



WATAUGA COUNTY BOARD OF EDUCATION

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

WATAUGA COUNTY BOARD OF EDUCATION MEETING AGENDA ***June 22, 2026***

- | | | |
|-----------|--|---|
| 4:30 p.m. | 1. CALL TO ORDER | Board Chair |
| 4:33 p.m. | 2. CLOSED SESSION <ul style="list-style-type: none">A. Approval of the Minutes for 5/11/2026B. Reportable Offenses – N.C.G.S.115C-288(g)C. Student Records - N.C.G.S.143-318.11(a)(1)D. Personnel – N.C.G.S.143-318.11(a)(6)E. Attorney-Client - N.C.G.S. 143-318.11(a)(3) | Board Chair |
| 6:00 p.m. | 3. OPEN SESSION CALL TO ORDER/
WELCOME/MOMENT OF SILENCE | Board Chair |
| 6:03 p.m. | 4. DISCUSSION AND ADJUSTMENT OF AGENDA | Board Chair |
| 6:05 p.m. | 5. SUPERINTENDENT’S REPORT | Dr. Leslie Alexander |
| 6:08 p.m. | 6. SPECIAL RECOGNITION <ul style="list-style-type: none">★ Resolutions of Achievement<ul style="list-style-type: none">○ Men’s Tennis○ Women’s Soccer○ Men’s Golf○ Men’s Outdoor Track & Field○ Women’s Outdoor Track & Field★ Recognition of Retirement★ Announcement of New Principal Appointments | Dr. Leslie Alexander &
Board Chair

Dr. Leslie Alexander
Dr. Leslie Alexander |
| 6:33 p.m. | 7. PUBLIC COMMENT | Board Chair |
| 6:40 p.m. | 8. CONSENT AGENDA <ul style="list-style-type: none">A. Approval of the Minutes for 5/11/2026B. Declaration of Surplus | Board Chair |

- C. 2026-27 Request for Adoption of Interim Continuing Budget Resolution
- D. Chromebook Purchase
- E. 2026-27 NC Driving School Contract
- F. Personnel Report

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|------------------|---|---------------------------------------|
| 6:42 p.m. | 9. ACTION: 2025-26 BUDGET AMENDMENT #4 | Mr. Joe Nash |
| 6:47 p.m. | 10. ACTION: RENEWAL OF INSURANCE POLICIES <ul style="list-style-type: none"> • Automobile • Liability • Property | Mr. Joe Nash |
| 6:55 p.m. | 11. PROPOSAL FOR WRESTLING FACILITY | John Grasinger &
Bobby Plemons |
| 7:05 p.m. | 12. RESOLUTION FOR THE DESIGN-BUILD CONSTRUCTION METHOD FOR INSTALLATION OF ARTIFICIAL TURF (for WHS Baseball and Flag Football Facility) | Dr. Leslie Alexander |
| 7:15 p.m. | 13. POLICIES: SUBSTANTIVE FOR FIRST READ <ul style="list-style-type: none"> • 1510/4200/7270: School Safety • 3430: School Improvement Plan • 3565/8307: Title I Program Comparability of Services • 4001: Equal Educational Opportunities • 7530: Military Leave | Dr. Tierra Stark |
| 7:25 p.m. | 14. ACTION: BEGINNING TEACHER SUPPORT PROGRAM PLAN | Dr. Katie Barbee |
| 7:35 p.m. | 15. CURRICULUM AND STUDENT ACHIEVEMENT END-OF-YEAR SUMMARY | Dr. Brian Bettis &
Mr. Phil Norman |
| 7:50 p.m. | 16. BOARD OPERATIONS <ul style="list-style-type: none"> ➤ Updated BOE Committee List ➤ July 13 BOE Work Session & Meeting | Board Chair |
| 7:55 p.m. | 17. BOARD COMMENTS | Board Chair |
| 8:00 p.m. | 18. ADJOURNMENT | Board Chair |
| | 19. INFORMATION ITEM (No Action Required): <ul style="list-style-type: none"> • Final Procedure 3520-P: ABA and Other Private Therapy Providers | |



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WATAUGA COUNTY BOARD OF EDUCATION MEETING

DATE: May 11, 2026

TIME: 2:00 p.m. and 6:00 p.m.

