

**MONTGOMERY COUNTY BOARD OF EDUCATION  
MINUTES**

**July 14, 2025**

The Montgomery County Board of Education convened in a regular monthly meeting on Monday, July 14, 2025, at 6:30 pm in the Montgomery County Schools Boardroom. Board members present were Anne Evans – Chair, Lynn Epps - Vice Chair, Angela Smith, Bryan Dozier, Tommy Blake, Isai Robledo and Cindy Taylor.

Board Chair Anne Evans called the meeting to order. Ms. Evans moved to adopt the agenda as submitted. Bryan Dozier made the motion with Lynn Epps seconding. The agenda was accepted with unanimous approval from the board.

Board Chair Evans shared an opening reading from Devotions for the Beach. Listening to the rhythm and repetition of waves crashing onto the beach for many people reduces stress and calms nerves. This same environment can make us anxious and fearful. Words like crashing waves and stormy surf can also describe stormy conditions in nature and in our lives. There are experiences in our lives where peace and crisis can coexist. Just think of this simple statement from Mark 4:39: “Peace, be still! And the wind ceased and there was a great calm.”

The Pledge of Allegiance to the Flag of the United States of America was led by Rylee Douglas (1<sup>st</sup> grade – Troy Elementary) and Sandra Douglas (10<sup>th</sup> grade – Montgomery Central)

Board Chair Evans then called upon an individual that signed up to speak during the public comment section and read the public comment guidelines to all in attendance. Mr. Earl Leake then addressed the board regarding education and the need for a paradigm shift. In Montgomery County we need a different way to think about and work as it relates to education. In the past we have not seen the results we would like to see. In order to work together and improve we must be willing to address this uncomfortable truth. We have tools in the Early College, Montgomery Central, the CTE building and programs and MCC, but we need a plan. We expect to see different from the new superintendent, but we also expect to see different from the board of education because collectively those two bodies provide the leadership. This leadership should be undergirded by greater accountability, community engagement, and data driven. We also need to look at and improve our strategic plan. If we are going to improve education in Montgomery County, we need to start now.

A Resolution of Esteem for Helen Liles Haywood was presented to her family for her twenty-two years of service with the Montgomery County Schools. Ms. Haywood passed away on April 22, 2025. Board Chair Evans read the resolution as follows:



Board Chair Evans called upon Dr. Karen Roseboro for other recognitions. Dr. Roseboro called upon Dr. Jack Cagle for the Employee of the Month recognition. Tasha Medley was presented with the Central Office Classified Employee of the Month.

Dr. Roseboro then recognized Mr. Wade Auman for his outstanding leadership, dedication and unwavering support as Interim Superintendent of Montgomery County Schools during this transition.

Board Chair Evans stated that the next item on the agenda was the consent agenda. Board Chair Evans requested to hold the consent agenda until after closed session. The board approved unanimously.

Board Chair Evans called upon Dr. Roseboro for End of the Year Review Dates. Dr. Roseboro presented three tentative dates: Thursday, September 11, Tuesday, September 16, or Thursday, September 18. However, our science scores are embargoed and may not be available to us until October. To avoid meeting both in September and October, Dr. Roseboro stated that her recommendation would be to wait until October. Mr. Dozier made the motion to wait until October to conduct the End of Year Review, with Angela Smith seconding the motion. Lynn Epps made the amendment to provide October dates at the August 4, 2025, meeting. The board approved unanimously.

Board Chair Evans called upon Dr. Karen Roseboro for the Administrative Regulation for Cell Phones discussion. Dr. Roseboro stated that House Bill 959 was signed into law on July 1, 2025, and it introduces new requirements for our public schools regarding cell phones, internet, and social media. By January 1, 2026, local school districts must adopt and update their policies on internet safety and the use of wireless devices by students. We will need to update our policies and student handbooks prior to the start of the 2025-2026 school year. Although our current policy #4318 – Use of Wireless Communication Devices does address many of the same

aspects as House Bill 959, there are new specific requirements. Our first step will be to add Administrative Regulation 4318-R to our existing policy 4318. This regulation will provide detailed guidance on the new procedures and practices mandated by House Bill 959. These mandates will address prohibitions on device use during instructional time, list specific exceptions for educational, IEP/504, or medical purposes, and provide clear consequences for violations. This policy will allow us to adequately support our teachers and administrators. We will be notifying parents prior to the beginning of school via mail, call out and through social media. We will also be posting notices for the public at each of our buildings. Attorney Max Garner suggested that we have two staff members present when it is necessary to confiscate a student's device.

Board Chair Evans called upon Dr. Karen Roseboro for the Superintendent's Update. Dr. Roseboro presented the U.S. Dept of Education's announcement of the FY 2025 review of funding decisions due to a change in administration. She shared with the board the funding amount estimates based on 2024-25 NC awards, that we would have received for Title I-Part C, Title II-Part A, Title III-Part A, Title IV Part A, and Title IV-Part B. Planning allotments for grant programs have been temporarily withdrawn due to delays in state awards. We will be able to use 2024-25 carryover funds to maintain the programs until the Department of Education makes a decision, but Montgomery County Schools are at risk of losing approximately \$285,787 in federal funding due to the grant program delays. The good news we received this week is that our Strong Connections grant was recommended to the State Board for funding to help support our schools and students with instructional supplies, healthy snacks, items for school food pantries, and school clothing closets. Dr. Roseboro recognized and thanked Mr. Wade Auman and Mrs. Ellen Jones for writing this grant. Also, beginning with the Spring 2025, students who do not pass the EOG will be able to retest during the school year and not just during the summer. With the possibility of two opportunities to retest, we feel like this will be a win for us as this will now not only count towards our achievement but also our growth. Looking at my 100 Day Plan update, we are preparing for our MCS Summer Conference for Teachers, Strategic Planning/Team Building Workshop, Leadership Institute for Principals and Central Office Staff, Back to School Bash, and Convocation on August 4. We have also set dates for the community listening sessions in the various areas of our district to gather broader input and ensure that all voices are heard.

Dr. Roseboro then stated that she would like to advise the board that we had received a public information request from the Montgomery Herald. In response we will be providing our Friday Updates, ensuring that any sensitive personnel information will be appropriately redacted. Dr. Roseboro also gave an update on the work taking place in the Superintendent's office at the Central Office. While maintenance was preparing for the new Superintendent, asbestos contained in the floor tiles were disturbed. We are currently going through the abatement process to remove the remaining asbestos. Once complete, new vinyl flooring will be installed.

Board Chair Evans then asked if any board members had concerns, they would like addressed at upcoming meetings. Ms. Evans then stated that people had mentioned being concerned about the possible closure of Byrd Street and the effect on our buses. Mr. Auman stated that the initial renderings show that it should not impact the street beside Troy Elementary.

Board Chair Evans then asked for a motion to go into closed session to discuss personnel and consult the board attorney. Tommy Blake made the motion, with Bryan Dozier seconding. The board approved entering closed session unanimously.

Upon returning to the open session, the following consent agenda items were approved after the closed session with a motion by Bryan Dozier and a second by Cindy Taylor. Dr. Isai Robledo abstained from the vote.

- 1) Board Minutes from June 2, 2025
- 2) Personnel and Auxiliary Reports:

**MONTGOMERY COUNTY SCHOOLS  
PERSONNEL REPORT**  
Dr. Emily Shaw, Assistant Superintendent of Human Resources  
July 14, 2025

**a. Superintendent reports the acceptance of the following resignations/retirements:**

Resignation/Retirement	School/Assignment	Effective Date
1) Candace Biles-Lee Resignation	Page Street Elementary 5 <sup>th</sup> Grade Teacher	July 1, 2025
2) Grant Hinson Resignation	East Middle ELA/Social Studies Teacher	June 20, 2025
3) Abigail Atkinson Resignation	Troy Elementary Self Contained EC K-2	July 31, 2025
4) Mark Reynolds Resignation	Central Office HV/C II	June 26, 2025
5) Sarah Sherrill Resignation	Cantor Elementary 3 <sup>rd</sup> Grade Teacher	June 20, 2025
6) Jennifer Loza Resignation	Montg. Central High Interpreter	June 13, 2025
7) Kylie Blankenship Resignation	East Middle 6 <sup>th</sup> Grade Science Teacher	June 12, 2025
8) Alison Wilson Resignation	Montg. Central High ESL Teacher	July 1, 2025
9) Olivia Chappell Resignation	Montg. Central High Athletic First Responder	July 11, 2025
10) Jerry Scott Resignation	Central Office Locksmith-General Maint.	June 20, 2025
11) Matthew Swain Resignation	Central Office Dir. of Sec. Educ. & C/P. Pro.	July 31, 2025
12) Dr. Sarah Wright Resignation	Central Office Exceptional Child Director	June 30, 2025

13) Aaron Wright Resignation	Page Street Elementary Guidance Counselor	June 13, 2025
14) Ashley Shea Resignation	Troy Elementary 1 <sup>st</sup> Grade Teacher	June 10, 2025
15) Alyce Johnson Resignation	East Middle PE Teacher	June 11, 2025
16) Tashiana McDruid Resignation	West Middle PE Teacher	June 19, 2025
17) Quentin Wall Resignation	East Middle 7 <sup>th</sup> Grade Science Teacher	June 12, 2025
18) Kristin Holmes Resignation	Green Ridge Elementary Kindergarten Teacher	June 17, 2025
19) Monique Santiago Resignation	Green Ridge Elementary Except. Child Self Cont.	July 8, 2025
20) Mary Cross Resignation	East Middle Incl. Except. Child Teacher	July 7, 2025
21) Sara Conner Resignation	Cantor Elementary Kindergarten Teacher	July 9, 2025

**b. Upon recommendation, approval of principal recommendation for employment of the following cert-sub teachers:**

Employee's Effective Date	School Assignment	Revised Check?	Relating
1) Pithan Davis 8/1/2025	East Middle Science Teacher	Yes	Kylie Blankenship
2) Alexis McCormick 8/1/2025	Cantor Elementary 2 <sup>nd</sup> Grade Teacher	Yes	Catherine Wooley

**c. Upon recommendation, approval of principal recommendation for employment of the following probationary contracts for the 2025-2026 school year as provided by General Statute 115C-325:**

Employee's Effective Date	School Assignment	Revised Check?	Relating
1) Kody Kinley 8/1/2025	East Middle School PE Teacher	Yes	Jack Carpenter
2) Candice Robledo 8/1/2025	Star Elementary 2 <sup>nd</sup> Grade Teacher	Yes	Candace Biles-Lee
3) Javika Matheson 8/1/2025	All Elementary Logonout K-1 Speech Lang. Path.	Yes	
4) James Block 8/1/2025	Montg. Central High Math Teacher	Yes	Andrew Fowler
5) Hannah Gniadak 8/1/2025	Mt. Gilcard Elementary Guidance Counselor	Yes	Jessica Livingston
6) Jennifer Vachek 8/1/2025	Montg. Central High Except. Child Inclusion	Yes	Don Jones
7) Susan Robbins 8/1/2025	Central Office School Social Worker	Yes	
8) Noah Hluz 8/1/2025	East Middle Science Teacher	Yes	Quentin Wall

**d. Report the following transfers:**

Transfer Effective Date	From	To	Relating
1) Sherry Jacobs 8/1/2025	Green Ridge Elem SIF Cont. TA/Bus Driver	West Middle SIF Cont. TA/Bus Driver	
2) Toshia Little 8/1/2025	Troy Elementary PE Assistant/Bus Driver	West Middle SIF Cont. TA/Bus Driver	Bianca Greene
3) Felicia Kishanour 8/1/2025	Mt Gilcard Elem 4 <sup>th</sup> Grade Teacher	Page Street Elementary 4 <sup>th</sup> Grade Teacher	

4) Kim Stimpson 8/1/2025	West Middle 5 <sup>th</sup> Grade ELLA	Green Ridge Elem Inst. Facilitator	Nelly Kennedy
5) Peyton Holder 8/1/2025	Montg. Central High TA/Bus Driver	Troy Elementary Pre-K TA/Bus Driver	
6) Yarrowanna Bennett 8/1/2025	Cantor Elementary CIS St. Supp. Spec.	West Middle CIS St. Supp. Spec.	Lisa Martin
7) Lisa Martin 8/1/2025	West Middle CIS St. Supp. Spec.	Cantor Elementary CIS St. Supp. Spec.	Lauriea Harriott
8) Dawnie Thornton 8/1/2025	Green Ridge Elem Pre-K TA/Bus Driver	Cantor Elementary Pre-K TA/Bus Driver	Alexis McCormick
9) Yaseli Oliver-Lou 8/1/2025	Chapel Elementary P.E. TA	Montg. Early Coll. Academic Coach/Bus Driver	Dr. Takola LeGrand
10) Lecha Dumas 8/1/2025	Montg. Central High ISS Coord./Bus Driver	Montg. Central High Custodian/Bus Driver	Javier Osorio
11) Moran Crider 8/1/2025	Troy Elementary Pre-K Teacher	Troy Elementary Pre-K Teacher Assistant	
12) Marcia McDruid 8/1/2025	Star Elementary Pre-K Teacher	Troy Elementary Pre-K Teacher	

**e. Upon recommendation, approval of the following administrative contracts pending background checks:**

- Principal: Annual 12-month term commencing July 15, 2025, and ending June 30, 2027
  - Derrick Peltford, Principal, Cantor Elementary School
- Administrator: Annual 12-month term commencing July 15, 2025, and ending June 30, 2027
  - Jennifer Mason, Assistant Superintendent of Exceptional Children

**f. Upon recommendation of the superintendent, approval of recommendation for employment of the following non-certified personnel:**

Employee's Effective Date	School Assignment	Revised Check?	Relating
1) Loren Rivera 8/1/2025	Cantor Elementary Pre-K TA/Bus Driver	Yes	

2) Judy Richardson  
8/1/2024

Green Ridge Elementary  
Deborah Sugg, Assistant

**l. Upon recommendation of the superintendent, approval of recommendation for employment of the following part-time certified personnel:**

Employee FF#(or ID#)	School Assignment	Record Check
1) Anne Melcan 6/29/2025	Charles Horvath Harris Elementary	Yes

**m. Upon recommendation of the superintendent, approval of recommendation for employment of the following part-time certified personnel:**

Employee FF#(or ID#)	School Assignment	Record Check
1) Rabe Ruzait 8/1/2024	Central Office P.T. School Psychologist	Yes

**MONTEGOMERY COUNTY SCHOOLS  
ANNUAL REPORT  
June 14th, 2025**

Upon recommendation, approval of release from Montgomery County Schools requested for the 2025-2026 school year.  
Montgomery County Schools to Mont. County Schools

Montgomery County Schools to Randolph County Schools

### 3) Budget Amendment:



441 Page Street • P.O. Box 427  
Troy, North Carolina 27371-0127  
PH: 919 574-4311 • FAX: 919 574-2914

**Attached you will find a budget amendment for your consideration for the year ending June 30, 2025.  
Fiscal Year 2024/2025 Budget Amendment # 9**

**State Funds**

1) No increase to the State Budget Fund (Fund 1) but there were monetary changes between purpose codes:

- \$115,063.58 increase to PRC 002 Purpose Code 3000 (Central Office Administration) and a decrease of \$115,063.58 to PRC 020 Purpose Code 7000 (Central Office Administration) - State the receives that the salary and fringe benefits of the Child Nutrition manager be made available as a part of the Child Nutrition budget. This transaction is part of the process that makes the director's salary apportion within the Child Nutrition Department's expense. No new funding was received.
- \$748.00 increase in PRC 020 (Instructional Teacher Fund) and a \$748.00 decrease in PRC 001 (Instructional Teacher Fund) - Funding for the instructional teachers hired by the district are paid with funding from the district's regular assignment for instructional teachers. Funding for the instructional teachers' expenses was unencumbered, and a transfer was made at year end to reconcile the difference. No new funding was received.
- \$655.00 increase in PRC 013 (Student At Risk Funds) and a \$655.00 decrease in PRC 014 (CTE Program Fund) - There was a surplus of funds in PRC 014 and these funds were transferred to PRC 009 which can be carried over into the next fiscal year.
- \$671.00 increase in PRC 009 (Student At Risk Funds) and a \$671.00 decrease in PRC 013 (CTE Personal Fund) - There was a surplus of funds in PRC 013 and these funds were transferred to PRC 009 which can be carried over into the next fiscal year.
- \$10,427.00 increase to PRC 023 Purpose Code 6000 (Literacy Intervention Funding - Transportation) and a decrease of \$10,267.40 to PRC 085 Purpose Code 5000 (Literacy Intervention on Learning Student Instruction) - Funding was transferred from instructional support to bus transportation of students to summer instruction.

