

JACKSON COUNTY PUBLIC SCHOOLS
Regular Business Meeting
April 22, 2025 – 6:00 p.m.
Jackson County Early College

AGENDA

- I. JACKSON COUNTY BOARD OF EDUCATION**
 - A. Call to Order (Wes Jamison, Chairman)
 - B. Pledge of Allegiance and National Anthem – JCEC Choral Club: Starr Frady, Kaylee Allison Welch, Lucia Romero, Regina Lee, Sarah Morris, and Lily Swanger.
 - C. Approve Agenda

- II. SPECIAL PRESENTATION** (Evelyn Graning, JCEC Principal)
JCEC Student Presentations: Sarah Morris, Sumner Messer and Ruth Osoria

- III. SPECIAL RECOGNITION**
 1. Kavan Wilson - 2nd in State for wrestling SMHS and Gabby Roman Bruno - 4th in State for wrestling SMHS
 2. Exceeded Growth Teachers: JCEC Amanda Fonseca and Inga Sutton

- IV. CONSENT ACTION AGENDA** (Wes Jamison, Chairman)
 - A. [Open Session Minutes of Regular Meeting on March 25, 2025.](#)

- V. INFORMATION**
 - A. Superintendent’s Report (Dr. Dana L. Ayers, Superintendent)
 - B. GEAR UP Grant – Jessica Webb, GEAR UP Coordinator
 - C. [Unaudited Financial Summary](#) (Kristie Walker, Chief Financial Officer)

- VI. 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

- VII. ACTION AGENDA**
 - A. [Budget Amendments](#) (Kristie Walker, Chief Financial Officer)
 - B. [2025-2026 School Meal Price Approval](#) (Laura Cabe, School Nutrition Director)
 - C. [Jones Street Easement Approval](#) (Jake Buchanan, Deputy Superintendent)
 - D. Policy Updates (Jake Buchanan, Deputy Superintendent)
 1. [Federal Grant Administration](#) (8305)
 2. [Federal Grant Administration: Procurement Procedures](#) (8305-R)
 3. [Use and Selection of Architects, Engineers, Surveyors, and Construction Managers at Risk](#) (9110)
 - E. Field Trips
 1. [Blue Ridge Early College, Grade 7 & 8 – Dollywood, Pigeon Forge, TN, May 22, 2025, TT10538.](#)

2. Cullowhee Valley Elementary School, Grades 6 and 7 – Dollywood, Pigeon Forge, TN, May 20, 2025, TT10579.

VIII. 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.

IX. PERSONNEL ACTION AGENDA

Announcements:

The next regularly scheduled business meeting of the Board of Education is May 27, 2025, at 6:00 p.m., at the Board of Education Administrative Office, 398 Hospital Road, Sylva, NC.

X. Adjournment

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

3770 Skyland Drive, Sylva

March 25, 2025

6:00 p.m.

The Jackson County Board of Education held their regular session on Tuesday, March 25, 2025, at 6:00 p.m., at Jackson Community School, 3770 Skyland Drive, Sylva, North Carolina. The following members were present:

Wes Jamison, Chairman
Abigail Clayton, Vice Chairperson
Dr. Lynn Dillard
Gayle Woody

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

CALL TO ORDER

Chairman Wes Jamison called the business meeting to order.

led the Pledge of Allegiance.

APPROVAL OF AGENDA

Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Kim Moore, the board voted unanimously to approve the Agenda.

SPECIAL PRESENTATION

JCS Principal Holly Whisnant presented a video highlighting the programs and students happening this year at Jackson Community School.

SPECIAL RECOGNITION

Dr. Ayers recognized the following students and staff:

1. Scholastics Art & Writing Competition Asheville Strong Exhibition – Emma Helsing and MG Grube, SMHS AP Design Students
2. Caroline Bullock - CVES-Appalachian STEM Engineering camp in Oak Ridge, TN
3. Melissa Haigler - CTE Teacher of the Year Finalist
4. Stephan Carter – Accepted to Governor’s School
5. Jacob Lambert – JCS YAM Flag Design Winner

CONSENT ACTION AGENDA

Action: Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Gayle Woody, the board unanimously approved the consent action agenda:

- A. Draft Open Session Minutes of Regular Meeting of February 25, 2025.

INFORMATION AGENDA

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

Dr. Ayers reported on the following:

1. March has been a very hectic but good month for students and staff in JCPS. We are just 13 days away from the much-anticipated Easter break but the days are overwhelmingly full.
2. Each week in March, we held community input sessions for the capital building projects on the horizon. The largest attended event was at Blue Ridge with nearly 50 stakeholders present. We've garnered many ideas, suggestions and thoughts about each of the projects and shared the collected ideas to the architect. Pinnacle Architect has already provided a rough draft for both the bus garage and Fairview cafeteria and kitchen projects. We are awaiting the Blue Ridge drafts and those of the multiple athletic projects at SMHS. This is a thrilling time for JCPS and our community!
3. Spring athletics are in full swing. We've played games and matches at all locations and SMHS baseball had their first baseball game under the lights last week. Due to an unexpected issue with lights at the Webster softball field, they have yet to play under the lights. However, the lights are now functioning.
4. High school students across our district are completing the ACT and elementary/middle grade students are completing their most recent check-in. I am pleased with the results we are seeing and am confident we will show positive growth on our End-of-Grade and End-of-Course assessments. The intentionality and focus our staff is exhibiting while challenging students in their academic classes is commendable.
5. Principal Tim Kurr and his students at SMES have been making huge academic progress. This is evident in the i-Ready data and goal-setting. In fact, Mr. Kurr was invited to present at a statewide conference in Charlotte last week. I am honored that he is representing SMES and JCPS. Even more exciting is the deliberate instructional practices he and his team have implemented that are showing scores trending upward.
6. Finally, my favorite day of the year is approaching. The Jackson County Special Olympics Spring Games is scheduled for Friday, April 11th at the SMHS football stadium. It is always a wonderful day to watch, volunteer and cheer on our special olympians. I encourage everyone to attend and witness this day and our athletes.
7. As always, I am appreciative of the support of our community and stakeholders. It is obvious that prioritizing education and the future of our students is happening.

- B. **Agenda Item:** Capital Projects Update
Presenter: Jake Buchanan, Deputy Superintendent

Mr. Buchanan updated the board on the installation of access controls at Cullowhee Valley Elementary School and the lights on the baseball/softball fields at Smoky Mountain High School. He said that we are in the budget process planning for the large projects with budgets covering a

three-year period. Long-term planning for future projects with input from the school principals is underway.

Agenda Item: Unaudited Financial Summary
Presenter: Mrs. Kristie Walker, Chief Financial Officer

Mrs. Walker presented the Unaudited Financial Summary as of March 2025.

OPEN SESSION FOR PUBLIC COMMENTS

None.

ACTION AGENDA

A. **Agenda Item:** Budget Amendments
Presenter: Kristie Walker, Chief Financial Officer

Mrs. Walker presented budget amendments to the Federal Grants Fund, Other Specific Revenue Fund, and the State Public School Fund and asked for board approval.

