg. Daily Filled Abs.	24.69	27.85	24.52	24.52	24.52
Avg. Daily Cost Per Sub	\$142	\$134	\$134	\$113	\$146
Avg. Daily Cost	\$3,504	\$3,735	\$3286	\$2,759	\$3,577
Cost of Subs	\$630,662	\$474,397	\$591,422	\$496,542	\$643,920
Substitute Manager*	N/A	N/A	N/A	\$58,221	\$58,221
Social Security	N/A	N/A	N/A	\$37,985	\$49,260
Total Cost	\$630,662	\$474,397	\$591,422	\$592,748	\$751,401

- This projection reflects our current practice of substitutes being employed as needed.
- The Projected Total Cost for JCPS is based upon the State minimum wage of \$15 an hour and does not include long-term rates, benefits or other variances.
- Daily absences are based upon Daily Filled Absences from Aug. 2021-March 11, 2024.
- The Projected Total Cost for JCPS w/20% Long Term Rates does NOT include benefits or other variances.

\*Estimated cost



# Additional Information

## Components of a Successful Substitute Program:

- Dedicated Program Manager
  - Recruitment/Outreach, Training, and Retention of Subs,
  - Placement and management of subs and absence system,
  - Maintenance of consistent work pool and high fill rates
  - Communication with district leadership
- Established Processes
  - Absence management software
  - Absence management program management
  - Data collection and dissemination
- High Quality Substitutes
  - Quality supervision and interaction
  - Long-term availability
  - Commitment to serving JCPS
- Benefits
  - Worker's Compensation
  - Health Care
  - Fringe Benefits



# Items for Consideration

Instituting a new substitute program will impact student learning and overall school operations as noted:

- Decrease in substitute fill rates during transition,
- Increased workload of current faculty and staff,
- Limited access to substitute pool (12-month non-compete clause),
- Increase in conflicts with hiring teacher retirees following retirement and for long-term assignments at any time, and
- Strain on working relationships with all affected by changes.

Return teacher retirees provide quality support that is critical to continued student learning in the absence of a teacher or TA.



Questions?

## **Internal Bank of America Audits**

### **2nd Quarter, FYE 06-30-24**

### **3rd Quarter, FYE 06-30-24**

Internal Audits are done monthly on selected Bank of America cardholders and reported quarterly to the Board of Education. These look at transactions made using the Jackson County Public Schools purchase card. This audit covers the time period of October-December, quarter 2 and January-March, quarter 3. All card managers follow the same processes and are audited using the same rubric.

Random transactions are selected from the Bank of America statement. A review of all documentation for the transaction is conducted in these areas: proper code, proper support, proper approval, correct math, sales tax purchase order and received signature, does the purchase agree to the statement charge, and is all documentation scanned into the financial shared drive.

For each transaction pulled and reviewed in each area listed above, results are then recorded and passed to the finance officer for review. The finance officer then shares the findings with each card manager.

In this audit there were no findings (fraud, legal noncompliance, improper use of funds). All comments were discussed and corrections made where appropriate. Finance continues to follow up and train. Copies of the audit report are kept for review in Finance.

Overall, the purchase card program appears to be in good condition with no findings.

*Kristie Walker*, CFO



# **Internal School Audits**

## **2nd Quarter, FYE 06-30-24**

## **3rd Quarter, FYE 06-30-24**

Internal Audits are done quarterly for all 9 schools. These look at financial information in School Funds Online (SFO) for monies managed at the school level. This audit covers the time period of October-December 2023 (Q2) and January-March (Q3). All of the 9 schools follow the same processes and are audited using the same rubric.

The SFO system randomly picks a sample of both receipts and disbursements for review in these areas: proper code, proper support, proper approval, correct math, sales tax purchase order and received signature, does the check or deposit agree to the bank statement, and is all documentation scanned into the financial software.

For each school, the transactions pulled and reviewed in each area listed above. The results are then recorded and passed to the finance officer for review. The finance officer then shares the findings with each school administrator and bookkeeper.

In this audit there were no findings (fraud, legal noncompliance, improper use of funds). All comments were discussed with bookkeepers and corrections made where appropriate. Finance continues to follow up and train. Copies of the audit report were provided to the school administrator and bookkeepers.

Overall, the school accounts appear to be in good condition with no findings.

*Kristie Walker*, CFO

# UNAUDITED FINANCIAL SUMMARY APRIL 2024

Fund	Fund Description	Beginning Budget/Beg Balance		Budget Adjustments	Current Budget/Balance		Year-to-Date Exp/Rev	PO's & Encumbrance s Outstanding		Remaining Balance	Percent Spent
1	STATE PUBLIC SCHOOL FUND	\$30,082,333.00		\$104,328.00	\$30,186,661.00	\$23,343,942.26	\$312,760.55		\$6,529,958.19	78.37%	
2	LOCAL FUNDS	\$10,005,814.00		\$0.00	\$10,005,814.00	\$7,805,483.04	\$113,431.54		\$2,086,899.42	79.14%	
3	FEDERAL GRANT FUND	\$6,410,315.68		\$352,622.00	\$6,762,937.68	\$4,298,347.45	\$397,037.64		\$2,067,552.59	69.43%	
4	THE CAPITAL OUTLAY FUND	\$1,822,510.00		\$270,742.00	\$2,093,252.00	\$920,281.39	\$440,531.75		\$732,438.86	65.01%	
5	CHILD NUTRITION FUND	\$3,343,992.00		\$0.00	\$3,343,992.00	\$2,119,396.77	\$139,398.24		\$1,085,196.99	67.55%	
6	TRUST AND AGENCY FUND	\$60,000.00		\$80,500.00	\$140,500.00	\$132,791.00	\$0.00		\$7,709.00	94.51%	
8	OTHER SPECIFIC REVENUE FUND	\$5,861,968.00		\$10,000.00	\$5,871,968.00	\$1,770,831.22	\$71,064.27		\$4,030,072.51	31.37%	
	Grand Total	\$57,586,932.68		\$818,192.00	\$58,405,124.68	\$40,391,073.13	\$1,474,223.91		\$16,539,827.56	71.68%	