**Local Funds**

2) An increase of \$500,000 to the Local Fund Budget (Fund 2)

\$500,000.00 increase to PRC 121 (Retiree on Bond) - Montgomery County Administration provided the district with funding to pay a retention bonus for the 2025 fiscal year. This funding was received by the district within

\$830.00 increase to PRC 802 (Capital Outlay Expenses) - The central office superintendent's office area is having the floor covering replaced.

\$1,345,118.84 increase to PRC 120 (Capital Outlay Expenses - New Yellow Buses) - When yellow school buses reach 150,000 miles, the state replaces them with new yellow buses. This year the district is scheduled to receive 9 new buses. This amendment represents the total cost of 9 buses.

\$12,000.00 increase to PRC 101.07 (Capital Outlay Expenses) - This represents the final payment to BNA for bus performance at BMS.

\$6789.15 increase to PRC 101.50 (Capital Outlay Expenses) - These funds were to repair the scoreboard at the MHS football stadium.

\$300.00 increase to PRC 102.30 (Capital Outlay Expenses) - These funds were to remove trees from West Middle School's soccer field.

\$70,126.00 increase to PRC 129 (Capital Outlay Expenses - Yellow Bus Lease Payment) - When yellow school buses are replaced by the state, the buses are leased for a 1-year period with quarterly payments. The state provides the district with the funds to make the lease payments. This represents the district's quarterly lease payment for buses received over the past three years.

**Child Nutrition**

3) No change to the Child Nutrition Fund Budget (Fund 5)

**Special Local Fund 8**

6) An increase of \$601,184.92 to the Special Local Fund 8 Budget (Fund 8)

\$100,000 increase to PRC 061 (Student Health Fund) - In Fund 8, many of the revenue sources must be estimated at the beginning of the fiscal year. At the end of the fiscal year when the exact revenue amount is known, the budget can be amended to include surplus revenue funding. This was the reason for this amendment.

\$15,096.91 increase to PRC 052, 5000 purpose code (ELF Grant Expense) and a corresponding decrease of \$15,096.91 to PRC 052, 5000 purpose code (ELF Grant Expense). This was an amendment to transfer funds from transportation funding to instructional funding. There was no change in total funding. Because the funds were transferred within the same budget, this is usually not a budget amendment, but because it involved moving funds from one purpose code, 5000, to a different purpose code, 6000, it had to be treated as a budget amendment.

\$648.00 increase to PRC 013 (Student At Risk Funds) - In Fund 8, many of the revenue sources must be estimated at the beginning of the fiscal year. At the end of the fiscal year when the exact revenue amount is known, the budget can be amended to include surplus revenue funding. This was the reason for this amendment.

the 2025 fiscal year, and a budget item was recorded. The funds will remain in fund balance until paid in May of 2026.

\$145,000 increase to PRC 003 Purpose Code 4000 (Instructional Support) and a decrease of \$145,000.00 to PRC 003 Purpose Code 5000 (Instructional Support) - There was no change in total funding. Because the funds were transferred within the same budget, this is usually not a budget amendment, but because it involved moving funds from one purpose code, 5000, to a different purpose code, 4000, it had to be treated as a budget amendment.

\$61,000.00 increase to PRC 015 Purpose Code 6000 (Technology) and a decrease of \$61,000.00 to PRC 015 Purpose Code 5000 (Technology) - There was no change in total funding. Because the funds were transferred within the same budget, this is usually not a budget amendment, but because it involved moving funds from one purpose code, 5000, to a different purpose code, 6000, it had to be treated as a budget amendment.

**Federal Funds**

3) An increase of \$30,188.76 to the Federal Funds Budget (Fund 3)

Beginning this year, the district is required to implement a change in the way federal funds are reported. When the district receives federal grants, funds are typically available to the district for 27 months. For this reason, federal funds can be carried over for up to two years. In the past, the district combined previous funding with new funding into one budget, but beginning this year, the district must create a separate budget for each year's funding. For example, PRC 060 might have Budget Year 2023 funding, Budget Year 2024 funding and Budget Year 2025 funding whereas in the past we could lump all the funding into one budget.

\$11,516.00 increase to PRC 060 Year 2024 (Exceptional Children Funds) - The state reconciled the balances in the federal grants and either allocated any surplus funding or reversed any deficit funding away from the district. For PRC 060, the district received an additional \$11,516.00.

\$40.00 increase to PRC 113 Year 2025 (Language Acquisition Funds) - The state reconciled the balances in the federal grants and either allocated any surplus funding or reversed any deficit funding away from the district. For PRC 113, the district received an additional \$40.00.

\$160,000 increase to PRC 017 Year 2025 Purpose Code 5000 (CTE) and a decrease of \$160,000 to PRC 017 Year 2025 Purpose Code 6000 (CTE) - This was an end of year rebalancing of the budget.

\$1385.16 decrease to PRC 188 Year 2021 (COVID Summer Enrichment Funds) - The COVID ESSEF funds expired on September 30, 2021, and this was funding that could not be expensed and was reverted to the state.

\$141.08 decrease to PRC 189 Year 2021 (COVID Math Tutor Funds) - These COVID ESSEF funds expired on September 30, 2021, and this was funding that could not be expensed and was reverted to the state.

**Capital Outlay Funds**

4) An increase of \$1,675,934.09 to the Capital Outlay Budget Fund (Fund 4)

\$1,705.00 increase to PRC 161 (ALA Graduation Funds) - In Fund 4, many of the revenue sources must be estimated at the beginning of the fiscal year. At the end of the fiscal year when the exact revenue amount is known, the budget can be amended to include surplus revenue funding. This was the reason for this amendment.

\$700.00 increase to PRC 060 (Instructional) - MIA received an instructional grant from local fund.

\$10,297.25 increase to PRC 381, 5000 purpose code (GEARUP Grant Expense) and a corresponding decrease of \$10,597.25 to PRC 381, 5000 purpose code (GEARUP Grant Expense). This was an amendment to transfer funds from transportation funding to instructional funding. There was no change in total funding. Because the funds were transferred within the same budget, this is usually not a budget amendment, but because it involved moving funds from one purpose code, 5000, to a different purpose code, 6000, it had to be treated as a budget amendment.

\$200,000.00 increase to PRC 302.323 (Utilities) - Utility Expenses are paid from Local Fund 2 but can be transferred to Fund 4 if needed. This amendment established a budget for the payment of utility expenses in Fund 4 if funds exceeded the Fund 2 utility budget.

The district has several revenue sources that are not budgeted but year end when it is known how much revenue the district received from these sources. The amount of this revenue was \$190,999.92 for the current fiscal year. It was reported in the following areas:

- \$14,187.00 received in revenue purpose code 4190 (Miscellaneous Fund)
- \$115,189.77 received in revenue purpose code 4830 (Interest Cost Fees)
- \$50,147.00 received in revenue purpose code 3700.05 (Unrestricted Media and Fees)
- \$153,065.13 received in revenue purpose code 3700.106 (Restricted Media and Fees)
- \$15,000.00 received in revenue purpose code 4330.003 (Title History Transfer)

These revenues totaling \$392,699.92 were budgeted for expenses in the following areas:

- \$216,014.63 increase to PRC 302 (Utilities)
- \$50,000.00 increase to PRC 301 (After School program)
- \$22,685.29 increase to PRC 306 (Medical Retiree Fees)

**7) Overall, these adjustments resulted in an increase of \$2,408,388.77 to the total 2024 - 2025 budget for Montgomery County Schools.**

It will be available to answer any questions you may have.  
This amendment is an action item and will require a vote.



# 4) MCS and Brightstar Client Services Contract:

## CLIENT SERVICE AGREEMENT

**THIS CLIENT SERVICE AGREEMENT** (the "Agreement") is made and entered into between **Black Wolf Health, LLC, d/b/a - BrightStar Care of N. Charlotte/Hamersville**, with its principal place of business at **2626 Bailey Rd., Ste. 210, Charlotte, NC 28211** (BrightStar Care) and **Montgomery County Schools, 241 Page St., Troy, NC 27371** (the "Client") as of the date Client signs below. The Client and BrightStar Care of Gastonia are hereinafter referred to collectively as the "Parties."

### WITNESSETH:

WHEREAS, BrightStar is a staffing agency licensed by the State of North Carolina to provide nursing personnel to hospice and palliative care agencies and other health care provider entities;

WHEREAS, Client is a health care provider in need of staffing services; and

WHEREAS, BrightStar and the Client desire to enter into an agreement pursuant to which BrightStar will provide certain staffing services to Client in accordance with the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth below, the Parties agree as follows:

1. **Engagement.** Client hereby engages BrightStar to provide, and BrightStar hereby agrees to provide the staffing services identified on **Exhibit A** attached hereto (the "Services") pursuant to the terms and conditions set forth in this Agreement.

2. **Status of Parties.** In accordance with the mutual intentions of BrightStar and Client, this Agreement establishes between them an independent contractor relationship, and all of the terms and conditions of this Agreement shall be interpreted in light of that relationship. This Agreement does not create any employer-employee, agency, joint venture or partnership relationship between the Parties or between a Party and the employees, agents or independent contractors of the other Party.

### 3. Responsibilities of BrightStar.

3.1 BrightStar shall use its best efforts in providing the Services to Client pursuant to the terms and conditions of this Agreement and shall provide all Services in a professional manner consistent with the standards of practice existing within the community and all applicable federal, state and local laws and regulations, including, without limitation, the provisions of the Equal Employment Opportunity Act and the Fair Labor Standards Act.

3.2 BrightStar shall recruit, interview, select and employ qualified applicants, in BrightStar's sole judgment, to provide the staffing services described in **Exhibit A**. These applicants, once hired, shall be treated for purposes of this Agreement as "Nursing Personnel."

### 5. Representations and Warranties of BrightStar

5.1 BrightStar represents and warrants that all Nursing Personnel assigned to the Client shall possess all licenses, certificates or other applicable permits from all relevant governmental authorities that are legally required for the provision of the nursing services they are assigned to perform; (ii) all such licenses, certificates or permits are valid and in full force and effect; (iii) they are not in material violation of the terms of any such license, certificate or permit; (iv) they have been subject to a national criminal background check which includes the sex offense registry, and they are not on any such registry; and (v) they do not have knowledge of any state or federal governmental authority considering, suspending, modifying or revoking any such applicable license, certificate or permit nor have any actions against them. If any such license, certificate or permit is suspended or revoked during the term of this Agreement, BrightStar will notify Client in writing and Nursing Personnel affected will be replaced.

### 6. Representations and Warranties of Client.

6.1 Client represents and warrants that it (i) shall possess all licenses, certificates or other applicable permits from all relevant governmental authorities that are legally required for the provision of health care services; (ii) BrightStar Nursing Personnel will be assigned to perform; (iii) all such licenses, certificates or permits are valid and in full force and effect; (iv) they are not in material violation of the terms of any such license, certificate or permit; and (v) they do not have knowledge of any state or federal governmental authority considering, suspending, modifying or revoking any such applicable license, certificate or permit. If any such license, certificate or permit is suspended or revoked during the term of this Agreement, Client will notify BrightStar immediately in writing.

6.2 Client shall have and shall maintain at all times throughout the term of this Agreement appropriate insurance coverage including but not limited to, professional liability coverage and practice liability coverage.

### 7. Compensation for Services.

In consideration of the Client's provision of the Services, Client shall pay BrightStar for the Services at the hourly rates specified in **Exhibit B**, subject to the terms and conditions of this Agreement.

7.1 The number of compensable hours worked each week by Nursing Personnel assigned to Client will be determined by reference to time sheets submitted by Nursing Personnel on a weekly basis. The Client will designate a member of its staff authorized to sign time sheets prepared by Nursing Personnel on Client's behalf. Time sheets submitted to BrightStar bearing the signature of authorized Client staff shall be conclusive of the number of compensable hours worked by Nursing Personnel assigned to Client each week.

7.2 BrightStar will invoice Client on a weekly basis for Services. Invoices will be sent to Client at the following address:

Executive Director of Exceptional Children  
Montgomery County Schools  
441 Page St., Troy, NC 27371

Attn: \_\_\_\_\_

3.3 BrightStar shall employ the Nursing Personnel assigned to the Client under the Agreement. Consistent with its role as employer, BrightStar will (i) maintain all necessary personnel and payroll records for its employees, (ii) compute wages and withhold applicable Federal, State and local taxes and Federal Social Security payments, (iii) remit employee withholdings to the proper government authorities and make employer contributions for Federal FICA and Federal and State unemployment insurance payments; (iv) pay net wages and fringe benefits, if any directly to its employees, (v) provide for liability, Safety and Workers' Compensation insurance coverage in the amounts set forth at Section 10 hereof. The costs of the aforementioned activities (the "Payroll Burden Costs") are included in the hourly billing rates set forth in **Exhibit B**.

3.4 Upon the request of Client, BrightStar shall act in good faith to replace assigned Nursing Personnel within a reasonable period of time of the request, based on the availability of alternate Nursing Personnel.

3.5 Nursing Personnel assigned to Client under this Agreement shall provide patient care in compliance with a patient care plan provided by Client and the applicable standard of care. However, the Client shall have a process in place permitting Nursing Personnel to address concerns when, based upon their professional judgment and expertise, the contents of the patient care plan provided by Client cause Nursing Personnel concern for a patient's welfare and/or health. Client shall provide a copy of this process to BrightStar prior to execution of this Agreement. If the Client does not have such a process in place, the Parties hereto agree to develop a process to address such concerns. Once the process has been developed, a copy shall then be given to the relevant Nursing Personnel. Client shall at all times be solely responsible for the patient care plan and any acts which law therefrom.

3.6 The Parties hereto always agree to have policies and procedures in place which comply with federal and state privacy laws. The Client shall have a copy of those policies with the Nursing Personnel performing Nursing Services for the Client pursuant to this Agreement. Client shall, if it is deemed appropriate and necessary, provide training at Client's expense related to those policies and procedures. BrightStar shall be responsible for training all Nursing Personnel on any applicable BrightStar policies.

### 4. Responsibilities of Client

4.1 In its performance of this Agreement, Client shall interact with BrightStar employees in a professional manner consistent with the standards of people-working within the community and all applicable federal, state and local laws and regulations, including, without limitation, applicable health, privacy, safety and security rules and regulations and the provisions of the Equal Employment Opportunity Act and the Fair Labor Standards Act.

4.2 To the extent that either Party determines it is necessary, the Client shall provide Nursing Personnel with all training which is necessary for the Nursing Personnel to perform the Services at Client's facilities. BrightStar shall be paid and/or reimbursed as if the Nursing Personnel were performing Services for this training time.

4.3 Client shall have in place a nondiscrimination policy a copy of which shall be provided to BrightStar prior to the execution of this Agreement. Any violation of this nondiscrimination policy shall be reported by the Client to BrightStar whether it is a complaint directed at the Nursing Personnel or a complaint by the Nursing Personnel. Client shall take appropriate action to investigate and resolve the complaint, providing a copy of its investigation and the final outcome of that investigation to BrightStar.

Payment for all Services is due upon receipt by Client of the weekly invoice from BrightStar. Payment shall be made within thirty days of receipt of the invoice. The Client shall remit all payments to the remit to address printed on the invoice. Any payments not received by BrightStar within thirty days of the invoice date will be subject to a late charge of 2%. Unless otherwise prohibited by the law of the State where this engagement occurred, in the event that Client fails to pay the charges of BrightStar, BrightStar will pursue legal remedy for the full invoice charges and the Client shall be liable for all costs incurred by BrightStar as a result of these collection efforts, including, but not limited to, collection agency costs, and/or attorney fees whether or not litigation is initiated.