Action: Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Gayle Woody, the board voted unanimously to approve the budget amendments to the Federal Grants Fund, Other Specific Revenue Fund, and the State Public School Fund.

B. **Agenda Item:** Request to Purchase 387 Student Chromebooks
Presenter: Greg Stewart, Chief Technology Officer

Mr. Stewart presented the bid from Y & S Technologies to purchase 387 student Chromebooks and asked for board approval.

Action: Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Gayle Woody, the board voted unanimously to approve the purchase of 387 student Chromebooks from Y & S Technologies.

C. **Agenda Item:** Request to Authorize Superintendent to Approve Purchase of Access Controls for Blue Ridge School and Early College
Presenter: Jake Buchanan, Deputy Superintendent

Mr. Buchanan requested board approval for the Superintendent to authorize a purchase exceeding the \$30,000 limit set by board policy, but not to exceed \$200,000 in order to acquire access controls for Blue Ridge School and Early College, due to restrictions associated with the grant funding this purchase.

Action: Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Gayle Woody the board voted unanimously to the Superintendent to authorize the purchase of Blue Ridge School and Early College access controls not exceeding \$200,000.

D. **Agenda Item:** Field Trips
Presenter: Dr. Dana L. Ayers, Superintendent

1. Blue Ridge Early College, Grade12 - Dollywood, Pigeon Forge, TN, May 1, 2025, TT10446.
2. Blue Ridge School, Grade 6 – The Oasis Ranch, Seneca, SC, April 4, 2025, TT10381.
3. Blue Ridge School, Grade 3 – Foxfire Museum, Mountain City, GA, March 26, 2025, TT10382.
4. Fairview Elementary School, Grade 3 – Experia Ocean Experience and Wonderworks, Pigeon Forge, TN, April 4, 2025, TT10348.
5. Jackson County Early College, Grade 12 – The Escape Game, Pigeon Forge, TN, April 25, 2025, TT10258.
6. Scotts Creek Elementary School, Grade 6 – Ripley’s Aquarium, Gatlinburg, TN, April 11, 2025, TT10168.
7. Scotts Creek Elementary School, Grades K-2 - Ripley’s Aquarium, Gatlinburg, TN, April 24, 2025, TT10448.
8. Smokey Mountain Elementary School, Grades 6-8 – Chattanooga, TN, April 4 to 10, 2025, TT10361.
9. Smokey Mountain Elementary School, Grades 6-8 – Furman University, Greenville, SC, April 5, 2025, TT10350.
10. Smoky Mountain High School, Grades 9 to 12 – Body’s Exhibit, Gatlinburg, TN, May 6 , 2025, TT10477.

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

Action: *Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Gayle Woody, the board voted unanimously to approve field trips.*

CLOSED SESSION

The board unanimously approved a motion by Mrs. Abigail Clayton and seconded by Dr. Lynn Dillard, 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 Mrs. Abigail Clayton and seconded by Mrs. Gayle Woody, the board voted unanimously to return to open session.

OPEN SESSION

Action: *Upon a motion by Mrs. Abigail Clayton and seconded by Mrs. Gayle Woody, the board unanimously approved the consent action agenda:*

- A. Closed Session Minutes of Regular Meeting of February 25, 2025.

PERSONNEL ACTION AGENDA

Action: *Upon a motion made by Mrs. Abigail Clayton and seconded by Mrs. Gayle Woody, the board voted unanimously to approve the personnel agenda as recommended by Dr. Ayers. The board unanimously approved the following recommendations:*

Employee Recommendations:

1. Albury, Tiffany – Bus Driver, SMES
2. Bell, Tasha – Bus Monitor, SMES
3. Blackwell, Brittney – Substitute Bus Driver, SMHS
4. Boone, Jerrod – Assistant Athletic Director - Spring, SMHS
5. Collins, Joseph Dale – Bus Driver, FES
6. Green, Manuela – School Nutrition Assistant, CVES
7. Gribble, Corina – Assistant Athletic Director – Winter, SMHS
8. Jackson, Julie – School Nutrition Assistant, CVES
9. Martin, Kirstyn – Teacher, FES
10. Miller, Ashley – School Counselor, SMES
11. Miller, Morag – Teacher, FES
12. Parris, Aubriea – School Nutrition Assistant, SCES
13. Pittner, Alexis – EC Teacher Assistant, JCS
14. Plemmons, Lindsey – District Data Manager – Central Office
15. Postell, JT – Assistant Athletic Director – Winter, SMHS
16. Proffitt, Dennis – Bus Driver, SMHS
17. Richards, Amy – School Nutrition Assistant, FES
18. Smith, Jamie – Teacher, CVES

Employee Resignations:

1. Bullard, Luther – Custodian and Bus Driver, SMHS
2. Cosenza, Tracy Lewis – Teacher, CVES
3. Daggs, Kevin – Teacher, BRS
4. Hornbuckle, Dawn – Bus Driver and School Nutrition Assistant, SMHS
5. Israel, Jordan Rene – Teacher, CVES
6. Kirkland, Kenya – School Nutrition Assistant, CVES
7. Moore, Erin – Infant Toddler Lead Assistant, SCES
8. McCabe, Melody – SIS Coordinator, Central Office
9. Rainwater, Erin Brynn – Teacher, CVES

Employee Retirements:

1. Sutton, Maureen – Teacher, FES

Staff, Non-Staff and Returning Coach Recommendations:

1. Blanton, Morgan – Head Coach Varsity Softball, SMHS – Returning Non-Staff
2. Brown, Megan – Head Coach Varsity Men’s Track, SMHS – Returning Staff
3. Buenting, Abby – Head Coach Varsity Women’s Soccer, SMHS – Returning Non-Staff
4. Ell-Stroop, Adrian – Head Coach Varsity Volleyball, SMHS – New Non-Staff
5. Eyler, Jim – Assistant Coach Varsity Men’s Tennis, SMHS – Returning Non-Staff
6. Hawk, Derrick – Assistant Coach District MS Baseball, District SMHS – Returning Staff
7. Mayse, Tim – Head Coach Varsity Men’s Golf, BREC – Returning Staff
8. Menickelli, Kristin – Head Coach Varsity Women’s Track, SMHS – Returning Staff
9. Messer, Willow – Head Coach JV Women’s Soccer, SMHS – Returning Non-Staff
10. Mulligan, Tyler - Head Coach Varsity Men’s Tennis, SMHS – Returning Staff

11. Nicholson, Rachel – Assistant Coach Varsity Softball, SMHS – Returning Non-Staff
12. Rogers, David - Assistant Coach JV Baseball, SMHS – New Non-Staff
13. Sharpless, Reuben - Assistant Coach Baseball, SMES – Returning Non-Staff
14. Sutton, Russell – Head Coach Baseball, CVES – Returning Staff
15. Willoughby, Wes - Head Coach Baseball, SMES - Returning Staff

ANNOUNCEMENTS

The next regularly scheduled business meeting of the Board of Education is April 22, 2025, at 6:00 p.m., at Jackson County Early College, 404 College Drive, Sylva, NC.

ADJOURNMENT

There being no objection, Chairman Wes Jamison adjourned the meeting at 7:40 p.m.