We are on target with our budget and project to be within budget by June 30, 2024

# UNAUDITED FINANCIAL SUMMARY APRIL 2023

Fund	Fund Description	Beginning Budget/Beg Balance	Budget Adjustments	Current Budget/Balance	Year-to-Date Exp/Rev	PO's & Encumbrance s Outstanding	Remaining Balance	Percent Spent
1	STATE PUBLIC SCHOOL FUND	\$30,446,190.00	\$491,329.00	\$30,937,519.00	\$24,335,228.83	\$233,510.13	\$6,368,780.04	79.41%
2	LOCAL FUNDS	\$10,377,387.00	\$0.00	\$10,377,387.00	\$7,504,830.01	\$53,107.21	\$2,819,449.78	72.83%
3	FEDERAL GRANT FUND	\$9,388,793.60	\$466,173.26	\$9,854,966.86	\$4,891,552.20	\$174,455.83	\$4,788,958.83	51.41%
4	THE CAPITAL OUTLAY FUND	\$2,092,700.00	<span style="color: red;">(\$105,000.00)</span>	\$1,987,700.00	\$1,021,323.51	\$538,203.28	\$428,173.21	78.46%
5	CHILD NUTRITION FUND	\$3,132,855.00	\$1,500.00	\$3,134,355.00	\$2,387,029.52	\$137,305.83	\$610,019.65	80.54%
8	OTHER SPECIFIC REVENUE FUND	\$6,846,747.00	\$298,943.65	\$7,145,690.65	\$2,304,497.32	\$269,195.45	\$4,571,997.88	36.02%
	Grand Total	\$62,284,672.60	\$1,152,945.91	\$63,437,618.51	\$42,444,226.83	\$1,405,777.73	\$19,587,613.95	69.12%

Information for comparison only.

JACKSON COUNTY PUBLIC SCHOOLS  
Budget Amendment #7 and Transfer #7

Be it resolved that the following budget amendment and transfer be made to the Budget Resolution for the fiscal year ending June 30, 2024

	Current <u>Budget</u>	Amendments & Transfers <u>#7</u> <u>#7</u>		Ending <u>Budget</u>
<u>Capital Outlay Fund</u>				
5000 Instructional Services	\$ 25,000		\$ -	\$ 25,000
6000 System-Wide Support Services	2,068,252	(48,500)	-	2,019,752
7000 Ancillary Services	-		-	-
8000 Non-Program Charges	-	48,500	-	48,500
9000 Capital Outlay	-		-	-
Totals	<u>\$ 2,093,252</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$2,093,252</u>

BUDGET AMENDMENT  
Jackson County Schools Administrative Unit  
Capital Outlay Fund

The Jackson County Board of Education, at a meeting on the 23rd day of April 2024, passed the following resolution: Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2024.

The attached list of increases and decreases in expenditures is hereby incorporated by reference as if fully set forth herein.

Revenue Sources:

Description	Budget Code	Amount
Fund Balance Appropriated	4.4910.077	
Replacement School Buses	4.3400.120	
Total Appropriation in Current Budget		\$ 2,093,252
Amount of Increase (Decrease) of this Amendment		\$ <u>      —      </u>
		\$ <u>2,093,252</u>

*Explanation: This transfer aligns our revenues and expenses for fleet leases.*

Passed by a majority vote of the Jackson County Board of Education on the 23rd day of April 2024.

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Chairperson, Board of Education

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Secretary, Board of Education

JACKSON COUNTY PUBLIC SCHOOLS  
Budget Amendment #7 and Transfer #7

Be it resolved that the following budget amendment and transfer be made to the Budget Resolution for the fiscal year ending June 30, 2024

		Current	Amendments & Transfers		Ending
		<u>Budget</u>	<u>#7</u>	<u>#7</u>	<u>Budget</u>
<u>Federal Grants Fund</u>					
5000	Instructional Services	\$ 4,805,064	4,789	\$ -	\$ 4,809,852
6000	System-Wide Support Services	1,179,636	-	-	1,179,636
7000	Ancillary Services	70,296	-	-	70,296
8000	Non-Program Charges	702,941	211	-	703,152
Totals		<u>\$ 6,757,938</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 6,762,938</u>

Notes:

Source of Revenue:

118 IDEA VI-B Special Needs Targeted Assistance	\$ 5,000
181 ESSER III ARP	\$ -

<u>\$ 5,000</u>	<u>\$ -</u>
-----------------	-------------

-

TRANSFERS between subfunctions  
greater than \$10,000:

	5110	5350	5820	5840 Total	
PRC 181	\$ (70,071.50)	\$ (16,022.70)	\$ (8,035.90)	\$ (5,308.90)	\$ (99,439.00)
	5330	5210			
	\$15,523.00	\$83,916.00			\$99,439.00

BUDGET AMENDMENT  
Jackson County Schools Administrative Unit  
Federal Grants Fund

The Jackson County Board of Education, at a meeting on the 23rd day of April 2024, passed the following resolution: Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2024.

The attached list of increases and decreases in expenditures is hereby incorporated by reference as if fully set forth herein.

Revenue Sources:

Budget code	Description	Amount
3.3600.118	IDEA VI-B Special Needs Targeted Assistance	\$ 5,000
Total Appropriation in Current Budget		\$ 6,757,938
Amount of Increase (Decrease) of this Amendment		<u>5,000</u>
		<u>\$ 6,762,938</u>

*Explanation: The increases and decreases are to align our general ledger with NC DPI allotment revisions through #54*

Passed by a majority vote of the Jackson County Board of Education on the 23rd day of April 2024.