7.3 The Parties acknowledge that the hourly rates set forth in **Exhibit B** apply only to the first forty (40) hours worked by non-exempt Nursing Personnel in any Workweek. For the purposes of this Agreement, a "Workweek" is defined as a calendar week beginning on a Monday and ending on a Sunday. For any hours worked by individual Nursing Personnel assigned to Client in excess of forty (40) hours in a Workweek, such hours in excess of forty (40) hours ("Overtime Hours") shall be subject to an "Overtime Pay Rate" equal to one hundred and fifty percent (150%) of the hourly rates set forth in **Exhibit B**. Client agrees to pay for such Overtime Hours at the Overtime Pay Rate. Overtime Hours shall be calculated by the time sheets as described in Section 7.1.

7.4 The Parties acknowledge that the hourly rates set forth in **Exhibit B** apply to the first forty (40) hours worked by non-exempt Nursing Personnel on each of the following "Holiday Hours": (i) New Year's Day, (ii) Memorial Day, (iii) Independence Day, (iv) Labor Day, (v) Thanksgiving Day, (vi) Christmas Day, (vii) the day after Thanksgiving, and (viii) the day after Christmas. Holiday Hours shall be subject to a "Holiday Pay Rate" equal to one hundred and fifty percent (150%) of the hourly rates set forth in **Exhibit B**. Client agrees to pay for such Holiday Hours at the Holiday Pay Rate. Holiday Hours will be performed only at the specific request of the Client and shall be evidenced by the time sheets set forth in Section 7.1.

7.5 The Parties acknowledge that the hourly rates set forth in **Exhibit B** are comprised of employer wages, Payroll Burden Costs, and gross profit. To the extent BrightStar is required to increase employer wages or Payroll Burden Costs as the direct result of any determination, order or action of any Federal, State or local governmental authority, collective bargaining contract or third party interest, Client agrees that the hourly rates set forth in **Exhibit B** shall be increased in an amount equal to BrightStar's increased employer wage and/or Payroll Burden Costs.

7.6 Client acknowledges that the hourly rates set forth in **Exhibit B** do not include State or local sales tax that may be assessed on the Services provided under this Agreement and agree to pay, in addition, the hourly rates set forth in **Exhibit B** and any other amounts due under this Agreement, any State or local sales tax applicable to the Services provided hereunder. Any such sales taxes will be included on the weekly invoices for Services provided to the Client by BrightStar and shall be payable according to the terms set forth in Section 7.2.

7.7 The Parties expressly agree that BrightStar's recollection policy shall be in full force and effect. A four hour notice is required for Client cancellation. If Client cancels with less than a four hour notice, Client shall pay a four hour minimum charge.

### 8. Term and Termination

8.1 This Agreement shall commence on the Effective Date, and unless either party terminated as provided in this Section 8 or otherwise in this Agreement and continue in full force and effect for one year ("Term"), such term commencing on the first day after this Agreement has been executed. This Agreement shall automatically renew for one-year Terms unless either Party notifies the





6) MCS and Refine Communication Speech and Language Services Contract:



**Professional Services Contract**  
**3025 2025 School Year**  
**Contractor Name:** Refine Communication Solutions, LLC  
**Contractor Address:** 875 E. 10th Drive, Cary, NC 27513  
**Phone:** 757-893-8175

**Montgomery County School District**  
**Professional Services Contract with**  
**Refine Communication Solutions, LLC**

Agreement entered into this day of October 2025 between Montgomery County School District (the District) and Refine Communication Solutions, LLC (the Contractor) for providing a Free Appropriate Public Education (FAPE) to students who are eligible for special education and related services.

**THIS AGREEMENT IS ENTERED INTO** this 15th day of October 2025 between Montgomery County School District (the District) and Refine Communication Solutions, LLC (the Contractor) for providing a Free Appropriate Public Education (FAPE) to students who are eligible for special education and related services.

**CONSENT AUTHORIZATION TO ACCESS EDUCATIONAL RECORDS OR PROTECTED HEALTH INFORMATION**  
 The Contractor agrees to access educational records or protected health information for the purpose of providing special education and related services to students who are eligible for special education and related services.

**CONTRACTOR'S COVENANTS AND REPRESENTATIONS**  
 Contractor covenants and represents as follows:  
 1. Contractor shall provide the services described in the Agreement in accordance with the applicable laws and regulations.



provided under this Agreement and the Contractor's obligations under this Agreement shall be subject to the terms and conditions of this Agreement.  
 (2) At the School District's discretion, payment for non-compliance with state and federal law or Contractor's obligations under this Agreement will be subject to the terms and conditions of this Agreement.

The following services will be provided by the Contractor for the 2025-2026 School Year. This contract shall include 237 FTE.

Item Description	Cost	Rate
Speech-Language and Communication Services Monday-Friday 7:00 AM-3:00 PM School Year Montgomery County School District	\$75.00 per hour for direct and indirect time	\$48 For Speech and Language Services Based on current enrollment, not increase or decrease in August

- 1. Contractor shall provide the services described in the Agreement in accordance with the applicable laws and regulations.
- 2. Contractor shall provide the services described in the Agreement in accordance with the applicable laws and regulations.

The Contractor agrees to provide special education and related services in accordance with the Virginia State and Federal laws and regulations. The Contractor shall comply with the applicable laws and regulations.

- 1. The Contractor shall provide the services described in the Agreement in accordance with the applicable laws and regulations.
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29. The Contractor shall provide the services described in the Agreement in accordance with the applicable laws and regulations.

30. The Contractor shall provide the services described in the Agreement in accordance with the applicable laws and regulations.



**EXHIBIT A**

This exhibit is part of the Agreement between Montgomery County School District and Refine Communication Solutions, LLC. Contractor services shall be provided in the terms of terms provided.

**Multiple Providers**  
 Multiple Locations

Services will be provided by the Provider to the District, per IEP Goals. Provider shall provide to the District and to the students the following services:

- 1. Conduct a needs assessment to assess the student's current needs and
- 2. Develop an individualized plan for the student.

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- 2. Develop an individualized plan for the student.

Montgomery County School District  
 Signature: *Susan Johnson*  
 Title: Director  
 Date: June 21st, 2025

441 Page Street • P.O. Box 427  
 Troy, North Carolina 27371-0427  
 PHONE: (919) 578-6511 • FAX: (919) 578-2044



**CONTRACT FOR EC Paperwork and Compliance**  
 This agreement is made on May 15, 2025 between Montgomery County Schools ("the District") and Susan Johnson ("the Contractor") for Exceptional Children (EC) Paperwork Services.

- Terms of Service**
- The Contractor agrees to provide EC Paperwork and Compliance Services for up to 20 hours per week.
  - The rate of compensation shall be \$50 per hour.
  - The contract term shall begin on June 1st, 2025 and end on June 30, 2026, unless terminated earlier by either party.

- Responsibilities**  
 The Contractor shall:
- Conduct EC paperwork as required by the District.
  - Ensure compliance with all relevant EC regulations and standards.
  - Maintain accurate records of all testing and compliance activities.
  - Report findings and recommendations to the EC Director.

- The District shall**
- Provide necessary resources and access for the Contractor to perform their duties.
  - Compensate the Contractor as agreed in this contract.

**Confidentiality**  
 The Contractor agrees to maintain the confidentiality of all student information and District data in accordance with applicable laws and regulations.

**Termination**  
 Either party may terminate this agreement with 30 days written notice. The District reserves the right to terminate the contract immediately for cause.

**Signatures**  
 By signing below, all parties agree to the terms and conditions set forth in this contract.

*Susan Johnson* 7-10-2025  
 Susan Johnson, Contractor Date

Ellen James, Interim EC Director Date

Wade Auman, Deputy Superintendent Date

## 8) MCS and Sensory Playground OT-K. Korzelius Contract:

### The Sensory Playground OT Clinic



#### Contractual Agreement for Occupational Therapy Services: Contract for: 2025-2026 school year

The Montgomery County School District needs additional Occupational Therapy Services and chooses this provider. **Provider: Karen Korzelius, OTR/L, 5002 Horseshoe Trail Albemarle, NC 28001**

This agreement made and entered on the 10<sup>th</sup> day of June 2025 between Karen Korzelius, OTR/L (Provider) and Montgomery County School (Agency) shall be effective one week before school starts, 2025 until one week after school ends in 2026, unless terminated by 30 days advanced written notice by either party.

The provider agrees to provide direct, consultative, and supervisory occupational therapy services to a caseload that is mutually agreed upon by the Therapist and the Agency's Director of Programs for Exceptional Children.

Therapy sessions are provided at the student's place of learning during regular school hours. OT assessments and screenings will be administered, as requested, with the student in their school setting. It is understood that additional times needed to review records, interview caregivers, make any necessary home visits, write reports, etc. may be spent offsite outside school hours.

Scope of Service: for billing purpose, it is understood that the scope of services include transitions and treatment time with students, evaluations onsite, supporting paperwork off-site, team meetings, teacher and classroom consultation, equipment needs/modifications, assistive technology training, annual review and IEP development, parent consultation, staff supervision, in-county travel, Medicaid billing support, as well as program support of other services as may be requested or approved by the Director of Programs for Exceptional Children.

The Agency agrees to pay the provider, once services are rendered, within 14 days of receipt of an approved invoice at the rate of \$70.00 per hour for up to 25-30 hours per week for OT services provided between one week before school starts in 2025 to 1 week after school ends in 2026. The Agency further agrees to reimburse the Provider for job related in-county travel at the approved state rate. Provider must submit request for reimbursement on a monthly basis.

The Provider and Agency agree to be responsible each for their own separate liabilities. The contractual obligations and agreements described herein and hereby approved:

*Karen Korzelius*  
Karen Korzelius, Occupational Therapist  
*Sarah Wright*  
Sarah Wright, Director of Exceptional Children

6/10/25  
Date

6-11-2025  
Date

Karen Korzelius, OTR/L  
Office phone: (704) 796-5193 Fax Phone: (704) 936-2472  
Office Address: 5002 Horseshoe Trail, Albemarle, NC 28001

## 9) 2025-26 Alternative Schools Modified Accountability System Options:

### 2025-26 Alternative School's Modified Accountability System Participation

To participate in the Alternative School's Modified Accountability System, the local board of education must determine the option for each school eligible to be included in the modified system. If an option is selected, the local board will participate in a School Performance Review (SPR) Agreement with the State Board of Education.

LEA Charter Name: Montgomery County Schools LEA Charter Number: 600

List the alternative schools and the system determined by the local board. Complete each column in the table below.

School Name	School Code	Alternative School Accountability Option	Implementation Date
Montgomery County Schools	310	<input type="checkbox"/> Option A <input checked="" type="checkbox"/> Option B <input type="checkbox"/> Option C <input type="checkbox"/> Option D <input type="checkbox"/> Option E <input type="checkbox"/> Option F <input type="checkbox"/> Option G <input type="checkbox"/> Option H <input type="checkbox"/> Option I <input type="checkbox"/> Option J <input type="checkbox"/> Option K <input type="checkbox"/> Option L <input type="checkbox"/> Option M <input type="checkbox"/> Option N <input type="checkbox"/> Option O <input type="checkbox"/> Option P <input type="checkbox"/> Option Q <input type="checkbox"/> Option R <input type="checkbox"/> Option S <input type="checkbox"/> Option T <input type="checkbox"/> Option U <input type="checkbox"/> Option V <input type="checkbox"/> Option W <input type="checkbox"/> Option X <input type="checkbox"/> Option Y <input type="checkbox"/> Option Z <input type="checkbox"/> Option AA <input type="checkbox"/> Option AB <input type="checkbox"/> Option AC <input type="checkbox"/> Option AD <input type="checkbox"/> Option AE <input type="checkbox"/> Option AF <input type="checkbox"/> Option AG <input type="checkbox"/> Option AH <input type="checkbox"/> Option AI <input type="checkbox"/> Option AJ <input type="checkbox"/> Option AK <input type="checkbox"/> Option AL <input type="checkbox"/> Option AM <input type="checkbox"/> Option AN <input type="checkbox"/> Option AO <input type="checkbox"/> Option AP <input type="checkbox"/> Option AQ <input type="checkbox"/> Option AR <input type="checkbox"/> Option AS <input type="checkbox"/> Option AT <input type="checkbox"/> Option AU <input type="checkbox"/> Option AV <input type="checkbox"/> Option AW <input type="checkbox"/> Option AX <input type="checkbox"/> Option AY <input type="checkbox"/> Option AZ <input type="checkbox"/> Option BA <input type="checkbox"/> Option BB <input type="checkbox"/> Option BC <input type="checkbox"/> Option BD <input 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Sign and date below:

LEA Superintendent/Charter School Director: *[Signature]* 4/8/25  
 Date

LEA Charter Head Coordinator: *[Signature]* 4/8/25  
 Date

This document must be submitted to the attention of Debra Wright at [dwright@ncdoe.org](mailto:dwright@ncdoe.org) no later than August 1, 2025. If you are unable to contact her, please contact the Administrative Center at 703-251-1000.

North Carolina Department of Public Instruction, 2025-26  
 2025-26 Alternative Schools Modified Accountability System Participation

**NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION**  
 Director, State Board of Education, 100 North Salisbury Street, Raleigh, NC 27601  
[www.dpi.nc.gov](http://www.dpi.nc.gov)

March 14, 2025

TO: LEA Superintendents  
 Charter School Directors

FROM: Michael Maher, Chief Accountability Officer  
 Division of Accountability  
 Tammy L. Howard, Senior Director  
 Office of Accountability and Testing

### 2025-26 ALTERNATIVE SCHOOLS' MODIFIED ACCOUNTABILITY SYSTEM OPTIONS

This memo provides information on participating in the Alternative Schools' Modified Accountability System for the 2025-26 school year. The decision to participate must be filed with the North Carolina Department of Public Instruction (NCDPI), Office of Accountability and Testing by August 1, 2025. The State Board of Education policy ACCT-0316 (N.C.A.C. 600.001) applies to all alternative schools, including charter schools approved to use the alternative accountability system (16 N.C.A.C. 600.2119). Developmental Day Centers and schools providing special education and related services to public separate acting students with disabilities.

Alternative schools must be approved and accepted in the Educational Directory and Demographic Information Exchange (IDEX) prior to the submission of a modified accountability system option.

The alternative accountability system is a supplement to School Performance Grades (SPG) as defined by G.S. §115C-831.5. It must be submitted for the Every Student Succeeds Act (ESSA) requirements. That, alternative schools and other eligible schools participating in the modified system using Options B or C will also have a SPG calculated, if there is sufficient data for federal identification. The SPG is used to identify these schools for Comprehensive Support and Improvement (CSI) or Targeted Support and Improvement (TSI) as defined in the ESSA state plan. If a designation of performance, as defined in A.C.T. 0316 (16 N.C.A.C. 600.0014), will be the designation employed on the NC School Report Card and SPG will not be used to determine low performing school or low performing district status.

### Alternative School Modified Accountability System Option Determination

Schools participating in the modified system must annually submit their request. Schools may change the option from the prior year and are encouraged to review their previous school. Charter schools submitting a request to participate must be approved to use the modified system in accordance with SBE Policy CHFR-020 (16 N.C.A.C. 600.0518). As a condition, local boards

OFFICE OF ACCOUNTABILITY AND TESTING  
 100 North Salisbury Street, Raleigh, North Carolina 27601-1700



LEA/Charter Beginning Teacher Support Program Plan

Orientation
Orientation must be provided, attended, and documented within two weeks of the beginning teacher's first day of work. At a minimum the orientation must include: an overview of the school/system's goals, policies, and procedures; a description of available services and training opportunities; a copy of the BTSP and the process for achieving a continuing license; develop and distribute optional working conditions guidelines; the North Carolina Teacher Evaluation Process (NCTEP); A local board shall use the North Carolina Professional Teaching Standards; and North Carolina Teacher Evaluation Process unless it develops a local evaluation that is properly validated and that includes standards and criteria similar to those in the North Carolina Professional Teaching Standards and North Carolina Teacher Evaluation Process; the NC Standard Course of Study; local curriculum guides; the safe and appropriate use of seclusion and restraint of students; and the State Board of Education's Mission and Goals.

Montgomery County Schools offers a required, formal orientation for beginning teachers each year. Required documentation that each beginning teacher attended the orientation and that the orientation was held within two weeks of the teacher's first day of work is filed in the Human Resources Department. Agendas as well as all other teacher communication regarding orientation is also on file.

Orientation is planned by the Department of Human Resources and the Montgomery County Schools Learning Division Team. All members of the Central Office Administrative Team take part in orientation. Selected community members are on the agenda to welcome teachers and to share ways their organizations can provide services and support.