PLACE: Margaret E. Gragg Education Center

PRESENT:

- Gary Childers, Alison Idol, Jay Fenwick, Adam Hege, *BOE Members*
- Dr. Leslie Alexander, *Superintendent*
- Mr. Chris Campbell, *Board Attorney*

CALL TO ORDER

Board Chair Dr. Gary Childers called the special-called open session to order at 2:03 p.m.

BOARD OF EDUCATION VACANCY: CANDIDATE DISCUSSION

Board members had previously reviewed twenty letters of interest from well-qualified individuals and expressed appreciation for the strength of the applicant pool. After each member provided rankings of their top three choices, Dr. Adam Hege made a motion to recommend Marshall Ashcraft for the vacant Board seat, and Dr. Jay Fenwick seconded the motion. Following discussion, the Board unanimously approved the recommendation, noting that Mr. Ashcraft's prior service on the Board would be a valuable asset during a period of anticipated turnover following the November elections. It was decided that Dr. Jay Fenwick would present the motion during the regular open session meeting at 6:00 p.m., and that Mr. Ashcraft would be sworn in as soon as possible and begin serving in his official capacity immediately.

ADJOURNMENT

Alison Idol made a motion to adjourn the meeting, seconded by Dr. Adam Hege. The motion was approved by all members, and the meeting adjourned at 2:32 p.m.

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## **CALL TO ORDER/WELCOME/MOMENT OF SILENCE**

Board Chair Dr. Gary Childers called the open session to order at 6:02 p.m. He welcomed everyone present and asked all to observe a moment of silence. Dr. Childers acknowledged Dr. and Mrs. Scott Elliott and former theatre teacher Trimella Chaney, who were present. He also reminded everyone about the Valle Crucis dedication and ribbon-cutting ceremony to be held on May 16 at 10:00 a.m. at the new Valle Crucis School.

## **DISCUSSION AND ADJUSTMENT OF AGENDA**

It was noted that, under Board Operations, the Board would discuss a land use request from the County Commissioners.

## **SUPERINTENDENT'S REPORT**

- The first Trades Signing Day was held on April 21 at Watauga High School & Innovation Academy and was co-sponsored by the WCS CTE Department and the Boone Area Chamber of Commerce. The event recognized students entering skilled trades, college, or trade school pathways who have earned CTE credentials. These students have worked hard to prepare for their next steps, and this inaugural event celebrated both their accomplishments and the value and importance of Career and Technical Education.
- Former Board member Charlotte Lloyd, who has a strong passion for the health field, expressed a desire to make a one-time donation to support a Health Science teacher pursuing National Board Certification by covering the NBPTS cost. She designated WHS/IA Health teacher Heather Miller as the recipient, and Ms. Miller will benefit from Ms. Lloyd's generous contribution.
- Our valued community partner, *Come Back Shack*, once again hosted three "Give Back" days this school year, during which a percentage of sales supported the reduction of school lunch debt in Watauga County Schools. With the added generosity of their food supplier, Sysco, these efforts resulted in a total contribution of \$14,489 to help reduce outstanding student cafeteria balances.
- In partnership with the Downtown Boone Development Association, the Watauga Education Foundation (WEF) is hosting Forks Up! For Education—a Restaurant Week supporting public schools in Watauga County. Participating Downtown Boone restaurants will donate 3% of profits to WEF to support classroom projects, grants, scholarships, and other needs for Watauga County public school students and teachers where state and local budgets fall short.
- Several Pioneer teams are competing in state playoff competitions. Watauga Men's Golf is competing in the 6A Men's Golf State Championship, with previous state championship appearances in 2004 and 2005. In addition, Men's Lacrosse is competing in Rounds 1 and 2, Women's Lacrosse in Rounds 1 and 2, Women's Soccer in Round 2, and Varsity Baseball in Rounds 3 and 4. On May 16, Watauga Track & Field will head to the 6A State Championship following an outstanding performance at the 6A West Regional Meet, where the women's team finished 1st out of 18 teams and the men's team finished 2nd out of 19 teams.
- Recognition Dates for May:
  - May is recognized as Mental Health Awareness Month, a time to raise awareness, reduce stigma, and emphasize the importance of supporting the mental health and well-being of students, staff, and families in our school communities.
  - May 1 was National School Principals' Day, an opportunity to recognize and thank our principals for their leadership, dedication, and the many ways they support students, staff, and school success each day.