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Chairperson, Board of Education

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Secretary, Board of Education

JACKSON COUNTY PUBLIC SCHOOLS  
Budget Amendment #7 and Transfer #7

Be it resolved that the following budget amendment and transfer be made to the Budget Resolution for the fiscal year ending June 30, 2024

		Current <u>Budget</u>	Amendments & Transfers <u>#7</u> <u>#7</u>		Ending <u>Budget</u>
<u>Local Current Expense Fund</u>					
5000	Instructional Services	\$ 4,696,507	\$ (80,000)	\$ -	\$ 4,616,507
6000	System-Wide Support Services	4,367,687	(30,000)	-	4,337,687
7000	Ancillary Services	46,620	110,000	-	156,620
8000	Non-Program Charges	895,000		-	895,000
Totals		<u>\$ 10,005,814</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$10,005,814</u>

Source of Revenue:

\$ -

-

BUDGET AMENDMENT  
Jackson County Schools Administrative Unit  
Local Current Expense Fund

The Jackson County Board of Education, at a meeting on the 23rd day of April 2024, passed the following resolution: Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2024.

The attached list of increases and decreases in expenditures is hereby incorporated by reference as if fully set forth herein.

Revenue Sources:

Description	Budget Code	Amount
Total Appropriation in Current Budget		\$10,005,814
Amount of Increase (Decrease) of this Amendment		\$       —
		<u>\$10,005,814</u>

*Explanation: This is a transfer within the local budget allocation to adjust our budget to align with our expenses and meet the required purpose function restrictions of our adopted board resolution.*

Passed by a majority vote of the Jackson County Board of Education on the 23rd day of April 2024.

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Chairperson, Board of Education

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Secretary, Board of Education



JACKSON COUNTY PUBLIC SCHOOLS  
Budget Amendment #7 and Transfer #7

Be it resolved that the following budget amendment and transfer be made to the Budget Resolution for the fiscal year ending June 30, 2024

	Current <u>Budget</u>	Amendments & Transfers <u>#7</u>	<u>#7</u>	Ending <u>Budget</u>
<u>State Public School Fund</u>				
5000 Instructional Services	\$ 26,887,058	\$	17,631	- \$ 26,904,689
6000 System-Wide Pupil Support Services	3,184,188		67,819	- 3,252,007
7000 Ancillary Services	45,000		-	- 45,000
8000 Non-Program Charges	-		-	-
Totals	<u>\$ 30,116,246</u>	<u>\$</u>	<u>85,450</u>	<u>\$ -</u> <u>\$ 30,201,696</u>

Source of Revenue:

State Public School Fund:

State Textbook Allotment

Notes:

Career and Technical Edu PRC 014

15,035

ABC transfer for unused months of employment

Behavioral Support PRC 029

5,000

AR#54

Children with Special Needs PRC 032

(2,404)

AR#52

Transportation PRC 056

61,819

Stop Arm Cameras PRC 087

6,000

\$ 85,450

-

TRANSFERS between subfunctions  
greater than \$10,000:

None

State Public School Fund  
Jackson County Schools Administrative Unit  
State Public School Fund

The Jackson County Board of Education, at a meeting on the 23rd day of April 2024, passed the following resolution: Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2024.

The attached list of increases and decreases in expenditures is hereby incorporated by reference as if

Revenue Sources:

Description	Budget Code	Amount
Allocation from State Treasurer	1.3100.xxx	\$ 85,450
Total Appropriation in Current Budget		\$ 30,116,246
Amount of Increase (Decrease) of this Amendment		<u>85,450</u>
		<u>\$ 30,201,696</u>

*Explanation: This aligns our budget with NC DPI allotment revisions through #54. Please see notes on previous page for additioanl details.*

Passed by a majority vote of the Jackson County Board of Education on the 23rd day of April 2024.

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Chairperson, Board of Education

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Secretary, Board of Education

From: **Robert Eldridge** <[reldridge@jcpsmail.org](mailto:reldridge@jcpsmail.org)>

Date: Mon, Apr 8, 2024, 12:06 PM

Subject: Civil War studies

To: Tim Kurr <[tkurr@jcpsmail.org](mailto:tkurr@jcpsmail.org)>

I'd like to have permission to bring in my black powder weapons, minus the black powder, which include an 1853 enfield rifle, an English trade rifle and a pistol, plus a civil war sword. I will also be dressing as a member of Thomas' Legion, the Cherokee/Highlander soldiers that fought during the Civil War.

--

**Bob Eldridge**

Cherokee Cultural Teacher

Smokey Mountain Elementary School

# The Catamount School Relocation

JCPS Board Presentation  
April 23, 2024  
Dr. Dana L. Ayers



- In a 2015 Session with the NC Legislators, legislation was passed for the creation of laboratory schools across the state in collaboration with NC Universities.
- § 116-239.5. University of North Carolina laboratory schools; purpose.
  - *The mission of a laboratory school shall be to improve student performance in local school administrative units with low-performing schools by providing an enhanced education program for students residing in those units and to provide exposure and training for teachers and principals to successfully address challenges existing in high-needs school settings.*
- The Catamount School opened on the campus of SMHS in August 2017.
- [The Catamount School](#)

# TCS enrollment:

## EOY Enrollment

- 2018: ~51
- 2019: ~55
- 2020: COVID year-info unavailable.
- 2021: ~48
- 2022: 56
  - 19% EC students, AIG students (info unavailable)
- 2023: 53
  - 28% EC students, 24% AIG students
- 2024: 57 (current year);
  - 23% EC students, 28% AIG students

# Follow-up with WCU admin:

- Myself, Jake Buchanan and Angie Dills met with Dean Winter, Provost Starnes and WCU attorney on Friday, April 12th.
- Shared proposed plan for TCS relocation to Jackson Community School.