Wes Jamison, Chairman

Dr. Dana L. Ayers, Secretary

UNAUDITED FINANCIAL SUMMARY APRIL 2025

Fund	Fund Description	Beginning	Budget Adjustments	Current	Year-to-Date	PO's &	Remaining	Percent
1	STATE PUBLIC SCHOOL FUND	\$29,261,638.00	\$495,140.00	\$29,756,778.00	\$23,827,418.31	\$289,394.94	\$5,639,964.75	81.05%
2	LOCAL FUNDS	\$11,542,861.00	\$0.00	\$11,542,861.00	\$8,612,532.07	\$74,487.65	\$2,855,841.28	75.26%
3	FEDERAL GRANT FUND	\$3,718,482.90	\$72,210.00	\$3,790,692.90	\$2,317,869.82	\$25,226.14	\$1,447,596.94	61.81%
4	THE CAPITAL OUTLAY FUND	\$5,628,590.00	\$6,056,424.00	\$11,685,014.00	\$1,142,835.84	\$785,537.38	\$9,756,640.78	16.50%
5	CHILD NUTRITION FUND	\$3,701,290.00	\$0.00	\$3,701,290.00	\$2,083,757.80	\$85,950.47	\$1,531,581.73	58.62%
6	TRUST AND AGENCY FUND	\$0.00	\$0.00	\$0.00		\$156,162.00	(\$156,337.00)	
8	OTHER SPECIFIC REVENUE FUND	\$5,427,253.00	\$0.00	\$5,427,253.00	\$2,734,691.91	\$216,628.28	\$2,475,932.81	54.38%
	Grand Total	\$59,280,114.90	\$6,623,774.00	\$65,903,888.90	\$40,719,455.85	\$1,633,386.81	\$23,551,046.19	64.26%

We are on target with our budget and project to be within budget by June 30, 2025

UNAUDITED FINANCIAL SUMMARY APRIL 2024

Fund	Fund Description	Beginning	Budget Adjustments	Current	Year-to-Date	PO's &	Remaining	Percent
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%
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%

Information for comparison only.

BUDGET AMENDMENT
 Jackson County Schools Administrative Unit
 Federal Grants Fund

The Jackson County Board of Education, at a meeting on the 22nd day of April 2025, passed the following resolution: Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2025.

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
50	Title I	\$	7,308
103	Title II Improving Teacher Quality	\$	(2,887)
108	Title IV - Student Support & Academic Enr	\$	69
Total Appropriation in Current Budget		\$	3,786,203
Amount of Increase (Decrease) of this Amendment			4,490
		\$	3,790,693

Explanation: This is the approved budget for grant year 2025 in allotment revisions through #84

Passed by a majority vote of the Jackson County Board of Education on the 22nd day of April 2025.

 Chairperson, Board of Education

 Secretary, Board of Education

JACKSON COUNTY PUBLIC SCHOOLS

Budget Amendment #8 and Transfer #8

Be it resolved that the following budget amendment and transfer be made to the Budget Resolution for the fiscal year ending June 30, 2025.

	Current <u>Budget</u>	Amendments & Transfers <u>#8</u> <u>#8</u>		Ending <u>Budget</u>
<u>Federal Grants Fund</u>				
5000 Instructional Services	\$ 2,865,241	4,323	\$ -	\$ 2,869,564
6000 System-Wide Support Services	668,810	-	-	668,810
7000 Ancillary Services	-	-	-	-
8000 Non-Program Charges	252,152	167	-	252,319
Totals	<u>\$ 3,786,203</u>	<u>\$ 4,490</u>	<u>\$ -</u>	<u>\$ 3,790,693</u>

PRC	Source of Revenue:	Notes:
50	Title I Grant year (GY)5	\$ 7,308
103	Title II Improving Teacher Quality GY 5	\$ (2,887)
	Title IV - Student Support &	
108	Academic Enrichment	\$ 69

\$ 4,490

-

TRANSFERS between
subfunctions greater than
\$10,000:

None

BUDGET AMENDMENT

Jackson County Schools Administrative Unit

Other Specific Revenue Fund

The Jackson County Board of Education, at a meeting on the 22nd day of April 2025, passed the following resolution: Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2025.

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

Revenue Sources:

Description	PRC	Budget Code	Amount
Highlands Cashiers Health Foundation Grant	102	8.4430.102	Transfer
Medicaid Outreach MAC	305	8.3700.305	Transfer
Excellence In Education	511		\$ 1,000
Total Appropriation in Current Budget		\$	5,426,253
Amount of Increase (Decrease) of this Amendment			<u>1,000</u>
			<u><u>\$ 5,427,253</u></u>

Restricted Funds: Restricted Grants.

Passed by a majority vote of the Jackson County Board of Education on the 22nd day of April 2025.

Chairperson, Board of Education

Secretary, Board of Education

JACKSON COUNTY PUBLIC SCHOOLS

Budget Amendment #8 and Transfer #8

Be it resolved that the following budget amendment and transfer be made to the Budget Resolution for the fiscal year ending June 30, 2025

	Current <u>Budget</u>	Amendments & Transfers <u>#8</u> <u>#8</u>		Ending <u>Budget</u>
<u>Other Specific Revenue Fund</u>				
5000 Instructional Services	\$ 3,317,838	\$ 3,780	\$ -	\$ 3,321,618
6000 System-Wide Support Services	690,386	220	-	690,606
7000 Ancillary Services	141,744	-	-	141,744
8000 Non-Program Charges	1,276,285	(3,000)	-	1,273,285
Totals	<u>\$ 5,426,253</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ 5,427,253</u>

Source of Revenue:

Aware Highlands Cashiers Health Foundation Grant	\$ -	102
Medicaid Outreach	\$ -	305
NC Comm. Foundation-SME Backpack Grant	\$ 1,000	512
	<u>\$ 1,000</u>	

-

From To

TRANSFERS between subfunctions greater than \$10,000

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

The Jackson County Board of Education, at a meeting on the 22nd day of April 2025, passed the following resolution: Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2025.

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
Allocation from State Treasurer	1.3100.xxx	\$	205,345
Total Appropriation in Current Budget		\$	29,551,433
Amount of Increase (Decrease) of this Amendment		\$	<u>205,345.00</u>
		\$	<u>29,756,778</u>

Explanation: The increase in state revenue is to align our state allotment budgets with actual amounts for fiscal year 2025 provided by NC DPI allotment revision #84. Specifically, this is a state grant that we received from Center for Safer Schools.

Passed by a majority vote of the Jackson County Board of Education on the 22nd day of April 2025.