During orientation, beginning teachers are introduced to the State Board of Education's Mission and Goals, the Code of Ethics for North Carolina Educators, North Carolina Standards for Professional Conduct and the North Carolina Professional Teaching Standards. Beginning teachers are required to watch an ethics video as part of their orientation process.

Beginning teachers are introduced to the Montgomery County Schools Strategic Plan, vision, mission, core values and applicable district policies and procedures. An overview of the safe and appropriate use of seclusion and restraint of students is provided. Beginning teachers are also provided with a technology and finance briefing.

During orientation, the BTSP is reviewed. A copy of the BTSP is provided to teachers. Key components of the plan are addressed (working conditions, teacher evaluation and the process for achieving a continuing license).

Beginning teachers are introduced to the Standard Course of Study, the PISA process and they are informed of classroom expectations. Additional orientation components continue once beginning teachers are at their home school.

LEA/Charter Beginning Teacher Support Program Plan

Working Conditions
Explain the process for ensuring that beginning teachers have: mentor assigned early, and in close proximity; limited preparations; limited non-instructional duties; limited number of exceptional or difficult students; and no extracurricular assignments unless requested in writing by the beginning teacher.

Montgomery County Schools believes that all beginning teachers need every opportunity to develop into capable and highly effective teachers. In an effort to support our beliefs, Montgomery County Schools will make every possible effort to satisfy the following recommended working conditions assignment in the area of licensure, mentor assigned early, and in close proximity; limited preparations; limited non-instructional duties; limited number of exceptional or difficult students; and no extracurricular assignments unless requested in writing by the beginning teacher.

The Associate Superintendent will review all hiring recommendations and documentation to ensure beginning teachers are matched to their licensure area.

As instructional leaders, each principal assures that beginning teachers will be given adequate assistance and support during the three year induction process. Principals will monitor the number of preparations, number and types of non-instructional duties assigned to BTs and they will monitor the number of exceptional or difficult students placed in the beginning teacher's classroom. The term "non-instructional duties" refers to those duties that are not directly involved with the instructional program or the implementation of the standard course of study, but that all teachers are expected to do. Examples would be bus duty, lunch duty, and hall duty.

Beginning teachers shall provide the Associate Superintendent and their principal with a written statement if they wish to request extracurricular activities and assignments. "Extracurricular activities" refers to those activities performed by a teacher involving students that are outside of the regular school day and not directly related to the instructional program. Letters submitted by BTs participating in extracurricular activities are on file in the Human Resources Department.

Mentors are identified for all beginning teachers in a timely manner. The lead mentor in each school serves as the official mentor for all first, second, and third year teachers. Individual mentors are assigned to each beginning teacher to provide an extra layer of support at the school level as needed. Instructional coaches from UNC-Charlotte (NCTEP) provide support for beginning teachers.

LEA/Charter Beginning Teacher Support Program Plan

Mentor Selection, Training, and Assignment
Describe the narrative program for selecting appropriate mentors (based on LEA policy and G.S. 115C-296) (mentor requirements or core competency, NCTEP evaluation of student growth expectations), mentor assignment and guidelines, and training or support provided for mentors.

Each year, beginning teachers are assigned a mentor. Montgomery County Schools seeks to select excellent, experienced and qualified teachers to serve as the mentor role. Currently, each school has a lead mentor who serves as the official mentor for all first, second, and third year teachers in the building. At all schools the instructional facilitators serve as the lead mentor. Principals and the Associate Superintendent ensure that compliance measures that address mentor qualifications are met at least annually on their current evaluations. Principals and the Associate Superintendent also monitor to ensure that individual mentors receive at least proficient on their current evaluation with priority given to those who are distinguished and accomplished. The principal assigns the most appropriate individual mentor to each beginning teacher. If there is an evaluation of a teacher rated as proficient on their evaluation as a teacher, the principal must retain a written documentation to support the assignment.

Lead mentor or individual mentor that falls below proficient or that has not had evaluation data in the past two years will be able to continue to serve as a mentor. A teacher may be a mentor at a different school building from which the mentor is assigned if the principal of each school and the mentor teacher approve the assignment. The mentor must meet or exceed a "satisfactory" rating higher than three of the standards including standards on the most recent summative or Standards II on an interrelated evaluation. In addition, the BT's principal must retain a written documentation of the reasons for selecting the mentor from a different school.

Our individual mentors provide support to mentees on a day-to-day basis, hold meetings with their mentees, provide technical assistance, monitor completion of the cumulative log, conference with mentees on regular basis, provide staff development, keep logs of monthly meetings and provide feedback. Lead mentors also involve a building level observer for their mentees which includes a tour of the school, introduction to the staff, a review of the school's history, modeling of best practices for the first days of school and assistance with recruitment issues.

In order to train and support mentees in their efforts to assist beginning teachers, mentors are asked to complete the NCTEP Mentor Training Module (2009). The school provides mentors with 15-20 minutes of knowledge needed to support beginning teachers. After their mentor training is provided for lead teachers as needed during their PLC meetings.

Recognizing the importance of beginning teacher development, teacher retention and improved student learning, Montgomery County Schools will make every effort to work closely with administrators to select and assign mentors in the future teachers who guidelines set forth by G.S.115C-295(a).

Currently, no funding is appropriated through the state budget for compensate mentors.

LEA/Charter Beginning Teacher Support Program Plan

Professional Development Plan
Describe the process through which the beginning teacher collaborates with his/her principal and mentor to develop a PDP. Include how the PDP requirements are met and monitored in the LEA/Charter School.

Each beginning teacher is required annually to develop a Professional Development Plan (PDP) in collaboration with his/her principal (or principal designee) and mentor. The plan is to be based on the North Carolina Professional Teaching Standards and a self-assessment (NCTEP) of the beginning teacher's knowledge, skills, and performance to date. The beginning teacher, principal and mentor develop the annual PDP goals, strategies, and activities that are geared toward improving teaching proficiency and professional skills.

PDP's must be reviewed throughout the school year. Mid-year and end-of-year conferences are held with the beginning teacher, principal (or designee) and the mentor/teacher to review the progress of the beginning teacher. These reviews provide opportunities to reflect on and discuss next steps towards the beginning teacher's professional growth.

PDP completion and conference review dates are found on the Certified Educators Planning Calendar on the Human Resources Department Website. Professional Development Plus are included on part of the LEA and BTSP monitoring process.

Formative assessment conferences are held at the beginning, middle, and end of each year, including BT, mentor, and principal. The goals reflect on progress of BT in meeting goals. Signatures of BT, mentor, and principal are required for each formative assessment goal.

LEA/Charter Beginning Teacher Support Program Plan

Professional Development
Describe the process for determining, equipping and/or prescribing professional development for beginning teachers.

Required and/or prescribed professional development opportunities for teachers are planned in specific areas aligned with the strategic goals of Montgomery County Schools. School-based administrators may require professional development activities based on specific school improvement goals. Administrators may suggest individual professional development activities for beginning teachers based on the teacher's self-assessment, PDP goals, and/or NCTEP evaluation data. BTs will participate and complete any professional development required by the LEA. Currently, Montgomery County Schools has two required professional development activities that are the school calendar and professional development specific only to beginning teachers is offered throughout the year.

Lead mentors and individual mentors hold monthly meetings with beginning teachers. Professional development topics discussed during the monthly meetings may include: ethics, appropriate use of social media, professional development plans, professional evaluation, classroom management, diversity training, lesson planning, curriculum resources, classroom strategies, technology tools, equitable practices, active learning, assessment and summative evaluations, family engagement. Additionally, the PISA process, planning for parent conferences and time and stress management. Monthly meeting dates, times and topics are communicated on the BT/Mentor contact log. All BT monthly meeting logs are filed in the Human Resources Department.

LEA/Charter Beginning Teacher Support Program Plan

A Formal Process for Conducting Observations and Summative Evaluations on all BTs
Provide details on the process that ensures each beginning teacher receives the required observations and evaluations in conformance with the LEA policy (Teacher Performance Approval process), General Statute and HQ 1010.

The Associate Superintendent annually completes a detailed timeline for all required observations, PDPs and summative evaluations. The timeline is shared with all building level administrators at the beginning of each school year and may be found on the Human Resources Department Website. Special attention is given to beginning teacher observations to ensure all processes and procedures are being followed.

Within the first two days of school, principals must provide an orientation to certified staff on the evaluation process, evaluation rubrics, and the state evaluation policy. All persons who observe teachers must be trained in the North Carolina Educator Evaluation System (NCTES). The NC Rubric for Evaluating Teachers is used for observations and/or evaluation. Observations should be approximately spaced throughout the school year.

As outlined in State Policy (Teacher Performance Approval process), General Statute and HQ 1010, all beginning teachers are observed four times during each school year and evaluated annually. Each beginning teacher will be observed three times by the principal or designee and once by a peer teacher. The peer teacher may not be the mentor. A pre-observation conference is required prior to the first observation only. Observations for beginning teachers shall last at least 30 minutes. All post-observation conferences must be conducted within ten school days of the teacher's observation. Mini-lesson Coaching Plans and Directed Plans must be implemented when necessitated by rating. For RT 1s and BT 2s, at least two observations must be conducted the first semester of the school year, and if practicable, at least one of these observations shall be within the first grading period. For BT 1s and BT 2s, at least one of the three summative observations must be conducted by the principal.

Principals are required to complete the summative evaluation of all beginning teachers. Principals are encouraged to provide opportunities for beginning teachers to observe their mentor and/or other teachers.

LEA/Charter Beginning Teacher Support Program Plan

4. Plan for participation in BTSP Monitoring  
 Describe the plan for compliance with the BTSP Monitoring process (templated as a five-year monitoring cycle) and technical assistance provided based on monitoring results in areas of concern (if necessary).

The five-year BTSP monitoring cycle ensures overall compliance with State Board Policy for beginning teacher support through both induction and evaluation requirements. LEAs are monitored one time during the revolving five-year cycle. The Regional Educator Facilitator provides information prior to the monitoring visit to assist LEAs as they prepare for the process. The BTSP Monitoring instrument is completed during the visit. The instrument aligns with the educator evaluation system and utilizes ratings of developing, proficient, accomplished and distinguished. A rating in the proficient column indicates compliance with the State Board policies pertaining to beginning teacher support.

Technical assistance will be provided to address any noted areas of concern. Montgomery County Schools will take immediate action to address any concerns. The Associate Superintendent ensures compliance with BTSP monitoring requirements.

LEA/Charter Beginning Teacher Support Program Plan

5. Plan for participation in the BTSP Peer Review Process  
 Include the process in place in the LEA/Charter School for completing the annual Peer Review Self-Assessment and annual Peer Review process.

LEAs with an approved BTSP participate in an annual peer review. The Peer Review Process is a five-year cycle conducted annually, concluding with a formal review after the fifth year. LEAs complete a self-assessment of their BTSP. LEA growth and recent evidence for the particular standards are highlighted per year. By the end of a five-year process, evidence for all standards will be collected. This process allows for sharing of best practices.

Participation in the annual self-assessment, the critical friend peer review and the five-year review provides multiple opportunities to assess and reflect on BT data, sample lessons and artifacts. By the 5<sup>th</sup> year, Montgomery County Schools will be expected to show growth on all standards and domains on the Peer Review Rubric. If growth is not shown, the school system will receive additional support from MCDP.

LEA/Charter Beginning Teacher Support Program Plan

6. Statement on how BTSP personnel files (files that include the teacher's ROP and performance evaluation reports) are filed and stored.

Annual file ROPs and performance evaluation results for beginning teachers are filed electronically. Files are reviewed throughout the school year by the Associate Superintendent of Montgomery County Schools and by school principals. Electronic files are made available to auditors during MCDP monitoring visits.

7. Plan for a timely transfer of BT files to subsequent employing LEAs, Charter Schools, or non-public institutions within the state.

It is the duty of the Associate Superintendent to ensure a timely transfer of the candidate/beginning teacher file to subsequent employing LEAs, charter schools or non-public institutions within the state upon authorization of the receiving entity.

BTSP Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Board Chair: Lynne Edwards Date: 07/14/25  
 Approved by the local School Board (date): 07/14/25  
 Submitted to MCDP (date): \_\_\_\_\_  
 Approved by MCDP (date): \_\_\_\_\_

# 11) Stop Go Tell Curriculum for Approval:



411 Page Street • P.O. Box 427  
 Troy, North Carolina 27376-0427  
 PHONE: (919) 576-4511 • FAX: (919) 576-2814

TO: Board of Education  
 FROM: Dr. Jessica Perkins  
 DATE: July 11, 2025  
 SUBJECT: ACTION ITEM Elementary Stop Go Tell Curriculum

The proposed Stop Go Tell Curriculum in consultation with our existing Butterfly House MOU will begin August 2025 and run for the length of our MOU.

We appreciate your willingness to meet with me and Jennifer Parsons present with me and to meet in person session and your additional time and effort in closed session with the Executive Cabinet. Our elementary principals are in support of going forward as well. Dr. Cagle, Mr. Austin, and I received approval of the curriculum on our end, and planning of the school level with counselors and staff. We believe this will benefit our students, families, and community in a profound way.

I am available to answer any questions you might have.

Sincerely,  
 Dr. Jessica Perkins

Dr. Jessica C. Perkins  
 Director of K-12 Curriculum Support  
 & Elementary Education  
 Montgomery County Schools

Butterfly House Protocol February 7, 2025



## Butterfly House Children's Advocacy Center

**The Role of the Butterfly House, Atrium Stanly's Children's Advocacy Center**  
 The Butterfly House is a program of Atrium Health Stanly for the purpose of providing a systematic, multi-disciplinary response to reported cases of child maltreatment in Stanly County and surrounding communities. Child maltreatment is defined as anyone under the age of 18 years old who has been a victim of sexual abuse, severe physical abuse or any other case referred by the multi-disciplinary team (MDT). The Butterfly House Children's Advocacy Center may consider providing services for victims of neglect or other circumstances as deemed appropriate to the Butterfly House services. The development of the Butterfly House is based upon the need for coordinated multi-disciplinary interventions to ensure the safety and well-being of the children in our community and surrounding communities. The Butterfly House accepts referrals from Stanly and Montgomery Counties routinely and others as needed. The Butterfly House provides a neutral, non-threatening location for medical examinations and interviews, multi-disciplinary team staffing, and referrals to appropriate community resources for children and non-offending family members.

**Vision**  
 The vision of the Butterfly House is to work together as a community to respond rapidly and effectively to a reported cases of child maltreatment with intent to minimize further trauma to the child and non-offending family members, to promote appropriate therapy for the child and non-offending family members, to coordinate follow up medical care as needed, to follow-up with the child and family throughout the periods of investigation and therapy, and to provide information essential to partner agencies and programs for their respective treatment and investigations.

**Mission**  
 The mission of the Butterfly House is to provide a confidential, safe and child-friendly facility for medical diagnosis and treatment of victims of child maltreatment as well as to support the investigation and successful prosecution of child maltreatment cases using a multi-disciplinary team approach.

Goals

Clinical Goals:

- Provide services and medical evaluations to child victims of maltreatment in a child-friendly atmosphere.
- Provide advocacy and support to child victims and non-offending caregivers by facilitating access to a continuum of medical and mental health treatment extending beyond the initial evaluation.
- Reduce the number of interviews a child must undergo with different professionals (thereby reducing trauma) and eliminate unnecessary duplication of effort.
- Minimize further trauma to reported victims of child maltreatment and non-offending caregivers by introducing to the CAC process as soon as possible.
- Improve communications to clients throughout periods of investigation, prosecution (if applicable) and defense.
- Develop an organizational/management structure that will ensure on-going success and growth of the CAC.
- Enhance the legal process by providing solid forensic interviews and ensuring the integrity of potential evidence, which will result in increased rate of successful prosecution of perpetrators.
- Maintain child maltreatment statistics for patients of the Butterfly House. Perform all above activities in a cost-efficient and financially responsible manner.

Community Goals:

- To provide students and community members in Stacey County the Stop Go Tell program as well as to increase knowledge and awareness of body safety education.
- To provide community education on child maltreatment awareness and prevention.
- Facilitate agency or program collaboration by creating and training a multi-disciplinary team (MDT) that coordinates of relevant organizations with an interest in child maltreatment cases.
- Perform all above activities in a cost-efficient and financially responsible manner.