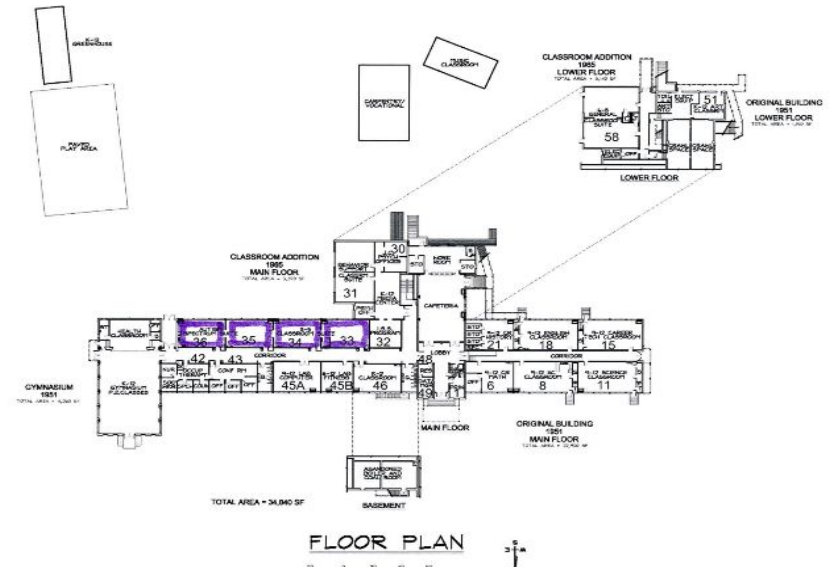
## ***Proposed plan:***

- *Move TCS to the campus of Jackson Community School.*
- *4 classrooms and 2 office spaces. I will work with Principal Reidinger to relocate some current JCS classes.*
- *Gym open for TCS use during first period or another period TBD.*
- *Access to outdoor space.*
- *Transportation/shuttle already occurring.*
- *School nutrition—food already being delivered to JCS from SCS.*

## ***Suggestion for TCS improvement:***

- *Add JCS to TCS application.*
- *Revise procedures for enrollment applications prior to March 1 to meet criteria set forth by legislation.*
- *Regular quarterly meetings between JCPS C&I and Catamount School C&I team to plan professional development opportunities that both can benefit from.*
- *Include JCPS Assistant Superintendent for C&I to student selection committee for clear communication and collaboration (Supporting Successful Transitions).*
- *Jointly develop strategies that assist JCPS in filling future EC positions.*

- Toured JCS with Principal Lunsford and Dean Winter on Tuesday, April 16th.
- Identified four (4) classrooms space for TCS. Office spaces TBD.
- Access to outdoor space.
- Offered support of JCPS maintenance in early summer to assist with moving.
- Haven't received a new MOA from WCU yet.





# Questions:



Jackson County Schools



Why Granite

Many companies still depend on POTS for alarm circuits, POS, Fax Machines and other critical business functions. Granite offers an array of POTS options that can address these needs—and now we’ve added Granite EPIK as an alternative. Granite EPIK is an exciting new option, with patented technology that makes it an ideal replacement for traditional copper circuits – meeting or exceeding the reliability and compatibility of POTS at a cost savings of up to 30%, with quick availability across the US. With Granite EPIK, you’ll benefit from:

- Compatibility with all existing analog line devices, including alarm panels, POS, elevators, fax and specialty devices
- Fire & building code compliance (NPFA 72, MFVN) for alarm communications
- Reliability with 24-hour built-in batter backup and options for dual SIMs for multi-carrier redundancy
- PCI compliant solution for payments, POS and other financial transactions
- Built-in support for up to 8 analog lines
- Universal availability across the US – even in locations where traditional POTS lines are hard-to-get or have very long lead times

Your Benefits and Savings with Granite

Granite Services	Granite Benefits	Total Savings
1 Carrier 52 EPIK lines	Single National Account Manager One customized bill with standard accounting software integration Customer portal offering extensive data analytics Premier Support Team to support you and help manage your account 24x7x365	\$8,008 Annually  \$667 Monthly

About Granite

Granite delivers advanced communications and technology solutions to businesses and government agencies throughout the United States and Canada. The \$1.8 billion company serves more than two-thirds of Fortune 100 companies and has 1.75 million voice and data lines under management, supporting more than 650,000 locations. Founded in 2002, Granite has grown to be one of the largest competitive telecommunications carriers in the U.S. by simplifying sourcing and management of voice, data and cellular service with a single point of contact and consolidated invoicing for all locations nationwide. Today, Granite supports clients with a wide range of services, including access, UCaaS, mobile voice and data, and MSP solutions for SD-WAN, monitoring and network management. Granite employs more than 2,250 people at its headquarters in Quincy, Massachusetts, and 11 regional offices nationwide. For more information, visit granitenet.com.

Proposal to deliver simplicity, efficiency and savings for:



Jackson County Schools

186408

Epik Edge Site Summary

Address	City	State	Zip	Current Product	Provider	Analog Quantity	Current Amount	Product	Term	Install	Quantity	Monthly Recurring Charge			Total MRC	
												EPIK Lines	1 GB LTE Plan	Wireless Managed Service		
8285860591	0	NC	0	TDM Analog Service	Frontier	1	\$21.25	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	1	49.95	Included	Included	\$49.95	
8285869312	0	NC	0	TDM Analog Service	Frontier	1	\$62.68	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	1	\$49.95	Included	Included	\$49.95	
8285862716	0	NC	0	TDM Analog Service	Frontier	1	\$62.68	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	1	\$49.95	Included	Included	\$49.95	
8285868020	0	NC	0	TDM Analog Service	Frontier	1	\$71.17	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	1	\$49.95	Included	Included	\$49.95	
8287435682	0	NC	0	TDM Analog Service	Frontier	1	\$71.17	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	1	\$49.95	Included	Included	\$49.95	
8286311956	0	NC	0	TDM Analog Service	Frontier	1	\$76.17	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	1	\$49.95	Included	Included	\$49.95	
8285862490	0	NC	0	TDM Analog Service	Frontier	1	\$70.69	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	1	\$49.95	Included	Included	\$49.95	
8285860025	0	NC	0	TDM Analog Service	Frontier	1	\$70.69	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	1	\$49.95	Included	Included	\$49.95	
8285863690	0	NC	0	TDM Analog Service	Frontier	2	\$87.16	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	2	\$49.95	Included	Included	\$99.90	
8284974907	0	NC	0	TDM Analog Service	Frontier	2	\$123.95	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	2	\$49.95	Included	Included	\$99.90	
8285866432	0	NC	0	TDM Analog Service	Frontier	2	\$128.35	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	2	\$49.95	Included	Included	\$99.90	
8282933040	0	NC	0	TDM Analog Service	Frontier	2	\$123.95	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	2	\$49.95	Included	Included	\$99.90	
8285865450	0	NC	0	TDM Analog Service	Frontier	5	\$152.51	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	5	\$49.95	Included	Included	\$249.75	
8285863462	0	NC	0	TDM Analog Service	Frontier	2	\$134.35	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	2	\$49.95	Included	Included	\$99.90	
8282937744	0	NC	0	TDM Analog Service	Frontier	4	\$262.71	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	4	\$49.95	Included	Included	\$199.80	
8287435320	0	NC	0	TDM Analog Service	Frontier	3	\$304.53	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	3	\$49.95	Included	Included	\$149.85	
8285861137	0	NC	0	TDM Analog Service	Frontier	7	\$338.85	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	7	\$49.95	Included	Included	\$349.65	
8286312409	0	NC	0	TDM Analog Service	Frontier	5	\$409.88	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	5	\$49.95	Included	Included	\$249.75	
8285865969	0	NC	0	TDM Analog Service	Frontier	10	\$691.96	EPIK – Voice	3 Year(s)	Up to 1.5 hour(s) included	10	\$49.95	Included	Included	\$499.50	
						52	\$3,264.70					52	Proposed Monthly Total		\$2,597.40	
															Monthly Savings	\$667.30
															Percentage Savings	20%
															Proposed Install Total	\$0.00
															Proposed Shipping Total	\$0.00
															Additional Technician Time per Site Applicable	\$196.46

Prepared On: 12/19/2023  
Expires On: 06/16/2024  
Quote Request - 186408

Applicable taxes and fees are not included.  
Shipping waived under OMNIA Partners Pricing #R200901.

Pricing includes: (1) a basic site survey of up to 2 hours on-site, if necessary; and (2) installation of up to 1.5 hour(s). For any site where additional technician time is needed for inside wiring/installation, a one-time charge of \$196.46 will apply per location. Customer may elect to self-install without additional charge.


Basic site survey consists of inspection of POTS lines / services being replaced with EPIK services. Further services, such as a comprehensive inventory of unrelated communications lines or systems, are not included in the basic site survey.

Additional lines/line sharing may incur an additional charge (\$49.95 per port). All services are subject to the Terms and Conditions of Service set forth in OMNIA Partners Pricing #R200901 or at www.granitenet.com/legal (as such may be modified from time to time). This Quote contains confidential and proprietary information. Data plans dependent on coverage and availability, some restrictions apply.

EPIK includes dual SIM cards and diverse cellular connections. Certain jurisdictions may require wireline connections for certain applications (Fire / Life Safety) and wireline connections may be necessary to furnish service at certain locations.

Customer shall be responsible for providing the following to Granite at least 7 days prior to installation (if applicable):  
- Panel manufacturer, model, mode, and receiver type.  
- Read-only access to any monitoring portal interface.

Granite Guardian includes 24x7 monitoring and emergency replacement.

	GOVERNMENT ACCOUNT FORM AND LETTER OF AGENCY  Multi-Services	Sales Rep:	
		Order Date:	12/19/2023
CUSTOMER INFORMATION			
Government Entity Name (“Customer”):	Jackson County Schools		
Government Contract Vehicle:	OMNIA Partners Pricing		
Contract Number:	R200901		
Billing Telephone Number:			
Designated Contact:			
Contact Phone Number:			
Service Address (Street/Suite): See Appendix A-1			
Mailing/Billing Address (Street/Suite):			
City:			
State/Zip Code:			
Additional Comments/Notes (if any):			
AGREEMENT AND AUTHORIZATION			
<p>By signing this Government Account Form and Letter of Agency (“LOA”), Customer hereby (a) engages Granite Telecommunications, LLC and/or its affiliates (“Granite”) to provide Services as set forth in <b>Appendix A</b>, attached hereto and incorporated herein, and such other Services as Customer may order from time to time after the date hereof and (b) authorizes and appoints Granite to act as its agent solely for the purposes of handling all arrangements for establishing, converting, ordering, changing and/or maintaining such Services, and to take such other actions as are reasonably necessary to provide such Services and as Customer may request from time to time. Customer directs its current service provider(s), if any, to work with Granite to affect these changes.</p> <p>Customer agrees to all of the Terms and Conditions of Service as set forth at <a href="http://www.granitenet.com/legal">www.granitenet.com/legal</a> (as such may be modified from time to time, the “Terms of Service”), including, without limitation, the additional terms and conditions of service specifically applicable to a specific service.</p> <p>Services under this Agreement shall be for 3 years.</p> <p>The Terms of Service set forth rights and responsibilities of Customer and Granite concerning Services to be provided and in regards to other important topics. If Customer does not agree to the Terms of Service, the authorized representative of Customer should not sign this LOA. All terms and conditions of the Terms of Service are incorporated herein by reference. <b><i>The Customer Disclosures attached hereto are an integral part of this LOA. This LOA is confidential and may not be disclosed to third parties except as required by applicable law.</i></b></p>			
SIGNATURE			

The undersigned is authorized to sign on behalf of Customer and Customer agrees to be bound by the Terms of Service. This LOA is effective as of the date of execution below.