Chairperson, Board of Education

Secretary, Board of Education

JACKSON COUNTY PUBLIC SCHOOLS

Budget Amendment #8 and Transfer #8

Be it resolved that the following budget amendment and transfer be made to the Budget Resolution for the fiscal year ending June 30, 2025

	Current Budget	Amendments & Transfers #8	Ending Budget
<u>State Public School Fund</u>			
5000 Instructional Services	\$ 26,082,178	\$ 205,345	\$ 26,287,523
6000 System-Wide Pupil Support Services	3,383,455	-	3,383,455
7000 Ancillary Services	85,800	-	85,800
8000 Non-Program Charges	-	-	-
Totals	<u>\$ 29,551,433</u>	<u>\$ 205,345</u>	<u>\$ 29,756,778</u>

Source of Revenue:

Notes:

State Public School Fund:

State Textbook Allotment

Safety Grant PRC 040

205,345

\$ 205,345

-

TRANSFERS between subfunctions
greater than \$10,000:

None



JACKSON COUNTY PUBLIC SCHOOLS

Dr. Dana Ayers
Superintendent
dayers@jcpsmail.org

Laura Cabe
School Nutrition Director
lcabe@jcpsmail.org

Name: Laura Cabe

Date of Board Meeting: April 22, 2025

Agenda Item: School Meal Prices
(Public Law 111-296), Section 205 Equity in School Lunch Pricing

Recommendation: Increase Breakfast and Lunch Prices for the 2025/2026 SY.
This reflects the increase in meals costs which include food, supplies, labor, and foodservice equipment.

	Current Meal Prices	2025-2026 SY	Price Increase
Breakfast			
All Grades	\$2.00	\$2.50	\$.50
Teachers	\$2.00 or A la carte	\$2.50 or A la Carte	\$.50
Lunch			
All Grades	\$3.75	\$4.50	\$.75
Teachers/Staff	\$4.75 or A la Carte	\$5.50 or A la Carte	\$.75



Mill Creek

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

A. FINANCIAL MANAGEMENT SYSTEMS AND INTERNAL CONTROLS

The finance officer shall be responsible to the superintendent to develop, monitor, and enforce effective financial management systems and other internal controls over federal awards that provide reasonable assurance that the school system is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all terms and conditions of the awards as well as all requirements of the U.S. Constitution and 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 Management and Budget (except to the extent that an exception to the Uniform Guidance has been authorized by the relevant federal agency), and any applicable state requirements, and shall be based on best practices.

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

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

1. Allowability

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

2. Cash Management and Fund Control

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

3. Procurement (See Administrative Regulation 8305-R)

All purchases for property and services made using federal funds must be conducted in a manner providing full and open competition and in accordance with the Uniform Guidance, all other applicable federal, state, and local laws and regulations, and the school system's written policies and procedures. The district shall avoid situations that unnecessarily restrict competition, as defined in 2 C.F.R. 200.319, and shall avoid acquisition of unnecessary or duplicative items. Noncompetitive procurement will be used only in the circumstances allowed by 2 C.F.R. 200.320(c). School officials are encouraged to maximize the purchase and use of goods, products, and materials produced in the United States to the extent consistent with law.

Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids must be excluded from competing on those purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities. Contracts shall contain all provisions required by 2 C.F.R. Part 200.

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

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

The Uniform Guidance currently sets a "micro-purchase" threshold of \$10,000, below which less-formal methods of procurement may be applied pursuant to 2 CFR 200.320(a)(1). On an annual basis, the finance officer is authorized to conduct the self-certification process for the school system and provide to federal agencies

documentation raising the micro-purchasing threshold to \$50,000. The self-certification shall be based on the district's internal controls, an evaluation of risk, and documented procurement procedures, including this policy.

4. Conflict of Interest

In addition to the prohibitions against self-benefitting from a public contract under G.S. 14-234 and accepting gifts and favors from vendors under G.S. 133-32 (see policies 2121, Board Member Conflict of Interest; 6401/9100, Ethics and the Purchasing Function; and 7730, Employee Conflict of Interest), the following standards of conduct apply when an employee, board member, or agent of the school system engages in the procurement of goods, services, or construction or repair projects funded in whole or part with federal financial assistance.

- a. No employee, board member, or agent of the school system may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal grant or award if he or she has a real or apparent conflict of interest.

A real or apparent conflict of interest exists when (1) the employee, board member, or agent of the school system, (2) any member of his or her immediate family, (3) his or her partner, or (4) an organization which employs or is about to employ any of those parties, has a financial or other interest in or receives a tangible personal benefit from a firm considered for a contract. For purposes of this paragraph, "financial interest" means a financial interest which comprises more than five percent of the equity of the firm or business or more than five percent of the assets of the economic interest in indebtedness. "Financial interest" does not include an ownership interest held through a fiduciary, such as a mutual fund or blind trust, where the individual or individual's employer has no control over the selection of holdings.

Any employee, board member, or agent of the school system who has a potential conflict of interest shall disclose that conflict in writing to the superintendent. The superintendent shall disclose in writing the potential conflict of interest to the federal awarding agency in accordance with 2 C.F.R. 200.112.

- b. No employee, board member, or agent of the school system may solicit or accept any trips, meals, gratuities, favors, gifts, or other items of monetary value from a contractor, supplier, or a party to a subcontract except that (1) a single unsolicited item with a nominal value (\$50 or less) or (2) multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$100 or less in a 12-month period may be accepted.

Violations of this subsection are subject to disciplinary action.

5. Mandatory Disclosures

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

6. Equipment and Supplies Purchased with Federal Funds

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

7. Accountability and Certifications

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

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

8. Monitoring and Reporting Performance

The superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The finance officer shall refer to Administrative Regulation 8305-R for the annual process of self-certifying the school system's micro-purchasing threshold. Financial and performance reports, including reports of significant developments that arise between scheduled performance reporting dates and final closeout reports, must be submitted as required by federal or state authorities.

B. AUDITS AND CORRECTIVE ACTION

1. An annual independent audit will be conducted as provided in policy 8310, Annual Independent Audit. The finance officer will prepare all financial statements, schedules of expenditures, and other documents required for the audit.
2. At the completion of the audit, the superintendent or designee shall prepare a summary schedule of prior audit findings and a corrective action plan to address

any prior audit findings. The corrective action plan must identify the responsible party and the anticipated completion date for each corrective action to be taken. The superintendent shall present the plan to the board for approval.

3. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

C. TRAINING

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

D. OTHER APPLICABLE BOARD POLICIES

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

1. Educational programs policies (policies in the 3000 series)
2. School nutrition services policies (policies in the 6200 series)
3. Purchasing policies (policies in the 6400 series)
4. Equipment, materials, and supplies policies (policies in the 6500 series)
5. Personnel policies (policies in the 7000 series)
6. Fiscal management policies (policies in the 8000 series)
7. Policies protecting the confidentiality of personally identifiable information and other sensitive information (policies in the 4000, 6000, and 7000 series)

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

E. REPORTING MISMANAGEMENT OF FEDERAL FUNDS

Any employee who reasonably believes that federal funds have been misused or that the school system is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter as provided in policy 1760/7280, Prohibition Against Retaliation. No employee will be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in 41 U.S.C. 4712(a)(2)

information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulations related to a federal contract or grant.