Memorandum of Understanding

The current Interagency Agreement is made by and between The Butterfly House Children's Advocacy Center and: Judicial District 28 and Precinctual District 28 Attorney's Office, Adam Health Stacey and Emergency Department, Stacey County Sheriff's Office, Albany Police Department, Canboro Police Department, Horwood Police Department, Locust Police Department, Stanfield Police Department, Basin Police Department, Misenheimer Police Department, Monarch, Daymark Recovery Services, Stacey County Health and Human Services, BHCAC Medical Representative, Department of Juvenile Justice, Stacey County Schools, Journey Counseling Services, Clearer Minds Counseling, Creative Counseling and Intentional Growth Behavioral Health Services as well as

effect on the date of each signature on the original Interagency Agreement. This Agreement remains in effect, to which this Protocol will be attached.

This Agreement is intended to be binding upon the above participating agencies. The policies and protocols established within this Agreement are intended to be accomplished in conjunction with any and all statutes and policies that are applicable to the participating agencies and are not intended to supersede any requirements of participating agencies mandated by statute. Each participating agency or program acknowledges the Administrative Order set forth on July 12, 2005, by Chief District Court Judge Tanya Wallace, updated on February 17, 2011 and signed by the Chief District Court Judge Lisa Tucker, and updated on February 24, 2015 and again on April 17, 2015 signed by the Chief District Court Judge William Tucker, updated on March 18, 2021 and signed by the Chief District Court Judge John Hance, and updated on January 11, 2024 and signed by the Chief District Court Judge John Hance which authorizes each agency to "release information from its records and files concerning juveniles and their families to any other authorized agency and individual when it is reasonably believed necessary and meaningful to meet the needs of the juvenile for case planning, trial preparation, protection, adjudication, evaluation, disposition, treatment, rehabilitation, care or supervision of the juvenile, boy and all of the aforementioned agencies are hereby authorized to furnish such information which such agency may possess to any other agency or individual when necessary for the treatment of the juvenile in compliance with Federal and State law affecting the agency." If any individual agency protocol prohibits this level of sharing of confidential information, such agency will share as much information as possible to enable the Team to make effective decisions regarding the overall well being of the child victim.

An added agreement has been made between the Butterfly House and the Judicial District 28 and Precinctual District 28 Attorney's Office of Montgomery County, Montgomery County Sheriff's Office, Troy Police Department, Star Police Department, Biscoe Police Department, Canboro Police Department, Mt. Gilcead Police Department, the State Bureau of Investigations, Montgomery County Schools, Daymark Recovery Services of Montgomery County, Journey Counseling and Consulting, Montgomery County Department of Social Services, Guardian Ad Litem Program (GAL), and the Department of Juvenile Justice. This Agreement remains in effect, to which this Protocol will be attached. The Agreement is intended to be binding upon the above participating agencies. The policies and protocols established within this Agreement are intended to be accomplished in conjunction with any and all statutes and policies that are applicable to the participating agencies and are not intended to supersede any requirements of participating agencies mandated by statute. Each participating agency or program acknowledges the Administrative Order set forth on October 11, 2010 signed by the Chief District Court Judge William Tucker, updated on March 18, 2021 and signed by Chief District Court Judge John Hance, which authorizes each agency to "release information from its records

and files concerning juveniles and their families to any other authorized agency and individual when it is reasonably believed necessary and meaningful to meet the needs of the juvenile for case planning, trial preparation, protection, adjudication, evaluation, disposition, treatment, rehabilitation, care or supervision of the juvenile. Any and all of the aforementioned agencies are hereby authorized to furnish such information which such agency may possess to any other agency or individual when necessary for the treatment of the juvenile in compliance with Federal and State law affecting the agency." If any individual agency protocol prohibits this level of sharing of confidential information, such agency will share as much information as possible to enable the Team to make effective decisions regarding the overall well being of the child victim.

Each agency and organization recognize the requirement to address the needs of the child. By working collaboratively, each agency or program seeks to carry out its mission while also fulfilling the mission of the Butterfly House.

The purpose of The Butterfly House Children's Advocacy Center Interagency Agreement is to provide and promote coordination and communication among the participating agencies in order to serve the children and the community. The parties agree to follow a common protocol for investigating allegations of child maltreatment, to commit resources necessary to achieve our common goals, to seek to resolve any differences that might arise between or among agencies, to support the further development of The Butterfly House Children's Advocacy Center, and to place the welfare of children at the center of our efforts.

Our overall mission is to protect children, preserve families, and ensure that abusers are appropriately punished and/or rehabilitated. Specifically, we agree

- To achieve and maintain interagency cooperation and coordination in case management and handling of maltreatment cases.
- To provide for a multi-disciplinary team and case management approach which is focused on the child victims' needs, on the law enforcement, prosecution and civil proceedings involved, and on the family members who are supportive of the child and whose interests are consistent with the best interest of the child;
- To obtain evidence useful for both civil proceedings and criminal prosecution;
- To provide extensive initial case screening, assessment, and validation procedures in order to promptly prosecute the accused or promptly proceed with appropriate civil and/or criminal actions;
- To take into account both child protection and criminal sanctions when making decisions;
- To reduce to an absolute minimum the number of interviews to which an abused child is subjected;
- To advocate for complete separation of the abused child from the suspected perpetrator during the investigation and court preparation process.

- To use interview techniques which elicit accurate information while addressing the therapeutic needs of children of maltreatment and their non-offending caregivers;
- To provide on-site medical examinations by a rostered child maltreatment specialist and provide appropriate referrals and treatment recommendations as indicated;
- To provide extensive and continuing training and education for agency and program personnel and other professionals and volunteers in the community who work with sexually and physically abused children;
- To serve as a source of information, education and referral for the community on issues surrounding sexually and physically abused children; and
- To seek changes in the law as necessary to achieve our goals.

By working together, we will enhance the individual efforts of each agency and program and reach more informed and quicker resolutions with less trauma to the children and their non-offending family members.

Primary Roles in regard to CAC Functions

Butterfly House Coordinator

- The Butterfly House coordinator will coordinate and facilitate the MDT approach to child victims of maltreatment by building effective working relationships with every member of the MDT, working with all MDT agencies and programs to encourage and ensure regular participation in the MDT process and assisting the victim advocate in scheduling and facilitating all MDT Case Review Meetings.
- The coordinator will plan and assist with MDT orientation training and annual MDT training/Protocol Review sessions.
- The coordinator is responsible for continued development of the Butterfly House victim advocate and nursing / forensic interviewer services program.
- The coordinator will assist in tracking all reported cases of child maltreatment that visits the Butterfly House. All statistics are maintained in the NCA Trak database. The coordinator can produce standard or customized reports for any team member requesting information.
- The will foster and facilitate effective working relationships with all medical clinicians partnered with the Butterfly House and will conduct regular reviews of the medical process to ensure effectiveness, enlisting new partners as necessary / appropriate.
- The coordinator will report to the Director of Emergency Services and Outpatient Services of Adam Health Stacey. The victim advocate and nurse / forensic interviewer reports to the director of the Butterfly House. The coordinator ensures the provision of the victim advocates and the nurse / forensic interviewer services are provided for clients and their non-offending caregivers.

Butterfly House Victim / Family Advocate

- Immediately upon new case referral to the Butterfly House, a CAC victim advocate will be assigned to the case.
- The victim advocate will meet the family at the door and host the child victim and the non-offending caregivers during their visit(s) to Butterfly House.
- The victim advocate will conduct a Psychosocial Assessment of the family and will provide crisis intervention for primary and secondary victims of child maltreatment. The victim advocate will provide the non-offending caregiver information on child abuse, the process of the multi-disciplinary team, and additional resources as needed. The victim advocate's primary role will be to maintain a constant communication link regarding all aspects of the case to the victim, non-offending caregiver, and the multi-disciplinary team. The victim advocate will enhance communication between non-offending caregivers, social workers, investigators, and prosecutors to assure the best interests of the child are served.
- The victim advocate provides the non-offending caregiver information on Victim's Compensation and provides them with a copy of the Crime Victim's Bill of Rights.
- The victim advocate provides continued support and assistance to primary and secondary victims and non-offending caregivers to aid in the implementation of victim treatment plans. This is accomplished by scheduled telephone contacts, visits for court preparation and other follow-ups as needed. The advocate is available to the child and family throughout the life of the case.
- As requested by the DA's Office and Stacey County Health and Human Services attorney, the victim advocate will accompany and support the child and caregiver throughout any court proceedings.
- The victim advocate will foster and facilitate effective working relationships with all mental health providers partnered with the Butterfly House, and will conduct regular reviews of the referral process to ensure effectiveness, enlisting new mental health partners as necessary / appropriate.
- The victim advocate will refer all appropriate victims and their families to counseling. The victim advocate will maintain a current list of community referrals in the area to assist the perpetrator in choosing the appropriate service. The victim advocate will assist non-offending caregivers with information on other resources / referrals needed when appropriate.
- The victim advocate tracks all reported cases of child maltreatment that visits the Butterfly House. All statistics are maintained in NCA Trak database. The victim advocate can produce standard or customized reports for any team member requesting information.
- The victim advocate will be responsible for assisting the director with scheduling and facilitating MDT Case Review Meetings.

Butterfly House Nurse / Interviewer

- The trained forensic interviewer will perform interviews on children of reported child maltreatment referred to the Butterfly House using an accepted forensic interviewing model such as the National Children's Advocacy Center (NCAC) Forensic Interview Structure, RADAR, Child First, etc. Therefore, the forensic interviewer must have current, effective forensic interviewing skills, and must maintain/upgrade these skills on an ongoing basis.
- The forensic interviewer will document a brief typed summary of the forensic interview immediately after the interview takes place.
- The nurse will conduct a brief medical history as needed, will assist the medical clinician in the certified medical exam, order appropriate lab, radiologic films, and follow up on any medical recommendations or orders, such as consults, etc ordered by the medical clinician. The nurse will communicate results to the appropriate team members, medical clinicians, and non-offending caregiver. The nurse will input accurate data into the NCA Trak database and the medical recommendation spreadsheets.
- It is the Butterfly House interviewer's responsibility to ensure proper working order of equipment for interviews conducted with victims at the Butterfly House.

Department of Social Services (DSS)

- The investigating DSS social worker (in consultation with his/her supervisor) will make an assessment as to the safety of the child. If necessary, DSS will petition the court and the resources and information gathered by the Butterfly House will be used to assist the juvenile in court proceeding.
- The investigating DSS social worker (in conjunction with his/her supervisor) and the CAC Victim Advocate, are responsible for assessing and/or providing the victim's family with appropriate referrals for treatment, financial supports and other community services.
- The investigating DSS social worker (in conjunction with his/her supervisor), is responsible for obtaining any information regarding additional or previous DSS history and sharing this with the law enforcement agencies. The District Attorney's Office, and the MDT as soon as possible.
- The Department of Social Services Child Protective Service is expected to attend MDT Case Review Meetings (in Stacey County monthly and in Montgomery County quarterly) and case specific reviews as needed.

Law Enforcement

- Law enforcement investigators are expected to attend MDT Case Review Meetings (and case specific reviews as needed) when there are new or open CAC cases within their respective jurisdictions. Stacey County

- Sheriff's Office and Abertama Police Department will have a detective attend monthly MDT Case Review for Stany County, Montgomery County Sheriff's Office and Troy Police Department will have a detective attend quarterly MDT Case Review for Montgomery County.
- The law enforcement investigator is responsible for ensuring that all pertinent evidence, including results of the forensic medical examination, interviews and written statements, are collected and the information is shared with the investigating DSS/CPS social worker/supervisor, the District Attorney's office and subsequently the MDT.
- The law enforcement investigator is responsible for obtaining any information regarding additional or previous law enforcement history and sharing this with the DSS/CPS social worker/supervisor, and subsequently the MDT.

**District Attorney's (DA) Office**

- The DA's Office shall have representatives who will serve on the MDT. At least one DA representative will participate in monthly MDT Case Review and case specific reviews as needed.
- The representatives of the DA's Office shall share their expertise with the investigative members of the MDT regarding investigations / evidence collection of child maltreatment.
- In assessing child maltreatment cases for prosecution, the DA's Office will consider all evidence and the legal sufficiency of such evidence. Legitimate and equity sufficient cases will be aggressively pursued.
- The DA's Office is responsible for preparing the victim and all state witnesses for trial. This preparation may be done in conjunction with the Butterfly House Victim Advocate.
- The Victim Advocate at the Butterfly House will work with the District Attorney's office to coordinate the initial meeting with the patient and non-offending family members and will provide advocacy with court preparation.
- The DA's Office will consult with all involved agencies when considering appropriate pretrial and bail conditions.
- The DA's Office will consult with and consider input from the victim and law enforcement when formulating a plea offer. Ultimately any plea agreement shall consider the seriousness of the crime, the strength of the case and the cooperativeness of the defendant.
- Felony screening shall be conducted by the DA's Office with respect to proceeding with prosecution. The DA's Office shall advise the law enforcement investigator of what if any additional evidence is required to prosecute.
- When a decision is made by the DA's Office regarding a Butterfly House case, the DA's Office will communicate the decision to the investigator to whom and the MDT. The DA's Office will communicate the outcome to the victim and victim's family.

**Stany County Health Department**

- The Stany County Health Department (SCHD) will allow the certified interpreter to assist with Spanish speaking families when needed if SCHD has time available.

**The Butterfly House, Atrium Health Stany's Child Advocacy Center, Protocols for Investigations of Child Sexual Abuse Stany and Montgomery Counties**

**Composition and Structure of the CAC Multi-Disciplinary Team**  
The team will be composed of representatives of the following agencies, programs and disciplines.

- District Attorney's Office, 28 Judicial and 28 Prosecutorial District
- Stany County Health and Human Services
- Montgomery County Department of Social Services
- Stany County Sheriff's Office
- Abertama Police Department
- Oakboro Police Department
- Mountbarn Police Department
- Norwood Police Department
- Stanfield Police Department
- Locust Police Department
- Badin Police Department
- Montgomery County Sheriff's Office
- Troy Police Department
- Star Police Department
- Mt. Gilead Police Department
- Concord Police Department
- Ellice Police Department
- Stany County Schools
- Montgomery County Schools
- SHCAC Medical Director
- One or more medical clinician
- One or more mental health provider (counseling services)
- Butterfly House Coordinator
- Butterfly House Nurse / Forensic Interviewer
- Butterfly House Victim Advocate

And, on an "as needed basis", the team may be expanded to include other professionals as necessary to augment the team's mission on a case-by-case basis at the discretion of the team.

**Facilitation of the Team:** The team shall be chaired and facilitated by the Butterfly House Director or his/her designee.

**Information Sharing:** Information about allegations and evidence collected will be freely shared among the team members as needed.

**Investigative Protocol and Procedures for the MDT for Child Maltreatment**

**1. Receipt of Reports of Suspected Child Maltreatment**

Reports of suspected child maltreatment including child abuse, neglect or dependency shall be reported to the Department of Social Services according to State Statute G.S. 7B-301. If a report is made to any other agency or program mentioned above, the agency or program will direct the report to be made to the appropriate Department of Social Services agency.

- Stany County Department of Social Services at 704-982-6100 from 8:30 a.m. to 5:00 p.m. each weekday. After 5:00 p.m., reports should be made through Emergency Communications at 704-988-3000. Montgomery County Department of Social Services at 910-576-6331. After hour reports should be made via Emergency Communications.
- Stany County Sheriff's Office, Abertama Police Department or other police departments within Stany County through Emergency Communications at 704-988-3700. Montgomery County Sheriff's Office and other police departments within Montgomery County via Emergency Communications.
- The Butterfly House Children's Advocacy Center at 660-323-4627 from 8:00 a.m. to 5:00 p.m. Monday through Thursday, 8:00 a.m. to 12:00 p.m. on Friday.
- Or from any medical / mental health organization in Stany County and Montgomery County.

Reports of suspected child maltreatment may be made by any agency, program, family member or other individual through telephone contact, personal interview or written correspondence to the Department of Social Services (DSS) or Jurisdictional Law Enforcement Agency. If none of the above methods are suspected, DSS or law enforcement should make a referral to the Butterfly House CAC if appropriate. The Butterfly House shall provide each agency with a standard referral form. It is the practice of the Butterfly House that no reported offenders be in the center while a child victim is being evaluated.