**Customer:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

*Signing this Government Account Form and Letter of Agency will result in a change of service provider(s).*



CUSTOMER DISCLOSURES INTERNET  
BASED SERVICES

Customer acknowledges and agrees that certain Internet Based Services (which for purposes of this Customer Disclosure, includes, but is not limited to, Hosted PBX, SIP Trunking, SIP PRI, Hosted Voice, Virtual Auto Attendant and Virtual Voicemail Services), ordered through Granite may not operate in the same manner as traditional wireline phone service and that the following terms and conditions apply with respect to such Internet-Based Services: (a) such services are designed only for use with a compatible PBX or similar advanced telephone system; (b) such services only support Granite’s local, intralata toll, interstate long distance and international voice services;

(c) such services DO NOT support auto dialers, predictive dialers, telemarketing applications, modems, credit card process, heavy faxing lines and elevator lines (only POTS lines should be used for these purposes); (d) a qualified vendor must install the equipment and service at Customer’s sole expense and Granite will not process any order without a qualified vendor involved in the installation process; and (e) Granite requires that Customer provide a complete list of all phone numbers to be ported, any numbers omitted from the list may result in those numbers not being ported at the time of circuit turn-up. Granite will attempt to retrieve CSRs from the existing carrier(s), but cannot guarantee its ability to obtain such CSRs. Customer agrees to provide Granite with complete CSRs, if requested.

CUSTOMER ACKNOWLEDGES AND AGREES THAT SOME OF THE SERVICES PROVIDED BY GRANITE ARE INTERNET-BASED SERVICES AND THAT 911 SERVICES ON INTERNET-BASED SERVICES ARE DIFFERENT THAN THAT OF TRADITIONAL WIRELINE SERVICE. FOR BASIC 911 OR E911 TO BE ACCURATELY ROUTED TO THE APPROPRIATE EMERGENCY RESPONDER, CUSTOMER MUST PROVIDE GRANITE WITH THE TELEPHONE NUMBER(S) ASSOCIATED WITH SUCH INTERNET-BASED SERVICES FOR THE REGISTERED ADDRESS.

CUSTOMER ACKNOWLEDGES THAT INTERNET-BASED SERVICES PROVIDED BY GRANITE MAY NOT SUPPORT BASIC 911 OR E911 DIALING IN THE SAME MANNER AS TRADITIONAL WIRELINE PHONE SERVICE. CUSTOMER AGREES TO INFORM THIRD PARTIES OF THE POTENTIAL COMPLICATIONS ARISING FROM BASIC 911 OR E911 DIALING. SPECIFICALLY, CUSTOMER ACKNOWLEDGES AND AGREES TO INFORM ALL EMPLOYEES, GUESTS, AND OTHER THIRD PERSONS WHO MAY USE SUCH INTERNET-BASED SERVICES THAT BASIC 911 AND E911 SERVICES WILL NOT FUNCTION IN THE CASE OF A SERVICE FAILURE FOR ANY OF THE FOLLOWING REASONS: (A) POWER FAILURES; (B) SUSPENDED OR TERMINATED INTERNET ACCESS SERVICE; (C) SUSPENSION OF SERVICES DUE TO BILLING ISSUES; AND/OR (D) ANY OTHER SERVICE OUTAGES NOT DESCRIBED HEREIN. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT FAILURE TO PROVIDE A CORRECT PHYSICAL ADDRESS IN THE REQUISITE FORMAT MAY CAUSE ALL BASIC 911 OR E911 CALLS TO BE ROUTED TO THE INCORRECT LOCAL EMERGENCY SERVICE PROVIDER. FURTHERMORE, CUSTOMER RECOGNIZES THAT USE OF SUCH INTERNET-BASED SERVICES FROM A LOCATION OTHER THAN THE LOCATION TO WHICH SUCH SERVICE WAS ORDERED, I.E., THE “REGISTERED ADDRESS,” MAY RESULT IN BASIC 911 OR E911 CALLS BEING ROUTED TO THE INCORRECT LOCAL EMERGENCY SERVICE PROVIDER.

CUSTOMER IS REQUIRED TO REGISTER THE PHYSICAL LOCATION OF THEIR EQUIPMENT (I.E., IP PHONE, SOFTPHONE, DIGITAL TELEPHONE ADAPTER OR VIDEOPHONE, ETC.) WITH GRANITE AND AGREES TO UPDATE, AND PROVIDE PRIOR WRITTEN NOTICE TO, GRANITE OF THE LOCATION OF SUCH EQUIPMENT WHENEVER THE PHYSICAL LOCATION OF SERVICE FOR A PARTICULAR TELEPHONE NUMBER CHANGES.

TO THE EXTENT THAT GRANITE PROVIDES INTERNET-BASED SERVICES WHICH CUSTOMER UTILIZES FOR TRANSMISSION OF ALARM SYSTEM SIGNALS, CUSTOMER ACKNOWLEDGES THAT GRANITE IS NOT RESPONSIBLE FOR THE FUNCTIONALITY OF SUCH ALARM SYSTEMS AND SIGNALS. CUSTOMER UNDERSTANDS THAT INTERNET-BASED SERVICES ARE NOT INFALLIBLE. CUSTOMER SPECIFICALLY ACKNOWLEDGES THAT GRANITE DOES NOT REPRESENT OR WARRANT THAT THE TRANSMISSION OF ALARM SIGNALS WILL NOT BE INTERRUPTED, CIRCUMVENTED OR COMPROMISED. IF INTERNET BASED SERVICES ARE NOT OPERATIVE, NO ALARM SIGNALS CAN BE RECEIVED BY THE MONITORING STATION. CUSTOMER UNDERSTANDS THAT INTERNET-BASED SERVICES MAY BE IMPAIRED OR INTERRUPTED BY ATMOSPHERIC CONDITIONS, INCLUDING ELECTRICAL STORMS, POWER FAILURES OR OTHER CONDITIONS AND EVENTS BEYOND GRANITE’S CONTROL. THE USE OF INTERNET-BASED SERVICES MAY PREVENT FROM THE TRANSMISSION OF ALARM SIGNALS AT ANY TIME, AND/OR INTERFERE WITH THE TELEPHONE LINE-SEIZURE FEATURES OF CUSTOMER’S ALARM SYSTEM. IN THE EVENT CUSTOMER ELECTS TO USE INTERNET-BASED SERVICES FOR ALARM LINES; CUSTOMER IS RESPONSIBLE FOR HAVING THESE SERVICES TESTED BY AN AUTHORIZED ALARM INSPECTION COMPANY TO ENSURE SIGNAL TRANSMISSION FEATURES ARE OPERATIONAL. THESE FEATURES INCLUDE BUT ARE NOT LIMITED TO PROPER FUNCTIONING OF LINE SEIZURE AND THE SUCCESSFUL TRANSMISSION OF SIGNALS TO THE MONITORING STATION. CUSTOMER ACCEPTS FULL RESPONSIBILITY FOR ALARM SYSTEM COMPLIANCE WITH THE AUTHORITY HAVING JURISDICTION.