Legal References: 41 U.S.C. 4712; 2 C.F.R. Part 180; 2 C.F.R. Part 200; G.S. 14-234; 133-32

Cross References: Prohibition Against Retaliation (policy 1760/7280), Board Member Conflict of Interest (policy 2121), Ethics and the Purchasing Function (policy 6401/9100), Employee Conflict of Interest (policy 7730), Fiscal Management Standards (policy 8300)

Other Resources: *Standards for Internal Control in the Federal Government* (“The Green Book”) (U.S. Government Accountability Office), available at <https://www.gao.gov/greenbook>; *Internal Control – Integrated Framework* (Committee of Sponsoring Organizations of the Treadway Commission (COSO)), executive summary, available at <https://www.coso.org/guidance-on-ic>; *Compliance Supplement, Part 6, Internal Control* (Office of Management and Budget), available at <https://www.whitehouse.gov/omb/office-federal-financial-management/>

Adopted:

AR Code: 8305-R Federal Grant Administration: Procurement Procedures

This regulation applies to contracts for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are used, in whole or in part, to pay for the cost of the contract. Contracts funded with federal grant or loan funds will be procured in a manner that conforms with all applicable federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200), unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. In accordance with federal requirements, the school system will comply with the most restrictive procurement requirements of both federal and state law as well as local policies.

I. GENERAL PROCUREMENT STANDARDS**A. Decision to Procure****1. Necessity**

The school system must avoid acquisition of unnecessary or duplicative items. The finance officer or designee should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate and allowed by law, the finance officer or designee shall perform an analysis of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

2. Cost or Price Analysis

A cost analysis or price analysis will be performed in connection with every procurement action in excess of the current simplified acquisition threshold (\$250,000) including contract modifications. The school system will make an independent estimate before receiving bids or proposals, but the method and degree of analysis is dependent on the facts surrounding the particular procurement situation.

The finance officer or designee shall conduct the analysis. Analyses should include a review of prior contract costs, online reviews of similar products or services, and other market research. The analysis should include potential workforce impacts if the transaction will displace public sector employees.

For each contract in which there is no price competition, profit may be negotiated as a separate element of the price, if the finance officer or designee determines such negotiation to be in the best interest of the school system. To establish a fair and reasonable profit, consideration will be

given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

3. Evasion Prohibited

Procurements may not be divided to bring the cost under bid thresholds or to evade any requirements under this regulation or state or federal law.

4. Recovered Materials

School system personnel participating in development of specifications should, to the greatest extent practicable and consistent with law, specify products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy or water efficient; and are sustainable. This may include compostable items and other products and services that reduce the use of single-use plastics.

B. Competition

1. Open Competition

All procurement transactions will be conducted in a manner providing full and open competition. Some of the situations considered to be restrictive of competition, and thus prohibited, include but are not limited to: (1) placing unreasonable requirements on firms in order for them to qualify to do business; (2) requiring unnecessary experience and excessive bonding; (3) noncompetitive pricing practices between firms or between affiliated companies; (4) noncompetitive contracts to consultants that are on retainer contracts; (5) organizational conflicts of interest; (6) specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and (7) any arbitrary action in the procurement process.

In addition, to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals (RFPs) are excluded from competing for such procurements.

The finance officer or designee is responsible for reviewing documentation for each procurement transaction to ensure the school system is in compliance with these requirements.

2. Geographic Preference

Except as otherwise permitted by applicable bidding laws, geographic

preferences will not be granted in the evaluation of bids or proposals, unless applicable federal statutes expressly mandate or encourage geographic preference.

When contracting for architectural and engineering services, however, a North Carolina resident firm will be granted a preference over a nonresident firm if (1) the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms and (2) granting the preference still allows for an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. Any preference granted to a resident firm will be in the same manner, on the same basis, and to the same extent as the preference granted by the nonresident firm's home state.

3. Historically Underutilized Businesses

The school system affirms the state's commitment to encourage the participation of historically underutilized businesses in purchasing functions. The school system will abide by all applicable local and state requirements regarding historically underutilized businesses as described in policies 6402, Participation by Historically Underutilized Businesses, and 9125, Participation by Minority Businesses. In addition, in accordance with the requirements of 2 CFR 200.321, the school system shall ensure that the school system considers the use of minority businesses, women's business enterprises, and labor surplus area firms. Federal regulation requires that veteran-owned businesses receive the same consideration. Such consideration consists of:

- placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises (however, the procurement may not be divided to bring the cost under bid thresholds or to evade any requirements under this regulation or state or federal law);
- establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
- using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in this subsection.

4. Prequalified Lists

Construction or repair projects may be subject to prequalification in accordance with policy 9115, Prequalification of Bidders for Construction Projects, only if there are enough qualified sources to ensure maximum open and free competition. Potential bidders will be permitted to prequalify during the solicitation period.

C. Bid Solicitations

1. Clear Specifications

The finance officer or designee is responsible for ensuring that the solicitation incorporates a clear and accurate description of the technical requirements for the materials, products, or services to be procured. The description must not contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.

Solicitations must also include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals.

2. Fixed Price

Solicitations will state that bidders must submit bids on a fixed price basis and that the contract will be awarded on this basis, unless otherwise provided for in this regulation. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract will not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.

3. Notice of Federal Funding

All solicitations will acknowledge the use of federal funding for the contract

and will inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award. All prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

D. Contract Award

1. Responsible Contractors

All contracts will be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the contract. Consideration will be given to such matters as contractor integrity, compliance with public policy, proper classification of employees under the Fair Labor Standards Act, record of past performance, and financial and technical resources.

No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities or who is ineligible to contract under state law. The finance officer or designee shall require appropriate certifications from the contractor and conditions in the contract to ensure compliance with suspension/non-debarment requirements.

2. Authorization to Enter into Contracts

Unless otherwise prohibited by law, board policy, or this regulation, the superintendent or designee is authorized to (1) enter into contracts or approve amendments to contracts for materials, equipment, supplies, or services involving amounts up to \$30,000.00, (2) enter into construction or repair contracts involving amounts up to \$30,000.00 and (3) approve change orders involving additive or deductive sums up to \$30,000.00 so long as funding for the change order is available within the established project budget. All other contracts must be reviewed by the board attorney and approved in advance by the board. School Principals have the authority to enter into contracts involving amounts up to \$2,500.00.

3. Contract Requirements

All contracts paid for in whole or in part with federal funds must be in writing. The written contract must include or incorporate by reference the provisions required under 2 CFR 200.327 and as provided for under 2 CFR Part 200, Appendix II.

E. Contractor Oversight

The finance officer or designee shall maintain oversight to ensure that the contractor is performing in accordance with the contract terms, conditions, and specifications of the contract or purchase order.

F. Records

Records must be maintained by the finance officer or designee detailing the history of all procurements. The records must include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price, financial records, supporting documentation, and statistical records. All documentation relating to the award of any contract must be made available to the granting agency upon request. Federal regulations require retention of these records for three years after date of submission of the final financial report to the federal agency; depending on the type of contract document, a longer retention period may be specified by state law.

II. SPECIFIC PROCUREMENT PROCEDURES

The finance officer or designee shall solicit bids in accordance with the requirements listed in this Section based on the type and cost of the contract. Prior to initiating any procurement activities, the finance officer or designee shall first thoroughly review all terms and conditions of the federal grant award and shall proceed only in accordance with such terms and conditions. If the finance officer or designee has any questions or concerns about the procurement process, he/she shall consult with the federal grantor agency and secure written confirmation of the applicability of the processes to be used.