Each MDT agency or program receiving a report of child maltreatment, as defined in the first paragraph of this protocol, shall immediately fax a referral form to the Butterfly House CAC at 660-323-4627, in addition to the agency's reporting requirement. Any non-law enforcement agency receiving the initial report of child maltreatment will immediately advise the law enforcement agency having

jurisdiction. Stany and Montgomery County DSS will fax referrals for all new reports of child sexual abuse and other forms of maltreatment as needed to the Butterfly House upon assignment to a Child Protection Services (CPS) social worker. A CPS social worker will make immediate oral notification to law enforcement by a telephone call if DSS has evidence that a person may have been abused as defined by G.S. 7B-101 or when the director receives information that a juvenile may have been physically harmed in violation of any criminal statute by any person other than the juvenile's parent, guardian, custodian, or caretaker. Written notification takes place within 48 hours by fax to law enforcement and the DA's office. If the location where the event allegedly occurred is unclear, the Stany County Sheriff's Office will be contacted. Likewise, if a report is made to any law enforcement agency regarding child maltreatment, the law enforcement agency and the Butterfly House will determine, based on the details of the report, if DSS should be contacted. If unclear, DSS will immediately be contacted by either law enforcement and/or the Butterfly House. If, at any point in the investigation, it is determined that DSS involvement is appropriate, DSS will immediately be contacted by an MDT member.

**2. Initial Response to Suspected Child Maltreatment**

- The responding social worker and/or law enforcement officer will gather as much pertinent information as is necessary to confirm an allegation of child sexual or physical abuse, and to ensure the immediate safety of the child. If the report is screened in by Stany County DSS or Montgomery County DSS for sexual abuse, a referral for the Butterfly House will be faxed as soon as possible. If the DSS/CPS social worker determines that the case will be referred to the Butterfly House for other types of child maltreatment and to decrease extensive multiple interviews of the child victim, the DSS/CPS social worker will provide a minimal fact sheet to ensure the child's safety. Any contact information, which might provide necessary information to the investigation, shall be noted for follow-up by the responding investigator.
- Screening of reports by DSS and law enforcement will follow each agency's policies and procedures; however, extensive interviews of reported child victims should not occur if the parent(s) is not referred to the Butterfly House unless the child's safety is compromised.
- The Butterfly House staff shall provide each agency with a standard Child Maltreatment Incident Report form detailing the information the team needs obtained from any reporter. This form shall be used by each agency. This form shall be reviewed yearly and updated by the team on an as-needed basis. Incident Reports will be hand delivered, emailed securely to [ButterflyHouseCAC@atriumhealth.org](mailto:ButterflyHouseCAC@atriumhealth.org) or faxed to the Butterfly House at 660-323-4627 by DSS, medical and mental health providers, the jurisdictional law enforcement agency and/or DA's office.

- Upon receipt of a referral, scheduling of interviews and examinations will be made by the Butterfly House staff and will follow Butterfly House procedures.

**3. Investigations - General Operating Philosophy**

- All information gathered in the investigative process must be kept confidential and may only be shared with members of the MDT. The extent of information that will be shared with the non-offending caregiver will be determined by the team on a case-by-case basis.
- The DSS worker and police investigator shall act as a team (when DSS is involved in the investigation) and will consult with representatives of appropriate agencies such as the District Attorney's Office, SANE / Butterfly House medical team, Butterfly House staff and mental health agencies. All entities involved will act swiftly from the minute to the completion of the investigation.
- Multi-disciplinary discussions will occur on all cases. However, final decision on disposition will follow the mandate of each agency.
- When a report is received by the Butterfly House and there is evidence that a child may have been abused, contact will be made to the District Attorney's office by the jurisdictional law enforcement, and an Assistant District Attorney (ADA) will be assigned to the case and will work with the investigative team.

**4. Confidentiality**

During the pre-interview discussion that the Butterfly House director, victim advocate or nurse / forensic interviewer conducts with the child's non-offending caregiver, the Butterfly House services are explained, and all appropriate documentation signed and completed. Confidentiality is thoroughly explained to the non-offending caregiver / guardian, and they are made aware of the agencies that the Butterfly House will be sharing information with. The non-offending caregiver is asked to sign a HIPAA Release of Information Form acknowledging that the team will be sharing information amongst themselves.

**Release of Medical Record:** The Child Advocacy Center provides Butterfly House records to members of the multi-disciplinary team after obtaining HIPAA release of information consent signed forms. To release the Butterfly House medical record otherwise, a court order must be obtained and sent to the Butterfly House. The Butterfly House follows Atrium Health Stany policy for releasing medical records to the Clerk of Court.

**5. Forensic Interviews**

**Purpose of the Forensic Interview:** A forensic interview is an unbiased, fact-finding structured conversation with a child that is developmentally and culturally sensitive and is designed to elicit accurate accounts of events. The goal of the interview is to assess and to identify if abuse or maltreatment has occurred for the purpose of medical diagnosis and treatment. Forensic interviews should be

child-centered and coordinated with the MDT to avoid duplication. An interview may be conducted with a child when there are concerns that he/she has been a victim of child maltreatment or when a child has been witness to a violent or abusive act perpetrated on another victim. The interviewer should adopt a hypotheses-testing approach and maintain objectivity throughout the conversation. The investigative team consisting of DSS and Law Enforcement in caretaker cases, (or Law Enforcement in non-caretaker cases), plus medical and mental health personnel, will decide on a case-by-case basis in which order interviews will be conducted with the child/children, offending person, siblings, parents (non-familial cases), non-offending caretaker (familial cases) and other collateral. Every child victim should be interviewed at The Butterfly House unless the child is in immediate risk. If, for any reason, the interview cannot take place at The Butterfly House, it should take place under circumstances where the child's disclosure would not be influenced by a caretaker or offending person.

**Scheduling of Interviews:** Interviews of the reported child victim should be scheduled and conducted as soon as possible from the time the Incident Report is received by the Butterfly House, unless child or family circumstances prevent this from happening. Interviews of non-offending caretakers and siblings (either being interviewees as potential victims or as collateral sources), should also occur within this timeframe. Other children identified as potential victims should be screened for a Butterfly House interview as soon as possible following the team's awareness.

- All interviews must be scheduled on the Butterfly House interview appointment calendar, including child's name, names of investigative team members (i.e. Detective, social worker, etc.), and date/time.

**Pre-Interview Data Gathering:** Both the detective and the Department of Social Services (DSS) social worker will gather as much historical background and collateral information as possible prior to the interview being conducted.

**Interview Preparation:** The MDT members present will meet prior to the interview to brief one another on the known facts. The Butterfly House professional nurse / forensic interviewer conducts all interviews, unless there are extenuating circumstances that prevent her/him from doing so. Prior to the interview, the Butterfly House staff will prepare the DVD recording equipment to ensure proper working order. The interviewer should record on the DVD(s) the following:

- a. The interviewer's name
- b. The child's name
- c. The names of other parties present (e.g. interpreter/parent if applicable)
- d. The date of the interview

The interviewer will leave all personal equipment (e.g. pager, cell phone, weapons, etc.) outside of the interview room.

**Interview Attendees:** It is the practice of Butterfly House that the professional forensic interviewer will conduct the interview unless extenuating circumstances prevent him/her from doing so. In the event that one of the forensic interviewers is not available to do the interview, or for any reason should not conduct the interview, the team will decide who will conduct the interview. If necessary, the child and family will be rescheduled. The remaining team members will monitor the interview for content via closed circuit TV. This will allow for the electronic monitoring of the equipment and ensure that it functions properly (see Section E below). In order to provide an objective assessment and minimize trauma of the child, family members and other collateral will be excluded from the interview room and observation area. Exceptions to this standard practice shall be left to the discretion of the Team.

**Interpreter:** It may be necessary for an interpreter to be present in the interview room. If so, the following guidelines will apply:

- The CAC will secure and use the iPad from Altium Health Stany using the Stratus Translation Services when an interpreter is needed. The CAC staff will communicate with the house supervisor at Altium Health Stany to reserve it for the date and time of the interview.
  - The interpreter must acknowledge and confirm in writing that he/she will, in so far as possible, translate everything verbatim; there will not be any paraphrasing. If a witness is not in one's language, it will be defined and/or described, or the interpreter will ask for another word to be provided.
  - A live interpreter will position him/herself next to the interviewer, facing the child. The interviewer will speak directly to the child, not to the interpreter.
  - The live interpreter will sign a consent prior to translating during a forensic interview or medical exam acknowledging they will repeat verbatim what the child and forensic interviewer speak.
  - The interpreter must not be a family member of the child nor a close familial contact. The investigative team will, when possible, select the certified interpreter from the approved list of interpreters. The Butterfly House staff will coordinate the arrangements with the selected interpreter.
- Parental Involvement in Interview:** It is the Butterfly House's practice that the non-offending caregiver should not be present in the interview room when the victim is being interviewed. However, if the parent must be present, due to the child's level of disclosure/ability, the following should be asked of the parent:
- He/she should escort the child to the door of the interview room, and then see if the child will enter the room without the parent.
  - If the parent remains, he/she should sit behind/beside the child without physical or verbal contact.
  - The interviewer must identify the parent on the recording.
  - The parent does not speak unless encouraged by the interviewer.

- Once the child is engaged with the interviewer, the parent should leave the interview room.

**5. Video and/or Audio Recording Procedures**

All interviews conducted at The Butterfly House should be recorded on DVD. The DVD recording should be started before the child and interviewer enter the room and should NOT be turned off until the conclusion of the interview and the child and interviewer leave the room. The recording should be continuous from start to finish even if the interviewer or the child leaves the room. If the child and the interviewer leave the room, upon their return, the interviewer should provide a brief synopsis of the dialogue that occurred off camera.

It is the responsibility of the Butterfly House staff to prepare and operate the equipment, as indicated on the instruction sheet that is in the team observation room. (Other MDT members must be trained on the electronic equipment in the event they need to operate the equipment.) Note that each DVD used must be protected from overwriting and should be marked as such.

The forensic interview will be recorded via the I-Record recording system, then it will be downloaded to a DVD and will be stored in a fireproof, water resistant locked file cabinet in the Butterfly House. After obtaining consent, a copy will be made after the interview and secured as evidence and placed in the jurisdictional law enforcement agency's Property / Evidence Room by the case Detective / law enforcement involved. The original law enforcement DVD will remain the sole property of the jurisdictional law enforcement agency.

If, during the interview, the equipment malfunctions, the Butterfly House staff (or designee) will respond to the problem immediately. I-Record technical support will be called immediately. However, the interview will proceed uninterrupted. Regardless if the recording resumes (e.g. the camera begins working again), the interview will continue uninterrupted and the DVD containing intermittent video/audio or just audio will be hand-duplicated as described above.

**7. Audio / Video Storage and Usage**

All DVDs will be labeled with the child's name and date of birth, interviewer's name, Butterfly House case number, medical record number, and the date of the interview. All DVDs will be used for the purposes of investigation and prosecution of child maltreatment. DVDs will not be used for professional training purposes, with the exception of peer reviews. Attendance at peer reviews will be limited to the Butterfly House staff and representatives from other CACs.

**8. Defense Access to DVD**

The District Attorney's Office will control access to and coordinate the viewing of the DVD with the defense with criminal proceedings. The recorded interview (DVD) will not be disseminated unless for court ordered purposes.

**9. Notification of Digital Video Recording Interview**

Non-offending legal caregiver(s) will be verbally notified by a member of the MDT Team regarding the video/audio recording of the interview. The non-offending legal caregiver will be asked to sign a standard acknowledgment form confirming their receipt of notification regarding the recording of the interview. This form will be held in the CAC case file.

**Forensic Interview Protocol**

**Opening the Interview:** At the beginning of the interview, the child should be informed, in an age-appropriate manner, that the interview is being recorded. In the event that the child refuses to continue after the first stage of the interview and the child will take a break, the recording will continue, and the MDT will determine how to proceed on a case-by-case basis.

**Interview Protocol:** Interviews should be designed to meet the individual child's need. Multi-session interviews are available as requested by the investigating body and / or MDT. Though the interview will be conducted in a manner consistent with each child throughout the structure of the interview, it will conform with the child's developmental level as it is assessed in the first stage of the interview. The Butterfly House Forensic Interviewer currently uses the National Children's Advocacy Center Forensic Interview Structure. The interview should consist of three parts: (1) the rapport building phase, (2) the information gathering phase and (3) the closure. All three parts are of equal importance.

- During the rapport building phase, the interviewer begins conversation with the child / teen to begin open communication.
- During the information gathering phase, the interviewer should begin the discussion with a broad approach, followed by focused or refined discussion. Questions posed should be of a non-leading nature. Use of interview aids, such as anatomically correct anatomical drawings, anatomically correct dolls, etc may be used at the discretion of the nurse and MDT.
- The closure phase should include specific questions and provide for some free dialogue. The interviewer may address issues of child safety and inform the child that follow-up is available if needed. During this phase of the interview, the other team members should review their notes and determine if the interviewer needs to further clarify information received from the child. If evidence is to be introduced, the FI should obtain and introduce it at this time.

**Information to be obtained during the interview:** The interviewer should attempt to acquire the following information for each reported incident of abuse that is disclosed. The interviewer is allowed to ask interview aids at the discretion of the FI during the interview. These could include but not limited to: anatomical dolls, anatomical drawings, drawings and/or pictures. However, the child's developmental level should be taken into consideration. The interviewer will introduce evidentiary information only as requested by the investigating body and/or prosecution. (The following is listed in random order.)

- Identity and description of the reported perpetrator(s)
- Acts that occurred during the reported maltreatment
- Number of occurrences
- Description of each reported incident of maltreatment
- Conversations that occurred before, during and after the reported maltreatment
- Possibility of use of bribery
- Possibility of use of threats
- Possibility of use of force
- Sensory details
- Instrument(s) used in or related to the reported maltreatment
- Possibility of the use of pornography
- Possibility of drug and/or alcohol use by child
- Possibility of drug and/or alcohol use by reported perpetrator
- Scenario leading to the reported maltreatment
- Possibility of physical injury (perceived or verified)
- Motivation for the disclosure / lack of disclosure / retaliation
- Time of day, date and year of the reported maltreatment
- Location(s) of the reported maltreatment
- Whereabouts of others at the location of the reported maltreatment
- Possibility of someone observing the reported abuse
- Name(s) of individual(s) to whom the child reported the maltreatment
- Other possible victims of the reported perpetrator
- Other children who have had prior/disclosure contact with the reported perpetrator
- The possibility of electronic communication regarding abuse

**Post Interview Activities:** A child medical evaluation (CME) will be conducted after the forensic interview by a CMEP Registered Medical Clinician. The child will be returned to the non-offending caregiver(s) and will be housed until departure from the Butterfly House by Butterfly House Victim Advocates. The MDT members present will convene in the Butterfly House Team Room immediately following the conclusion of the interview and medical exam for a team debriefing. A discussion / decision that must be made by the MDT following the interview and exam concerns the amount of information that will be shared with the non-offending caregiver prior to the child's / family's departure from the facility. The

MDT members will determine at this time or at the monthly Case Review meetings, on a case-by-case basis, if a child needs more than one interview.

During the MDT debriefing, information will be shared immediately amongst the interviewer and MDT members. Each MDT member will complete their agency responsive documentation and, if requested, will provide a copy of their documentation to other MDT members as agency regulations dictate.

It is the standard practice of Butterfly House to allow each child that visits the Butterfly House as a patient, regardless of whether or not they are interviewed or whether or not a disclosure has been made, to select to take home if available. This presentation will take place at the conclusion of their visit. Children will not be told of this until the interview has concluded.

**Field Interviews:** Children may need to be interviewed in the field to determine if a Butterfly House appointment is warranted. An initial screening should be limited. A recorded interview at Butterfly House should occur as soon as possible following the field interview.

**Interviews with Non-Offending Caretaker(s) / Siblings / Other Possible Victims / Possible Witnesses**

Investigative team members (law enforcement / BHS) should interview siblings and collateral who may have observed behavior or physical changes in the child or may have heard statements made by the child which may provide additional information. Standard practice dictates that these individuals will be interviewed. Exceptions to this standard practice shall be left to the discretion of the investigating team. These interviews may be conducted at the Butterfly House if so desired by the investigating team. In the case of the non-offending caregiver(s), the investigative team will assess the non-offending caregiver(s)' ability and willingness to protect the child before, and after, the reported incident(s), and will take appropriate action according to their agency's protocols. Actions taken should be made on the side of caution to ensure future protection and well-being of the victim, siblings, etc.