- Also on May 1, we recognized School Lunch Hero Day, honoring the cafeteria staff who work diligently to provide nutritious meals and caring service to students across our district.
- May 4–8 was National Teacher Appreciation Week, recognizing the outstanding commitment, creativity, and impact of our teachers in shaping student learning and success.
- May 6 was National School Nurses Day, a time to honor our wonderful school nurses for their essential role in keeping students healthy, safe, and ready to learn each day.
- May 8 was School Communicators Day, and we are grateful for Bailey Little for her work in helping share our district’s story, keeping families informed, and strengthening communication between schools and the broader community.
- May 18 was National Speech Pathologist Day, honoring our speech-language pathologists for their work in supporting student communication, language development, and academic success.
- WCS’ Rookie Teacher of the Year is Joanna Frahatti, 5th grade teacher at Bethel. The following are the 2026–27 Watauga County Teachers, including Meghan Scott, who was selected as Watauga County’s Teacher of the Year:
  - Bethel: Pam West
  - Blowing Rock: Carrie Ingram
  - Cove Creek: Courtney McWhorter
  - Green Valley: Kelly MacDonald
  - Hardin Park: Meghan Scott
  - Mabel: Cassie Wilhelm
  - Parkway: Miranda Higginbotham
  - Valle Crucis: Sabrina Eudy
  - Watauga High School & Innovation Academy: Kourtney Rabinowitz

## **STUDENTS’ REPORT**

- SkillsUSA allows students to apply their CTE knowledge through long-term, hands-on projects across a variety of fields, helping them build job-ready skills. It is a great opportunity for students interested in Career and Technical Education to immerse themselves in their chosen area while developing both technical and professional skills. The club traveled to Greensboro on Wednesday, April 15, for the state competition. Parker Strickland was inducted as a SkillsUSA State Officer.
- On May 14, the choral program will present its final concert of the year, “One Last Time Together.” The last *Punchline*—a show featuring comedy skits and original songs—will be presented on May 16, along with the annual Trimella Awards and a celebration honoring retiring teacher Ms. Sarah Miller. The annual 24/10 Play Festival will take place for the 8th year in a row on May 22. The event features eight 10-minute plays that are written, directed, and performed entirely by students in just 24 hours, involving 4 technicians, 8 directors, 17 writers, and 32 actors.
- As graduation season approaches, 8th grade promotion ceremonies will also be held, during which students’ accomplishments at their K–8 schools are celebrated and they are wished well as they transition to high school.
- Many students are currently involved in AP testing, which takes place at Howards Creek Baptist Church, a site that has generously been made available for many years. There have been some concerns raised by parents and students regarding the testing location; however, it provides a quiet, focused environment outside of the school building that supports students during exam conditions.
- Congratulations: Dr. Scott Strickler was named Principal of the Year for Watauga County Schools. The Watauga women’s outdoor track and field team captured their 16th Northwest Conference title, and the Watauga men’s outdoor track and field team earned their 5th consecutive Northwest Conference championship. Charlie Stumb and Annie Willis were named Prom King and Queen.

## **11TH GRADE STUDENT BOARD REPRESENTATIVE**

Dr. Adam Hege made a motion to appoint Brayden Howard as the 11th Grade Student Board Representative. Dr. Jay Fenwick seconded the motion, and it was approved by all Board members.