CUSTOMER ACKNOWLEDGES AND AGREES THAT CUSTOMER SHALL BEAR THE SOLE RESPONSIBILITY OF INFORMING THIRD-PARTIES OF POTENTIAL CALL RECORDING USING THE INTERNET-BASED SERVICES.

*Initialed by Authorized Signer*

\_\_\_\_\_

**Appendix A**  
**Services Selected**

- ☐ Voice Services (POTs, Long Distance, Local and LD T1 and PRI) (See Note 1)
- ☐ Broadband Services
- ☐ MPLS and/or Dedicated Internet Access Services
- ☐ VoIP Services (Hosted PBX, SIP Trunking, SIP PRI, Hosted Voice, Voice over Cable, Virtual Auto Attendant and Virtual Voicemail Services)
- ☐ Mobility Services (Mobility Data and Mobility Voice)
- ☐ Granite Grid Services
- ☐ Conferencing Services (Audio Conferencing and Web Conferencing)
- ☐ Managed Services
- ☐ Monitoring Services
- ☐ Other Services (List): \_\_\_\_\_

*Note 1: Unless otherwise noted herein, in addition to these rates and charges set forth in this LOA (a) certain other rates and charges may apply, as provided for by tariff, the FCC or other governmental entity, or other regulation or requirements and (b) Customer will pay to Granite all applicable taxes (including sales, use and excise taxes). In the event that Customer elects additional services, additional fees may apply. Customer acknowledges that it will be charged in accordance with the rates and plans listed on Appendix A-1, attached hereto and incorporated herein, plus any and all additional charges as may be set forth in the Terms of Service.*

*Note 2 : See quote and other documents attached hereto as Appendix A-1 for specific details related to Services ordered.*

**Appendix A-1**

Service Locations and Specifics  
(Insert Service Locations, quantities, and the Quote)



# LEA Based Calendar Waiver Request for Weather Related Causes

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**General Statute 115C-84.2 states that** the opening date for students shall not be earlier than the Monday closest to August 26, and the closing date shall not be after the Friday closest to June 11. This does not apply to year-round schools or to schools designated by the LEA as having a modified calendar in 2003-04, so long as the school operates under a modified calendar.

The State Board of Education may waive this requirement for any LEA within a county that meets eligibility requirements. Waivers will be granted in accordance with 2012 SB 187 and are determined by the LEA 10-year history of closures. 2012 SB 187 changed eligibility requirements. In order to be eligible under this new provision, all schools within an LEA must be closed at least eight (8) full days per year during any four (4) of the last ten (10) years due to severe weather conditions, energy shortages, power failures, or other emergency situations. If approved for a weather-related waiver the opening date may be no earlier than the Monday closest to August 19.

**Instructions:** Complete this form to request a calendar waiver for the LEA.

School Year:	<u>2025-2026</u>	Date of Request:	<u>04/23/2024</u>
LEA Name:	<u>Jackson</u>	LEA Number:	<u>500</u>
Requested Opening Date:	<u>August 18, 2025</u>		
Requested Closing Date:	<u>June 12, 2026</u>		
Date of Local Board Approval:	<u>04/23/24</u>		
Signature of Superintendent:	<u></u>		
LEA Contact Person:	<u>Angela Dills</u>	Phone:	<u>828-586-2311</u>
LEA Contact Email Address:	<u>adills@jcpsmail.org</u>		

Questions concerning the completion of this form should be addressed to Student Accounting at [studentaccounting@dpi.nc.gov](mailto:studentaccounting@dpi.nc.gov).

Email completed form to: [studentaccounting@dpi.nc.gov](mailto:studentaccounting@dpi.nc.gov)



SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY  
DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES  
THIS OFFER VOIDS AND SUPERSEDES ALL PREVIOUS OFFERS MADE

TO: Jackson County (Attn: Darlene Fox) DATE: March 15, 2024  
401 Grindstaff Cove Road, Suite A207 TO: Lessee, if Applicable  
Sylva, NC 28779 N/A

TIP/PARCEL NO.: R-5600 144 WBS ELEMENT: 45818.2.1  
COUNTY Jackson  
DESCRIPTION: Sylva – NC 107 from West of US 23 Business (Asheville Highway) to South of NC 116 (Webster Road) to US 23 Bus. From Skyland Drive to West of Municipal Drive

Dear Property Owner:

The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. **Please retain this form as it contains pertinent income tax information.**

Value of Right of Way to be Acquired	\$ 238,425.00
Value of Permanent Easements to be Acquired	\$ 285,925.00
Value of Temporary Easement (Rental of Land) to be Acquired	\$ 18,900.00
Value of Improvements to be Acquired	\$ 30,325.00
Damages, if any, to Remainder	\$ 0.00
Benefits, if any, to Remainder	minus \$ 0.00
<b>TOTAL CONTINGENT OFFER</b>	<b>\$ 573,575.00</b>

The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.

(A) Description of the land and effects of the acquisition

Subject property described in Deed Book 1194, page 225, Deed Book 1054, page 777, and Deed Book 1074, page 554, Jackson County Registry, contains approximately 43.300 acres of which 0.867 acres is being acquired as right of way, leaving 42.433 acres remaining on the left with access to NC 107 (East Main Street), SR 1723 (Jones Street), and SR 1724 (Fairview Road). Also, being acquired is a Temporary Construction Easement (TCE) containing 0.229 acres, a Permanent Utility Easement (PUE) containing 0.904 acres, and a Permanent Drainage/Utility Easement (DUE) containing 0.201 acres.