**Interviews with Reported Perpetrator(s)**

- It is the practice of Butterfly House that under no circumstances will interviews with reported adult perpetrators take place at the Butterfly House by Butterfly House staff.
- It is the practice of the Butterfly House during the forensic interview to do a fact finding interview to obtain the truth from the child. If, during an interview, a victim discloses having performed offending activities, the interviewer will acknowledge the statement by saying that he/she can talk about that after this interview, and then will immediately move on and the interviewer will not discuss questions related to offending acts. The Butterfly House works only with victim issues and not offender issues, the latter being the responsibility of law enforcement and law enforcement will be notified if this occurs.

**Medical Assessment and Examination**

**Medical Examinations:** A medical examination is essential in many child maltreatment reports. The purpose of the medical exam is to assess the medical condition of the child, document any injuries, make a diagnosis, recommend a treatment regimen, and decrease multiple medical evaluations. Medical examinations will be conducted on each child victim seen at the Butterfly House if possible, by a CMEP registered medical clinician regardless of ability to pay. Exams conducted at the Butterfly House will be performed when possible, by a CMEP registered medical clinician on staff or with a Medical Liaison Agreement. The medical clinicians are rotated by the Child Medical Exam Program at the University of North Carolina at Chapel Hill. Medical examinations will typically take place as soon as possible after the forensic interview. 100% of abnormal or diagnostic findings will be reviewed by an expert. The MDT will be of the registered medical clinician of the disclosure prior to the medical exam and the medical clinician will discuss findings with MDT after the medical exam.

- Assess need for medical and mental health treatment
- Help ensure the health, safety, and well-being of the child
- Diagnose, document, and address medical conditions resulting from abuse
- Determine the presence or absence of physical findings and / or behavioral changes that are specific to or compatible with reports of child maltreatment
- Differentiate medical findings that are indicative of abuse from those which may be explained by other medical conditions
- Diagnose, document, and address medical conditions unrelated to abuse
- Obtain an assessment of the victim's general health, cognitive functioning, emotional / behavioral problems, growth and development, and injuries and signs of neglect / abuse needing further evaluation and / or treatment
- Collect physical evidence as needed
- Provide assurance to victims and non-offending caretakers about the child's general health and provide education on child abuse and educate about available community resources
- Facilitate access to appropriate treatment

**Medical Examinations shall include:**

- A medical history interview with the patient, if age appropriate, by the Butterfly House medical clinician, nurse, or trained Butterfly House staff.
- A complete physical examination (head to toe)
- Complete and thorough documentation of physical exam
- Complete and thorough documentation of physical evidence of maltreatment

- Sexually transmitted infection testing done when deemed necessary by the Butterfly House medical clinician / nurse or when specifically requested by the investigative team
- Photographs/video photos include:
  - o Location of exam/interview
  - o Date and time photographs were taken
  - o Child's name and initials
  - o Description of each photograph position and findings by Medical Clinician or nurse

**Medical Exam Process:**

1. Suspected abuse and neglect cases will be examined at the CAC after law enforcement and/or DSS are involved, and a report has been made. For acute sexual assault cases, the victim should be taken to the nearest medical center for treatment (preferably Alton Health Stany, a hospital that has a SAHSE nurse examiner), where evidence collection will follow standard procedures. A referral to the Butterfly House for a forensic interview and certified medical exam should be made by the emergency department, law enforcement, DSS, or a medical clinician.
2. All medical exams at the Butterfly House will begin with a Butterfly House nurse or trained staff member, or Butterfly House medical clinician conducting a screening medical history on the child and completing any necessary forms. The questions will be limited to those that are medically appropriate. The nurse/trained staff member and/or the medical clinician will have observed the forensic interview and/or have received information from the investigative team prior to the examination, thus reducing the amount of duplicative questioning to which the family will be subjected.
3. The non-offending parent or caregiver may be present during the physical exam, if necessary.
4. The Butterfly House CMEP rostered medical clinician will perform a general screening physical exam including a physical abuse, neglect, and a sexual abuse exam. The medical clinician will record his/her findings, observations of the child's general appearance, emotional state and reactions of the child as well as any statements made by the child in the child's own words. The medical clinician will refer appropriate procedures (i.e. assays) as deemed necessary to screen for injury in child maltreatment and appropriate medical intervention will be provided or referred by the clinician caring for the client at the Butterfly House. The medical clinician uses electronic record (EMR) to record findings and document the patient's assessment.
5. The sexual abuse exam should include a specific exam of genitalia and anus with the assistance of a Coriello or Butterfly House digital camera. If needed for magnification and/or photographic documentation. Photographs will be produced from the camera or Coriello.

In emergent cases, the victims should be taken to the nearest medical facility (Alton Health Stany) for evaluation, treatment, and where evidence collections can be obtained if needed. Depending on the circumstance and age, a potential physical abuse victim may need transfer or direct transportation to Alton Health Levine Children's Hospital for additional workup, per child protection team guidelines. A referral should be made to the Butterfly House CAC for the victim to obtain an appointment as soon as possible.

**Non-emergent Cases** are defined as cases that do not meet emergent criteria. A referral will be made to the Butterfly House with an appointment being made as soon as possible after the report, unless child or family circumstances prevent this from happening. This also allows time for coordination with the Butterfly House medical clinician, nurse, DSS, law enforcement, and other appropriate members of MDT.

**Mental Health Treatment**

Due to the traumatic nature of child maltreatment, a mental health professional should be involved in most cases as soon as possible. The Butterfly House will not provide on-site mental health treatment services; rather, we have partnered with multiple mental health providers through Linkage Agreements. The mental health agencies with agreements will have providers with 40 contact hours training in a recognized trauma informed therapy, such as PCIT, EMDR, TF-CBT, AF-CBT, CPP, and CFTS. The Linkage Agreement confirms membership on our MDT as well as the provider's agreement to share information with the MDT while abiding by the confidentiality requirements as outlined in this protocol. The Butterfly House Victim Advocate provides information on the availability of local mental health services to all patients and non-offending caregivers. Additionally, the Victim Advocate will refer appropriate child victims and/or non-offending family members into therapy after discussion with those involved in the care of the child, as well as obtaining the family or non-offending caregiver's consent. Once an agency or program is selected by a family, the therapist providing treatment to the child is invited to the Butterfly House to view the child's digital recorded video interview, and they are also invited to attend monthly case review meetings to receive case updates, be involved in strategic case discussions, and to communicate any particular needs of the child that can be addressed by the MDT. Mental health professionals can assist the child and family by:

- Making treatment recommendations for victims and non-offending caregivers
- Evidence-based treatment available as well as consultation to MDT (i.e. Licensed mental health providers rostered with: Trauma Focused-Cognitive Behavioral Therapy, Parent Child Interactive Therapy, and Trauma Focused-Cognitive Behavioral Therapy-Problematic Sexualized Behaviors.
- Providing treatment for child maltreatment victims
- Providing treatment for siblings and non-offending caregivers

necessary for ongoing communication among professionals outside of the meeting forum. In furtherance of the goal, the meetings will serve as a forum for sharing information, ideas and resources, joint problem solving, networking, and the collaborative development of a specific plan of action for each open case of child maltreatment. Results of medical exams, psychological evaluations and other pertinent information will be shared between MDT team members. The multidisciplinary team will include but not be limited to the following agencies in Stany and Montgomery County: law enforcement, the Department of Social Services, prosecution, mental health provider, Stany and Montgomery County Schools, medical clinician, victim advocate, forensic interviewer, and CAC staff. A Confidentiality Agreement will be signed by each member of the Multidisciplinary Team attending the Case Review at the beginning of each meeting to ensure confidentiality is maintained.

It is the primary objective of the MDT to focus, at all times, on the well-being of the child victim and of avoiding any unnecessary trauma to the child victim. Further, every MDT agency or program representative agrees that information pertaining to children and families will be held in the strictest confidence outside the MDT meetings.

The Butterfly House Director, Victim Advocate or ADA will facilitate these standing MDT Case Review Meetings. The Victim Advocate will email the MDT at least one week prior to the meeting date as a reminder and will email a secure list of open cases to the MDT members. Each Case Review Meeting agenda will include discussion of all open cases as follows: (a) cases received since prior meeting, (b) cases that need follow up attention, (c) cases that are being prepared for court, (d) general status of open cases as needed, and (e) results of cases. Recommendations obtained at Case Review will be documented by the Victim Advocate in the NCA Task database and communication of the progress involved will be facilitated by the Victim Advocate or Victim Advocate's designee.

Case review process should typically include:

- review interview outcomes;
- discuss and monitor for the progress of the investigation
- review medical evaluations;
- discuss child protection and other safety issues;
- discuss emotional support and treatment needs of the child and non-offending caregiver;
- family members and strategies for meeting those needs;
- assess the family's reactions and response to the child's disclosure and involvement in the ongoing justice/criminal protection systems;
- review criminal and civil (dependency) case disposition;
- make provisions for court education and court support; and
- discuss cross-cultural issues relevant to the case.

In cases where the investigative team has found evidence of criminal activity, the District Attorney / ADA will immediately become a team leader in strategic

6. It is the responsibility of the investigative team to determine if the child has had any prior medical examinations focusing on the effects of child maltreatment.
  7. Appropriate specimens for sexually transmitted infections will be obtained during the exam when ordered by the medical clinician.
  8. Patient will be sent to the hospital lab on same day if possible (or next day) for any blood tests necessary ordered by the examining clinician. If further diagnostic or forensic testing is necessary that cannot be conducted in the Butterfly House medical exam, the Butterfly House medical clinician/nurse will make arrangements for such testing in conjunction with the investigative team.
  9. Laboratory work will be tracked by the Butterfly House medical clinician or non-rostered staff member. Abnormal lab findings that need follow-up will be released to the primary care medical clinician to assure proper medical follow-up is provided. The medical clinician, MDT, caregiver and CAC staff will be notified of the results.
  10. The Butterfly House medical clinician and/or nurse can collect and preserve evidence with the assistance of the law enforcement detective to assure the chain of evidence is maintained when appropriate.
  11. The medical clinician and/or nurse may briefly meet with the MDT that are present following the evidence collection exam.
  12. If the child makes a disclosure of reported abuse during the exam, the MDT will be notified immediately upon completion of the exam. The medical clinician will ensure notation of the disclosure made during the exam in the child's medical record.
  13. Medical records, including video/photographs, will be kept in a waterproof/locked file cabinet in the Butterfly House filed by name and case number. Digital medical records are maintained via Alton secure server.
- All reported child maltreatment cases, for the purpose of medical examinations will be classified into one of two types of cases: emergent or non-emergent.

**Emergent Cases** are defined as those in which any one of the following criteria is met:

- Medical intervention is needed emergently to assure the health and safety of the child.
- The disclosed assault may have occurred within the previous 72 hours for kids and adolescents and the transfer of trace evidence may have occurred which will be collected for later forensic analysis.
- There may be need for post-exposure prophylaxis for sexually transmitted infections or emergency contraception.
- The child complains of pain in genital or anal area.
- There is evidence or complaint of anal-genital bleeding or injury.
- The child is experiencing significant behavioral or emotional problems and/or needs evaluation for possible suicidal ideation.
- Evidence of non-skeletal trauma.

- Assisting in the interpretation of information obtained during the intervention process
- Providing testing as needed
- Making referrals within the community to assist in formation of a network of resources for the child and family
- Providing crisis intervention and support
  - o Steps for managing a Mental Health Crisis at the Butterfly House CAC
    - Call the patient's current therapist/provider if available
    - Refer client to walk in to Daymark or Monarch during office hours
    - Call Mobile Crisis for Daymark at 866-275-8552 or Mobile Crisis for Partner's at 633-533-2093
    - Refer the patient to the appropriate ED/Alton Health Stany or Behavioral Health Charities

- Helping to educate the child and family regarding the impact of child sexual abuse and appropriate expectations for the child's development
- Updating the MDT with any relevant information while at the same time protecting the rights to confidentiality with proper release of information HIPAA forms signed and working under the authority of a court ordered Administrative Court Order.
- Updating appropriate MDT members timely, including but not limited to, the DA's office, Law Enforcement, and the Department of Social Services, with any additional or new information.

The referral process should consider the family's financial situation. Families should be provided any information regarding financial assistance that is available. Mental Health referrals will take place regardless of the ability to pay. The Butterfly House victim advocate will offer to coordinate the initial referral activity for the child and non-offending caregivers regardless of their ability to pay.

**Multidisciplinary Team Response Responsibilities**

Regularly scheduled MDT Case Review Meetings will be held to review and strategically discuss all open cases. All MDT agencies are expected to be represented at every Case Review meeting, unless exigent circumstances arise. These meetings will be held monthly at the Butterfly House, typically the third Tuesday of each month to discuss existing cases and trends of new cases. MDT Case Review Meetings will be used as the primary vehicle for communication between all agencies regarding most aspects of the investigation and prosecution of child sexual and physical abuse cases, neglect, and drug endangerment. However, the Case Review Meetings do not eliminate the

discussions of those cases, so as to ensure the best possible outcome of future prosecution activity.

Nothing in this paragraph or agreement shall be construed so as to impair or impede disclosure of information by the District Attorney's office for the purpose of compliance with statutory and case law relating to discovery and disclosure of exculpatory evidence.

The Butterfly House Children's Advocacy Center will provide information at minimum annually on vicarious trauma to the MDT.

**Case Tracking**

The Butterfly House staff will track and trend pertinent statistical and demographic information of each patient at the Butterfly House CAC using the NCA Task database. Reports can and will be generated and reviewed with this information and will be provided to the Multidisciplinary Team: the Director of Emergency and Outpatient Services, the Vice President of Nursing Services, the facility executive of Alton Health Stany, and the Butterfly House Friends of the Butterfly House annually and as requested. Additional reports can be generated for members of the MDT as requested. A spreadsheet is maintained and updated monthly by the Victim Advocate for the MDT Case Review with the following information:

- Name/Age of the Victim
- Interview Date
- Reported Perpetrator/Age/Relationship
- Law Enforcement
- If charges are filed and prosecution accepted
- DSS / CPS
- CPS disposition
- Treatment
- Medical Clinician
- Notes

**Media Relations:**

Responses to media inquiries will be handled by Alton Health Stany's Administration, and they will direct them to Alton Health's Stany's. Any calls regarding media relations will be directed to the administration at 800.323.4532. The nature of their response will be in accordance with the laws governing confidentiality in child sexual abuse cases. Alton Health Stany Administration and the Butterfly House are not authorized to speak for, or on behalf of the District Attorney's office, Law Enforcement, the Department of Social Services, or any other entity in the Butterfly House MDT.

Protocol update with MDT February 7, 2025

\*Protocol Review by the BHCAC MDT yearly

\*Protocol, Interagency Agreement, and Administrative Court Order to be reviewed and / or signed every year unless otherwise indicated.

STATE OF NORTH CAROLINA P.A. 84 IN THE GENERAL COURT OF JUSTICE  
MONTGOMERY COUNTY DISTRICT COURT DIVISION  
STANLY COUNTY

ADMINISTRATIVE ORDER

Pursuant to the authority vested in the Chief District Court Judge of Judicial District 28 by N.C.G.S. §108A-77.3(b), pertaining to the disclosure of information concerning victims of child maltreatment, and in furtherance of promoting cooperation among agencies to procure their best interests,

IT IS THEREFORE ORDERED that the following local agencies are hereby authorized to share information in accordance with the provisions of N.C.G.S. 108A-77.3(b). Pursuant to N.C.G.S. 108A-77.3(b), the designated agencies shall share with one another, upon request and to the extent permitted by federal law and regulations, information that is in their possession that is relevant to the protection of a child in any case of child maltreatment being discussed by a multidisciplinary team for no reason as the child's case is being investigated by law enforcement or the child is receiving services at a Child's Advocacy Center, as defined by N.C.G.S. 108A-77.1(b).