A. Micro-Purchase Threshold

The Uniform Guidance currently sets a "micro-purchase" threshold of \$10,000, below which less-formal methods of procurement may be applied pursuant to 2 CFR 200.320(a)(1). On an annual basis, the finance officer is authorized to conduct the self-certification process for the school system and provide to federal agencies documentation raising the micro-purchasing threshold to \$50,000. The self-certification shall be based on the district's internal controls, an evaluation of risk, and documented procurement procedures, including this regulation.

B. Contracts for the Purchase of Goods (Supplies, Apparatus & Materials)

1. Contracts Costing Less Than \$30,000

Contracts for purchases of goods (apparatus, supplies, materials, and equipment) that do not exceed the school system's current micro-purchase threshold will be procured using the Uniform Guidance "micro-purchase" procedure (2 CFR 200.320(a)(1)) and local standards as follows:

The contract may be awarded without soliciting bids if the price of the goods is considered to be fair and reasonable; however, the board encourages that

at least three bids or quotes be obtained, when feasible. Price, quality, suitability for specified need, and timeliness of delivery and performance should all be considered. Contracts should be made under conditions that foster competition among potential vendors. To the extent practicable, purchases must be distributed equitably among qualified vendors.

2. Contracts Costing \$30,000 or More but Less Than \$90,000

Contracts for purchases of goods (apparatus, supplies, materials, and equipment) that cost \$30,000 or more but less than \$90,000 will be procured using the following minimum standards:

- a. Unless an exception listed in Article III of this regulation applies, written price or rate quotes will be obtained from at least three qualified bidders. (A federal grantor agency may issue guidance interpreting "adequate number," so the terms and conditions of the grant award documents must be checked to determine whether specific guidance has been issued.
- b. Quotes may be accepted via 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.
- c. Contracts will be awarded to the lowest responsive, responsible bidder on a fixed-price basis.

In lieu of the process described in this subsection, the school system may use competitive sealed bids as allowed for under informal bidding in policy 6430, Purchasing Requirements for Equipment, Materials, and Supplies.

3. Contracts Costing \$90,000 or More

Unless an exception listed in Article III of this regulation applies, contracts for purchases of goods (apparatus, supplies, materials, and equipment) costing \$90,000 or more will be procured using a combination of the Uniform Guidance "sealed bid" procedure (2 CFR 200.320(b)(1)) and state formal bidding procedures (N.C. G.S. 143-129) as follows:

The invitation to bid must be formally advertised in a newspaper that has general circulation in the area and may also be advertised by electronic means. The advertisement must be posted at least seven full days before the date of the opening of bids, unless the board of education has specified a longer period. The advertisement must designate the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the board the right to reject any or all bids if there is a sound documented reason. Complete specifications or purchase description must be made available to all bidders.

All bids must be submitted sealed. Bids will be opened at the public bid opening on the date and time and at the location noticed in the public advertisement. A minimum of three bids must be received in order to open the bids; if three bids are not received, readvertise the invitation to bid for seven (7) additional days, after which time fewer than three bids are acceptable to open.

The contract will be awarded to the lowest responsive, responsible bidder on a fixed-price basis. Any or all bids may be rejected if there is a sound documented reason.

4. Certain Information Technology Contracts

When the "sealed bid" procedure is not appropriate, contracts for information technology goods and services that would qualify for use of the RFP procedure pursuant to N.C.G.S. 143-129.8 may be procured using a combination of the most restrictive requirements of the Uniform Guidance "competitive proposal" procedure (2 CFR 200.320(b)(2)) and N.C.G.S. 143-129.8. The finance officer or designee shall secure prior approval from the federal grantor agency before using this type of procedure.

A request for proposals (RFP) will be formally advertised in a newspaper that has general circulation in the area and may also be advertised by electronic means. The advertisement must be posted at least seven full days, unless the board of education has specified a longer period. Proposals from an adequate number of qualified firms (a federal grantor agency may issue guidance interpreting "adequate number") must be solicited. The RFP will identify the scope of work, general terms and conditions, specifications of the product needed by the school system, the application process, evaluation criteria, and the relative importance of each criteria (criteria weight).

All responses to the RFP will be considered to the maximum extent practical. The evaluation process will be described in the RFP; the process will typically include a list of factors to be evaluated by a committee of school administrators and other local officials as appropriate. Factors may include but need not be limited to compatibility with currently owned systems, ease of use, training and maintenance offered by the proposer, and quality of written proposal and presentation, if any. The finance officer or designee shall ensure that each RFP adequately describes the evaluation process. The winning firm will be the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. The contract will be awarded on a fixed-price or cost-reimbursement basis.

5. Contracts for Supplies and Food for the School Nutrition Program

Contracts for supplies and food for the school nutrition program will be made in accordance with the school system's procurement plan for the school nutrition program.

C. Service Contracts (other than contracts for architectural and engineering professional services)

1. Contracts Costing Less Than \$50,000

Service contracts (other than contracts for architectural and engineering professional services) costing less than \$50,000 that do not exceed the current micro-purchase threshold will be procured using the Uniform Guidance "micro-purchase" procedure (2 CFR 200.320(a)(1)) and local standards as follows:

The contract may be awarded without soliciting pricing or bids if the price of the service is considered to be fair and reasonable. However, contracts must be made under conditions that foster competition among potential providers, when feasible. To the extent practicable, contracts must be distributed equitably among qualified providers.

2. Contracts Costing \$50,000 or More but No More Than \$250,000

Service contracts (other than contracts for architectural and engineering professional services) that cost more than \$50,000 but do not exceed the current simplified acquisition threshold (\$250,000) will be procured using the Uniform Guidance "small purchase" procedure (2 CFR 200.320(a)(2)) as follows:

The finance officer or designee shall obtain written price or rate quotes from an adequate number of qualified sources (at least 3 is recommended). A federal grantor agency might issue guidance interpreting "adequate number," so the finance officer or designee should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued.

Contracts will be awarded to the lowest responsive, responsible bidder on a fixed-price basis or not-to-exceed basis.

3. Contracts Costing More Than \$250,000

Service contracts (other than contracts for architectural and engineering professional services) that cost more than the current simplified acquisition threshold (\$250,000) will be procured using the Uniform Guidance "sealed bid" procedure (2 CFR 200.320(b)(1)), unless the "competitive proposal"

process as described in subsection II.B.4, below, is followed.

The bid solicitation must be publicly advertised for a period of time sufficient to give bidders notice of the opportunity to submit bids. Formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid. The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained. Complete specifications must be made available to all bidders.

All bids must be submitted sealed. Bids will be opened at the public bid opening on the date and time and at the location noticed in the public advertisement. A minimum of two bids must be received in order to open the bids. If two bids are not received, the contract should be readvertised after which at least one bid shall be sufficient to open.

The contract will be awarded to the lowest responsive, responsible bidder on a fixed-price basis. Any and all bids may be rejected only for sound documented reasons.