(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below:  
Asphalt Paving, Flagpole, Landscaping, Fencing, Sign Base

Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.

(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ N/A  
Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.

The original of this form was emailed to Darlene Fox, Interim County Manager of Jackson County,  
on March 15th, 2024. Owner was  
furnished a copy of the Right of Way Brochure/Owner's Letter.

I will be available at your convenience to discuss this matter further with you. My telephone number is 828-713-1808

Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.

(Signed)   
Chad E. Freeman - Right of Way Agent



## Travel Request Form

Please Note: Welcome to Jackson County Public Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email Josh Francis at Jackson County Schools Transportation.

Trip Number **9352**

\* Category Travel With Students

\* Type of Trip Field Trip

\* Field Trip Event  
Standard Field Trip

### Trip Leave

\* Date **5/3/24** **Friday**

\* Time **8:15 AM**

### Trip Return

\* Date **5/3/24** **Friday**


\* Time **10:00 PM**

Trip Year/Week 2024-18

\* Overnight or Out-of-State Yes

Comments

Pick up and drop off behind Cullowhee Valley Cafeteria.

\* Your School/Dept 

304 **Cullowhee Valley School**

240 Wisdom Dr, Cullowhee, NC 28723

*Handwritten signature and date: 4/4/24*

\* Main Destination 

**Dollywood**

2700 Dollywood Parks Boulevard, Pigeon Forge, TN

\* Approximate Nbr of Miles Round Trip

142.00

Special Instructions for Permission Slip

Students will arrive to school on their regular route, picking up school lunches if ordered, on the way into their homerooms. Students will be picked up in the car circle at 10pm. Teachers will send a remind message if delayed. (Join Remind: text @kmenick to 81010)

Bring a packed lunch or get a bagged lunch from the cafeteria to eat a late breakfast / early lunch. We will eat a late lunch in the park and then eat dinner at Golden Corral before the trip home.

Funding Source  
#1

Select

Budget Code

Funding Source  
Desc

Budget Code  
Desc

Funding Approver

Are funds payable to a third party? No

(Does venue require payment prior to trip?)

\* Teacher / Advisor / Staff Name Kristin Menickelli  
\* Teacher / Advisor / Staff Phone # 8282269888  
Teacher / Advisor / Staff Email kmenickelli@jcpsmail.org

**Note: This email will receive the requester emails if different from requester**

Emergency Contact Info ☒ Same as Teacher / Advisor / Staff

\* Emergency Contact Name Kristin Menickelli  
\* Emergency Contact Phone # 8282269888

\* Grade Level(s) Making Trip 6  
\* Description of Group or Person(s) Making Trip Students will explore STEM at the Park.  
\* Educational Objective for Field Trip STEM-forces and motion.

#### Special Indicators

### Number of Individuals Making Trip

* Male Adults	2	* Female Adults	5	Total Adults	7
* Male Students	27	* Female Students	30	Total Students	57

Need 1 adult(s) for 10 or more students.  
Need 1 adult(s) for every additional 10 students.

\* Will the students be away from school during lunch? Yes  
\* If so, will these students need packed lunches? Yes

**Nbr Students** 57 **Teacher** Kristin Menickelli

Bagged lunches have been requested for this field trip. Please contact teacher to verify number of lunches needed.

### Additional Information

\* Please list all Chaperones:  
Kristin Menickelli  
Carly Borchelt  
Bailee Branch or Sydney Conley  
Natalie Sutton  
Russel Sutton  
Jenny Reisinger  
Justin Menickelli  
\* Please list the driver's name:  
Natalie Sutton  
Russel Sutton

\* Will you be using external transportation (ex. train, plane, walking)? No

### Vehicles Needed

\* Do you need vehicles? Yes


#### Vehicle Pickup

\* Date 5/3/24  
\* Time 8:15 AM

#### Vehicle Return

\* Date 5/3/24  
\* Time 10:00 PM

**Total Trip Hours** 13.75

* Type of vehicles needed to reserve	Activity Bus
	
* How many vehicles do you need?	2
* Need Lift?	No
<b>Nbr Wheelchair Slots</b> 0 <b>Nbr Safety Vests</b> 0 <b>Nbr Fold Down Seats</b> 0	
Special Needs	
Comments or Details Concerning Needs	
Additional Comments:	
Owner	joshwatson@jcpsmail.org
Bid Id/Closing Date	

Person Submitting Request	kmenickelli@jcpsmail.org
Date Submitted	

Field Trip Acceptance of Responsibility

By submitting this request, the trip sponsor (Teacher, Coach, Staff Member, etc.) is validating the following conditions:

- 1. Possess a current/valid Driver's License for the vehicle you will be driving
- 2. Absent of any medical condition, medications/alcohol/drugs that will impede the operation of a vehicle
- 3. You will obey all traffic laws while operating the vehicle
- 4. You will not "text" or operate any device that may distract you while driving the vehicle
- 5. Properly authorized use of a JCPS vehicle for official travel
- 6. Will only transport authorized passengers for the purpose of official travel
- 7. The lift is to be operated only for wheelchairs.
- 8. Chaperones must be at least 21 years old.
- 9. There must be one adult for every five students in grades K-6 for overnight trips.
- 10. There must be one adult for every seven students in grades 7-13 for overnight trips.
- 11. There must be one adult for every ten students in grades K-13 for non-overnight trips.
- 12. Chaperones must have an approved VOLUNTEER application on file with JCPS Human Resources

\* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment	
Decision	Approved
Name	hwhisnant@jcpsmail.org
Decision Date	Apr 3, 2024, 3:57:24 PM

Level 07 Approval - Central Office Approval

Comment	
Decision	
Designated Approver	cfields@jcpsmail.org
Name	

Decision Date