The designated agencies authorized to share information are the following:

1. Montgomery County Sheriff's Office
2. Stanly County Sheriff's Office
3. Albemarle Police Department
4. Baldi Police Department
5. Bixton Police Department
6. Locust Police Department
7. Misenheimer Police Department
8. Mt. Olive Police Department
9. Newwood Police Department
10. Oakboro Police Department
11. Stanfield Police Department
12. Star Police Department
13. Troy Police Department
14. North Carolina State Highway Patrol - Montgomery and Stanly Counties

Any information shared among agencies pursuant to this order shall remain confidential, except where disclosure is required by law, be withheld from public inspection, be used only for the protection of the juvenile and others or to improve the educational opportunities of the juvenile, and be used only to the extent necessary for the agency to perform its required duties and be released in accordance with the provisions of the Family Educational and Privacy Rights Act as set forth in 20 U.S.C. §1222g.

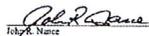
Nothing in this order shall preclude any other necessary sharing of information among agencies.

Nothing herein shall be deemed to require the disclosure or release of any information in the possession of a district attorney.

If information sharing is prohibited or restricted by Federal law or regulation, at the request of the designated agency requesting sharing of information, the designated agency retaining the request shall inform the requesting agency of the specific law or regulation that is the basis of refusal or restriction.

Upon receipt of this Administrative Order, the Clerk of Superior Court of this County is hereby directed to file same, and said Order shall remain in full force until rescinded by the undersigned or by the operation of law.

This the 14th day of January, 2025.

  
JOHN R. NANCE  
Chief District Court Judge  
Judicial District 28

STATE OF NORTH CAROLINA  
COUNTY OF MONTGOMERY  
CITY OF STANLY  
IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
JUDICIAL DISTRICT 28

ADMINISTRATIVE ORDER

WHEREAS N.C.G.S. 7B-2901 generally requires that records of all juvenile cases involving abuse, neglect, or dependency be kept confidential.

WHEREAS N.C.G.S. 7B-3100 allows the Chief District Court Judge to adopt rules designating certain local agencies that are authorized to share information regarding abused, neglected, and dependent juveniles. Therefore, the undersigned, as Chief District Court Judge, orders the following:

1. Agencies so designated shall share with one another, upon request, and to the extent permitted by Federal law and regulations, information that is in their possession that is relevant to any assessment of a report of child abuse, neglect, or dependency, or the provision or arrangement of protective services in a child abuse, neglect, or dependency case by a local Department of Social Services pursuant to the authority granted under Chapter 7B of the General Statutes, or to any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent, undisciplined, or delinquent.
2. Agencies so designated shall continue to share with one another until the Protective Services Case is closed by the local Department of Social Services, or if a petition is filed when the juvenile is no longer subject to the jurisdiction of Juvenile Court.
3. Agencies that may be designated as "agencies authorized to share information" include the following facilities in Judicial District 28 catchment areas:
  - A. Mental Health, Substance Abuse, Intellectual Disability, and Developmental Disability treatment facilities and providers that have met the North Carolina Division of Health Service Regulation, Mental Health licensure and certification requirements;
  - B. Local Health Department of Montgomery and Stanly County;
  - C. Local Department of Social Services in Montgomery and Stanly County;
  - D. Local Law Enforcement Agencies in Montgomery and Stanly County;
  - E. Local School Administrative Units in Montgomery and Stanly County;
  - F. The District Attorneys' Office in Montgomery and Stanly County; the District Attorneys are authorized to disclose or release among agencies, however, utilize the other designated agencies, nothing herein shall be deemed to require the disclosure or release of any information in the possession of the District Attorneys;

G. The Division of Juvenile Justice of the Department of Public Safety in Montgomery and Stanly County;

H. The Office of the Guardian ad Litem Services of the Administrative Offices of the Courts in Montgomery and Stanly County;

I. The Services of Community Corrections of the Division of Adult Corrections of the Department of Public Safety;

J. Butterfly House or any authorized Child Medical Evaluation provider;

K. FirstHealth Montgomery Memorial Hospital

L. Autism Health Stanly

Any information shared among agencies pursuant to this Order shall remain confidential, shall be withheld from public inspection, and shall be used only for the protection of the juvenile and others, or to improve the educational opportunities of the juvenile.

This Order does not supersede any Federal restrictions on the release of confidential information.

This order is effective immediately, and any Amendment thereto upon signature.

Signed the 14th day of January, 2024.

  
JOHN R. NANCE  
CHIEF DISTRICT COURT JUDGE  
JUDICIAL DISTRICT 28

Interagency Agreement

The Butterfly House  
Child's Advocacy Center of Stanly Health Stanly

This is a working agreement between the following undersigned Stanly County agencies and organizations whereby the parties agree and pledge to cooperate and coordinate with each other in assessing and implementing the following vision/goal:

The vision/goal of this working Agreement is for the parties to work together as a consortium to respond rapidly and effectively to all reported cases of child sexual and physical abuse in Stanly County, with a focus on minimizing further trauma to the child and the non-offending family members, to promote appropriate therapy for the child and non-offending family members, and to increase the risk of successful prosecution of perpetrators.

- I. Develop a systematic approach to interviewing child sexual and physical abuse victims. This includes:
  - Establishing policies and procedures which will meet all the participating agencies' professional needs, and meeting time mandates.
  - Designating at least one person from each mandated agency to a member of the MDT team.
  - Providing training in state-of-the-art techniques that address investigation, assessment and prosecution of child sexual abuse crimes, as required by the core team.
- II. Develop a procedure for team review. This includes:
  - Establishing policies to assess and critique child sexual abuse crimes and children suffering from physical abuse.
  - Establishing who will participate in the team review for each case.
- III. It is the intention and understanding of the parties of this Agreement, as follows:
  - A representative of each party will continue to serve on a Case Review Coordinating Committee overseeing this Agreement.
  - This agreement does not usurp any individual organization's authority to prosecute, investigate, treat, report, disclose, etc.
  - No information or data gathered through the CAC care process will be revealed in any manner to anyone, except as needed for the child's treatment and case handling through the CAC, or except as directed by state or federal legislation regarding disclosure.
  - Any member party to this Agreement may cancel their Agreement on their part at any time.
  - Contribution of any one party does not require the Agreement on behalf of the remaining parties.
  - An evolution of this Agreement shall take place yearly.

This Agreement was initially executed in 2005, reaffirmed in 2007, reaffirmed in 2011, reaffirmed in 2015, hereby reaffirmed in 2017, hereby reaffirmed in 2021 and hereby reaffirmed in 2024. Montgomery County Administrative Court Order and Agreement initially executed in December 2019, hereby reaffirmed in 2021 and hereby reaffirmed in 2024. Additional Administrative Court Order was executed by Judge Nance, January 2025.



**Interagency Agreement & Butterfly House Children's Advocacy Center Protocol**

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**ORGANIZATION OR AGENCY**

District Attorney, 25 Prosecutorial District

*J. Lynn Clodtetter* District Attorney 2/7/25  
(Signature and title) Date

Printed Name: J. Lynn Clodtetter

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**ORGANIZATION OR AGENCY**

Steady County Sheriff's Office

*Jeffrey G. ...* 2/7/25  
(Signature and title) Date

Printed Name: Jeffrey G. ...



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**ORGANIZATION OR AGENCY**

Albemarle Police Department

*Ryan P. Manley* Chief of Police 2/7/25  
(Signature and title) Date

Printed Name: Ryan P. Manley

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**ORGANIZATION OR AGENCY**

Oakhorn Police Department

*Neil A. Bosler* Chief of Police 2/7/25  
(Signature and title) Date

Printed Name: Neil A. Bosler



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**ORGANIZATION OR AGENCY**

Norwood Police Department

*James W. ...* Chief of Police 2/24/25  
(Signature and title) Date

Printed Name: James W. ...

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**ORGANIZATION OR AGENCY**

Lenoir Police Department

*Jeff B. Shaw* Chief of Police 2/2/25  
(Signature and title) Date

Printed Name: Jeff B. Shaw



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**ORGANIZATION OR AGENCY**

**Basin Police Department**  
 Signature and Title: [Signature] 2/24/2025  
 Title: [Blank]

Printed Name: Silviana To Simba

**Interagency Agreement & Butterfly House Children's Advocacy Center Protocol**  
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**ORGANIZATION OR AGENCY**

**Meridian Police Department**  
 Signature and Title: [Signature] Chief of Police 2/24/2025  
 Title: [Blank]

Printed Name: Rayon Mackey Lambert



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**ORGANIZATION OR AGENCY**

**Stanfield Police Department**  
 Signature and Title: [Signature] Chief 3/1/2025  
 Title: [Blank]

Printed Name: BRANDY NESSON

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**ORGANIZATION OR AGENCY**

**Montgomery County Sheriff's Office**  
 Signature and Title: [Signature] Sheriff 3/1/2025  
 Title: [Blank]

Printed Name: Peter Heron



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**ORGANIZATION OR AGENCY**

**MI Gilead Police Department**  
 Signature and Title: [Signature] Chief of Police 2/7/2025  
 Title: [Blank]

Printed Name: Talanda LeGrand

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**ORGANIZATION OR AGENCY**

**Troy Police Department**  
 Signature and Title: [Signature] Chief of Police 2-7-25  
 Title: [Blank]

Printed Name: Tammy Jones Adams



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**ORGANIZATION OR AGENCY**

Star Police Department

David E. King 02/26/2025  
(Signature and title) Date

Printed Name David E. King

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**ORGANIZATION OR AGENCY**

Carroll Police Department

Stephen M. Bellows 02/16/25  
(Signature and title) Date

Printed Name Stephen M. Bellows



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**ORGANIZATION OR AGENCY**

Buccoo Police Department

Jason R. Hoff 2/17/25  
(Signature and title) Date

Printed Name Jason R. Hoff

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**ORGANIZATION OR AGENCY**

Stacy County Health and Human Services

Dilly Holman Clayton 01/26/2025  
(Signature and title) Date

Printed Name Dilly Holman Clayton



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**ORGANIZATION OR AGENCY**

Montgomery County Department of Social Services

Kris Hernandez 2/10/2025  
(Signature and title) Date

Printed Name Kris Hernandez

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**ORGANIZATION OR AGENCY**

The Department of Public Safety - Division of Adult Corrections and Juvenile Justice

Phillip R. Spaight 2/10/25  
(Signature and title) Date

Printed Name Phillip R. Spaight



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**ORGANIZATION OR AGENCY**

**Creative Counseling and Learning Solutions**

Janae E. Williams, PhD, LCSW, NCC 01/10/25  
(Signature and title) Date

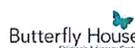
Printed Name: Janae E. Williams



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**ORGANIZATION OR AGENCY**

**Daymark Recovery Services**

Michelle Ivry, MSW, MHA, LCSW, CSWAP  
(Signature and title)

Electronically signed 2/7/25 @315PM  
Date

Printed Name: Michelle Ivry, MSW, MHA, LCSW, CSWAP- Chief Program Officer



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**ORGANIZATION OR AGENCY**

**Novaris**

Peggy S. Tethune 02/10/25  
(Signature and title) Date

Printed Name: Peggy S. Tethune



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**ORGANIZATION OR AGENCY**

**Journey Counseling and Consulting**

Jane C. Albright, LCSW, NCC 01/11/2025  
(Signature and title) Date

Printed Name: Jane C. Albright, LCSW, NCC

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**ORGANIZATION OR AGENCY**

**Journey Counseling**

Veitka V. Barcher, Director 2/7/25  
(Signature and title) Date

Printed Name: Veitka V. Barcher



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**ORGANIZATION OR AGENCY**

**Intentional Growth Behavioral Health Services**

Ashley Adams, Psychologist, Owner 01/27/25  
(Signature and title) Date

Printed Name: Ashley Adams



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ORGANIZATION OR AGENCY

Stanh County Schools

Carla E. Murray Executive Director of Schools 2/7/2025 (Signature and title) Secretary Stanh County Schools Date

Printed Name: Carla E. Murray

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ORGANIZATION OR AGENCY

Montgomery County Schools

Jack Cagle School Activities Supervisor 2/10/2025 (Signature and title) Date

Printed Name: Jack Cagle



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ORGANIZATION OR AGENCY

Montgomery County Division of Adult Correction and Juvenile Justice

Sherry L. Owens Field Service Specialist 2/11/2025 (Signature and title) Date

Printed Name: Sherry L. Owens

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ORGANIZATION OR AGENCY

Butterfly House Children's Advocacy Center

Ami S. C. Youn 2-7-25 (Signature and title) Date

Printed Name: Ami S. C. Youn



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ORGANIZATION OR AGENCY

Butterfly House CAC Victim Advocacy

Anita Honeycutt, VA 2-7-25 (Signature and title) Date

Printed Name: Anita Honeycutt, VA

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ORGANIZATION OR AGENCY

Fernside Interviewing of the BHCAC

Jennifer Truesher 2/7/25 (Signature and title) Date

Printed Name: Jennifer Truesher, RN



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ORGANIZATION OR AGENCY  
 Butterfly House Children's Advocacy Center Medical Director

*[Signature]*  
 (Signature and title)

2/1/2025  
 Date

Printed Name: Barbara A. [unclear]

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ORGANIZATION OR AGENCY  
 Atrium Health Stanley

*[Signature]*  
 (Signature and title) Facility Executive

2/18/2025  
 Date

Printed Name: Marcia Abernethy



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**Mental Health Provider Linkage Agreement**

In order to provide continued care for the children seen at the Butterfly House Children's Advocacy Center of Atrium Health Stanley, the agency agrees to receive referrals from Butterfly House CAC for the purpose of providing therapy to referred children/caregivers. The agency verifies that the mental health providers are at minimal licensed counselor with a Master's degree in a related mental health field and have trauma training. In addition, the agency verifies that the mental health providers have appropriate training and experience to provide the services listed below:

- Crisis Intervention Services
- Trauma-Specific assessment including full trauma history
- Use of standardized measures initially & periodically
- Family/Caregiver engagement
- Individualized evidence-informed treatment appropriate for children and family seen
- Individualized treatment plan that is periodically re-assessed
- Referrals to other community services as needed
- Clinical supervision

I am happy to partner with Butterfly House Children's Advocacy Center in this manner and acknowledge that this partnership is one of many that, combined, will help ensure that all child victims seen at Butterfly House have access to appropriate mental health services. I am aware that as a partner of Butterfly House, the agency is considered a member of the community's Multi-Disciplinary Team (MDT), have received a copy of the Butterfly House MDT Protocol, and am invited to attend the MDT monthly Case Review meetings where the status of all open cases are discussed. The mental health providers agree to maintain contact with the Butterfly House Victim Advocate regarding the progress of each referred child's treatment, any new disclosures, etc. for the purpose of sharing this information on the child's behalf at the case review meetings. I agree to abide by the confidentiality requirements as outlined in the MDT Protocol.

Daymark Recovery Services  
 Mental Health Agency Name

*[Signature]*  
 Signature

*[Signature]*  
 Signature

Any You, RN, BSN, Coordinator  
 Butterfly House Children's Advocacy Center

Electronically signed 2/7/25 @ 3:17PM  
 Date

2/7/2025  
 Date



**Mental Health Provider Linkage Agreement**

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Victim Advocacy Services  
 Mental Health Agency Name

*[Signature]*  
 Signature

*[Signature]*  
 Signature

Any You, RN, BSN, Coordinator  
 Butterfly House Children's Advocacy Center

2-7-25  
 Date

2-7-25  
 Date



**Mental Health Provider Linkage Agreement**

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Creative Counseling & Learning Solutions, PLLC  
 Mental Health Agency Name

*[Signature]*  
 Signature

*[Signature]*  
 Signature

Any You, RN, BSN, Coordinator  
 Butterfly House Children's Advocacy Center

2/7/2025  
 Date

2/7/2025  
 Date



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ORGANIZATION OR AGENCY  
 Clearer Minds Consulting and Consulting

*[Signature]*  
 (Signature and title)

*[Signature]*  
 (Signature and title)

Printed Name: Catherine Hedges

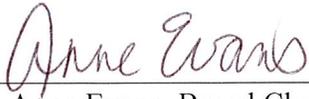
2/24/25  
 Date



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Board Chair Evans asked for a motion to adjourn the meeting. Bryan Dozier made the motion with Cindy Taylor seconding; the meeting was duly adjourned.

The next regular meeting will be held on Monday, August 4, 2025, at 6:30 pm at the Montgomery County Central Office.

  
\_\_\_\_\_  
Anne Evans, Board Chair

  
\_\_\_\_\_  
Karen Roseboro, Ed. D., Secretary