4. Certain Contracts

Certain service contracts (other than contracts for architectural and engineering professional services) may be procured using the Uniform Guidance "competitive proposal" procedure (2 CFR 200.320(b)(2)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The finance officer or designee shall secure prior approval from the federal grantor agency before using the competitive proposal procedure.

Under the competitive proposal procedure, the request for proposals (RFP) will be publicly advertised. The RFP will identify evaluation criteria and the relative importance of each criteria (criteria weight). Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an adequate number of qualified firms (a federal grantor agency may issue guidance interpreting "adequate number").

All responses to the RFP will be considered to the maximum extent practical. The winning firm will be the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. The evaluation process will be described in the RFP; the process will typically include a list of factors to be evaluated by a committee of school administrators and other local officials as appropriate. Factors may include but need not be limited to compatibility with currently owned systems, ease of use, training and maintenance offered by the proposer, and

quality of written proposal and presentation, if any. The Finance Officer or designee shall ensure that each RFP adequately describes the evaluation process. The contract will be awarded on a fixed-price or cost-reimbursement basis.

D. Construction and Repair Contracts

1. Contracts Costing Less Than \$30,000

Construction and repair contracts that do not exceed the school system's current micro-purchase threshold will be procured using the Uniform Guidance "micro-purchase" procedure (2 CFR 200.320(a)(1)) and local standards as follows:

Soliciting bids is recommended, but not required, if the price of the goods or services is considered to be fair and reasonable. To the extent practicable, purchases must be distributed equitably among qualified suppliers.

2. Contracts Costing \$30,000 or More but Less Than \$250,000

Construction and repair contracts that cost more than \$30,000 but do not exceed the current simplified acquisition threshold (\$250,000) will be procured using the Uniform Guidance "small purchase" procedure (2 CFR 200.320(a)(2)) as follows:

The finance officer or designee shall obtain written price or rate quotes from an adequate number of qualified sources. A federal grantor agency might issue guidance interpreting "adequate number," so the finance officer or designee should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued. The quotes may be solicited and submitted via telephone, fax, or email. Telephone quotes must immediately be placed in writing. Written quotations must be on the contractor's letterhead or an official quotation form.

Contracts will be awarded to the lowest responsive, responsible bidder on a fixed-price basis or not-to-exceed basis.

3. Contracts Costing More Than \$250,000

Construction and repair contracts that cost more than the current simplified acquisition threshold (\$250,000) will be procured using the Uniform Guidance "sealed bid" procedure (2 CFR 200.320(b)(1)) and state formal bidding procedures (N.C.G.S. 143-129) as follows:

The invitation to bid must be formally advertised in a newspaper that has

general circulation in the area and may also be advertised by electronic means. The advertisement must be posted at least seven full days, unless the board of education has specified a longer period. The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained. Complete specifications must be made available to all bidders.

All bids must be submitted sealed. A 5% bid bond is required of all bidders. Bids will be opened at the public bid opening on the date and time and at the location noticed in the public advertisement. A minimum of three bids must be received in order to open the bids.

The contract will be awarded to the lowest responsive, responsible bidder on a fixed-price basis. Any and all bids may be rejected only for sound documented reasons. Performance and payment bonds of 100% of the contract price are required of the winning bidder.

4. **Additional Requirements for Contracts Costing \$300,000 or More**

For construction or repair contracts involving a building costing \$300,000 or more, separate specifications will be drawn for the HVAC, electrical, plumbing, and general construction work as required under N.C. G.S. 143-128(a). In addition, the project will be bid using a statutorily authorized bidding method as required under N.C. G.S. 143-128(a1).

E. Contracts for Architectural and Engineering Services

1. **Contracts Costing No More Than \$250,000**

All contracts for architectural and engineering services that do not exceed the current simplified acquisition threshold (\$250,000), including those under \$50,000, will be procured using the selection process described in subsection B.1 of policy 9110, Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk. Approval should be secured from the grantor agency before using this process. The Construction Manager at Risk and Design-Build delivery methods are generally not permitted for federally funded projects. The contract must be in writing and include applicable Uniform Guidance contract provisions.

2. **Contracts Costing Over \$250,000**

Contracts for architectural and engineering services that cost more than the current simplified acquisition threshold (\$250,000) will be procured using the Uniform Guidance "competitive proposal" procedure (2 CFR 200.320(b)(2)).

A request for qualifications (RFQ) will be publicly advertised to solicit qualifications from qualified firms. Formal advertisement in a newspaper is not required. Price will not be solicited in the RFQ. The RFQ will identify the evaluation criteria and relative importance of each criteria (criteria weight). Proposals must be solicited from an adequate number of qualified sources (a federal grantor agency may issue guidance interpreting "adequate number").

All responses to the RFQ will be considered to the maximum extent practical. Qualifications of respondents will be evaluated to rank respondents and select the best qualified firm. The evaluation process will be described in the RFQ; the process will typically include a list of factors to be evaluated by a committee of school administrators and other local officials as appropriate. Factors may include but need not be limited to similar projects successfully completed, school design experience, and quality of written proposal and presentation, if any. The finance officer or designee shall ensure that each RFQ adequately describes the evaluation process. Price will not be a factor in the selection of the most qualified firm.

Once the most qualified firm is selected, fair and reasonable compensation will be negotiated. If negotiations with the most qualified firm are not successful, negotiations will be repeated with the second-best qualified firm. The contract will be awarded to the best qualified firm with whom fair and reasonable compensation is successfully negotiated.

III. EXCEPTIONS

Non-competitive contracts are allowed only under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds.

A. Sole Source

A contract may be awarded without competitive bidding when the item is available from only one source. The finance officer or designee shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the board.

B. Public Exigency

A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.

C. Inadequate Competition

A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this regulation does not result in a qualified winning bidder.

D. Federal Contract

A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.

E. Awarding Agency Approval

A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

Issued by NCSBA: June 29, 2018

Issued by the Superintendent:

Reviewed:

Revised:

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 **10538**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date **5/22/25** **Thursday**

* Time 7:30 AM

Trip Return

* Date **5/22/25** **Thursday**

* Time 7:00 PM

Trip Year/Week 2025-21

* Overnight or Out-of-State Yes

Comments Bus driver will be traveling Interstate 40 across state lines to Tennessee .

* Your School/Dept ⓘ 302 **Blue Ridge Early College**
95 Bobcat Drive, Cashiers, NC 28717

* Main Destination ⓘ **Dollywood**
2700 Dollywood Parks Boulevard, Pigeon Forge, TN

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

*Done
5/1/25*

* **Funding Source #1** School Funded Field Trips 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 Brittany Hoxit Schiele
* Teacher / Advisor / Staff Phone # 828-743-2646 ext 1358
Teacher / Advisor / Staff Email bschiele@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 Brittany Hoxit Schiele
- * Emergency Contact Phone # 828-743-2646 ext 1358

* Grade Level(s) Making Trip

7

8

* Description of Group or Person(s) Making Trip Students who show exceeded growth on their EOGs. Additional criteria includes exceptional attendance record and behavior reports.

* Educational Objective for Field Trip Incentivize testing.

Special Indicators

Reward Trip

Number of Individuals Making Trip

* Male Adults	3	* Female Adults	3	Total Adults	6
* Male Students	25	* Female Students	24	Total Students	49

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 49 Teacher Brittany Hoxit Schiele

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

Additional Information

* Please list all Chaperones: Anita Coggins or Paula Jackson, Fransisca Thiery, Reagan Bunch, Stephaine Wilson, Nathan Frizzell

* Please list the driver's name: Anita Coggins, Nathan Frizzell, or Paula Jackson

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

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

- * Date 5/22/25
- * Time 7:30 AM

Vehicle Return

- * Date 5/22/25
- * Time 7:00 PM

Total Trip Hours 11.50

* Type of vehicles needed to reserve Activity Bus



* How many vehicles do you need? 1

* Need Lift? No

Nbr Wheelchair Slots 0 Nbr Safety Vests 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning Needs

Additional Comments:

Owner kcowan@jcpsmail.org

Bid Id/Closing Date

Person Submitting Request bschiele@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 nfrizzell@jcpsmail.org

Decision Date Mar 31, 2025, 9:17:35 AM

Level 07 Approval - Central Office Approval

Comment

Decision

Designated Approver cfields@jcpsmail.org

Name

Decision Date

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

Policy Code:

9110

A. USE OF ARCHITECTS AND/OR ENGINEERS

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

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

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

Except as otherwise permitted under G.S. 115C-521(g), the procurement of architectural, engineering, surveying, or construction management at risk services for facility design, construction, and related services will be accomplished in accordance with the following requirements. Any purchase of services using federal funds must also be made in accordance with the terms and conditions of the federal award and 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.)

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

-
-
- accuracy and sufficiency of detail;
 - 4) experience in the construction of K-12 buildings;
 - 5) reputation for quality of design and construction in appearance and utility;
 - 6) history of thorough inspections and follow-through with jobs;
 - 7) timely completion of projects within the established budgets;
 - 8) relationships with contractors and designers; and
 - 9) any other factors the superintendent deems relevant.
- b. The superintendent shall provide a list of qualified service providers to the board for consideration and selection unless the estimated professional fee for the project is within the superintendent's authority to contract as provided in policy 6420, Contracts with the Board. The list shall not include any company whose name appears on the state treasurer's lists of restricted companies, developed in accordance with G.S. 147, art. 6E or art. 6G.
 - c. A North Carolina resident firm will be granted a preference over a nonresident firm if the home state of the nonresident firm has a practice of granting a preference to its resident firms over North Carolina resident firms. Any preference granted to a resident firm will be in the same manner, on the same basis, and to the same extent as the preference granted by the nonresident firm's home state. The solicitation documents must require that nonresident firms disclose and describe any construction contract preferences granted by the firm's home state.
 - d. Fees will be negotiated with the selected firm. If a fair and reasonable fee cannot be agreed upon, the board or superintendent will select the next best qualified firm and negotiate fees. The contract with the firm must be reviewed by the board attorney and meet all applicable laws and board policies. The contract must have board approval unless the board has delegated this authority to the superintendent in policy 6420.
2. Projects with an Estimated Professional Fee of Less than \$50,000
- a. After certifying in writing that the project is exempt from the formal procedures in this policy, the superintendent shall proceed pursuant to this subsection. The process established in subsection B.1 is not required unless otherwise directed by the board or superintendent for a specific project.
 - b. When the estimated professional fee for a project is estimated to be **within**

the superintendent's authority to contract on behalf of the board as provided in policy 6420, Contracts with the Board, the superintendent shall have authority to select the firm. Board approval of the firm is not required. The contract with the firm must meet all applicable laws and board policies and must be consistent with G.S. 147, art. 6E and art. 6G.

- c. When the professional fee is estimated to **exceed** the superintendent's authority to contract on behalf of the board as provided in policy 6420, Contracts with the Board, the superintendent shall recommend one or more firms to the board for consideration. The board will approve the selection of the firm. The contract with the firm must be reviewed by the board attorney, be approved by the board, meet all applicable laws and board policies, and be consistent with G.S. 147, art. 6E and art. 6G.

Legal References: 2 C.F.R. 200.317-200.327; G.S. 115C-521(g); 133, arts. 1 and 3; 143-64.31, -64.32; 147 art. 6E, art. 6G

Cross References: Contracts with the Board (policy 6420), Federal Grant Administration (policy 8305), Site Selection (policy 9010), Facility Design (policy 9020)

Adopted:

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 **10579**

* Category Travel With Students

* Type of Trip Field Trip

* Field Trip Event
Standard Field Trip

Trip Leave

* Date 5/20/25 **Tuesday**

* Time 8:15 AM

Trip Return


* Date 5/20/25 **Tuesday**


* Time 8:30 PM

Trip Year/Week 2025-21

* Overnight or Out-of-State Yes

Comments Pick up behind CVS and drop back off behind CVS.

* Your School/Dept  304 Cullowhee Valley School
240 Wisdom Dr, Cullowhee, NC 28723

* Main Destination  Dollywood
2700 Dollywood Parks Boulevard, Pigeon Forge, TN

* Approximate Nbr of Miles Round Trip

Special Instructions for Permission Slip

Date

Accepted
Nana
Date 4/7/25
Budget Code

* Funding Source #1 School Funded Field Trips

Funding Source Desc Budget Code Desc

Funding Approver

Are funds payable to a third party?
(Does venue require payment prior to trip?)

* Teacher / Advisor / Staff Name Kristin Menickelli Cullowhee Valley School

* Teacher / Advisor / Staff Phone # 8282935667

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 S MENICKELLI

* Emergency Contact Phone # 8282269888

* Grade Level(s) Making Trip 6
7

* Description of Group or Person(s) Making Trip Incentive/rewards trip.

* Educational Objective for Field Trip Science in the Park Physics.

Special Indicators Reward Trip

Number of Individuals Making Trip

* Male Adults	1	* Female Adults	9	Total Adults	10
* Male Students	35	* Female Students	65	Total Students	100

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 100 **Teacher** Kristin Menickelli Cullowhee Valley School

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, Sydney Conley, Rhea Dingle, Kaley Buckman, Erin Rainwater, Tracy Cosenza, Brittany Boaz, Josh Smyrl, Jenny Reisinger, Natalie Sutton, Bekah Mulligan, Chris Eberly

* Please list the driver's name: Natalie Sutton, Mike Taylor, Chris Eberly.

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

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

* Date 5/20/25

* Time 8:15 AM

Vehicle Return

* Date 5/20/25

* Time 8:30 PM

Total Trip Hours 12.25

* Type of vehicles needed to reserve Activity Bus 

* How many vehicles do you need? 3

* Need Lift? No

Nbr Wheelchair Slots 0 Nbr Safety Vests 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning Needs

Additional Comments:

Owner bnulligan@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 mjacobs@jcpsmail.org

Decision Date Apr 7, 2025, 11:54:15 AM

Level 07 Approval - Central Office Approval

Comment

Decision

Designated Approver cfields@jcpsmail.org

Name

Decision Date