Dr. Hege shared comments about Brayden, the son of Alex and Jennifer Howard, noting that he is being recommended for the position due to his passion, strong communication skills, and clear commitment to serving others. Brayden stated that he is “excited to have this opportunity.”

## **RECOMMENDATION OF APPOINTMENT: BOARD OF EDUCATION VACANCY**

Dr. Gary Childers explained the process the Board followed in selecting a candidate to fill the vacant Board seat following Charlotte Lloyd’s resignation. He noted that the Board was impressed with the quality of applicants who submitted letters of interest. Dr. Jay Fenwick made a motion to appoint Mr. Marshall Ashcraft to fill the vacancy. Dr. Adam Hege seconded the motion, and it was approved unanimously.

Dr. Fenwick shared that Mr. Ashcraft previously served on the Board of Education for four years and fulfilled the role very effectively. Dr. Childers commented that Mr. Ashcraft cares deeply about the schools and brings both knowledge and a strong commitment to education. Mr. Ashcraft stated that it is “an honor” to be selected to serve again.

## **SPECIAL RECOGNITION**

### **★ Servant’s Heart Award**

The Servant’s Heart Award is the highest honor presented by the Superintendent and the Watauga County Board of Education. It recognizes individuals who go above and beyond the call of duty and serve from the heart, not for recognition. Dr. Alexander presented the Servant’s Heart Award to Watauga High School Art teachers Sam Brown and Dacia Trethewey, along with the Watauga High School Visual Arts Department. Mr. Brown was unable to attend due to a prior family commitment, and Ms. Trethewey accepted on behalf of both him and the department.

Through their leadership, time, and care for others, they have helped coordinate and sustain the annual “Empty Bowls” event at Watauga High School, which has become a meaningful community tradition. This year’s event raised over \$12,500 for the Hunger and Health Coalition, supporting its food pantry, pharmacy, and free clinic programs. Over its 23-year history, the event has raised a total of \$172,500. Ms. Trethewey and Mr. Brown have worked closely with the Hunger and Health Coalition to ensure its continued success and have also provided meaningful service-learning opportunities for students, including volunteering and donating handmade clay Bowls. Representing the Hunger and Health Coalition in presenting the award were Executive Director Catherine King, Director of Marketing and Communications Kayla Lasure, and Director of Development Tara Stollenmaier.

### **★ Battle of the Books**

Director of Technology Dr. Alison Schleede, who oversees Media Specialists and *Battle of the Books*, recognized the students and expressed her pride to them and their coaches on a job well done.

- Elementary ~ Parkway: They placed first in the district competition and had an outstanding performance at the regional competition.

- Students: Rachael Broman-Fulks, Henry Hicks, Uriah Hopper, Jakob Lipscomb, Pierce Royle, Brighton Stoddard
- Coaches: Owen Gray and Mackenzie Huffman
- Middle ~ Hardin Park: They earned first place in the WCS District Middle School BOB Competition and first place in the Region 7 Middle School BOB Competition, and represented the school and district at the state-level competition.
  - Students: Olen Coley, Pippa Ellis, Mackenzie Hoffman, Catie Grace Hutelmyer, Noah Kilby, Myra McAllister, Eloise Rodrigues, Ricky Saylor, Lucy Schurman
  - Coaches: Amy Hiatt and Candice Trexler
- High School ~ Watauga: They placed second at the regional competition.
  - Students: Meredith Allen, Josh Amburose, Rebecca Billette, Leoria Davenport, Ariail Lewis, Valentina Miranda-Castro, Sydney Moretz, Grace Young
  - Coach: Kane Hall

### ★ **WCS Band and Orchestra Achievements**

- Lindsay Scarborough, Band and Orchestra teacher at Cove Creek and Mabel, recognized students selected for the Piedmont Honor Band:
  - Cove Creek: Huck Childers, Graham Eggers, Calem Johnson, Damien Johnson, Harper Manely, Lauren McCoy, Brixen Reid, and Scarlett Zuback
  - Mabel: Vivian Booker, Aurora Heissel, MaeBelle Platt, and Zack Reece
- Taryn Wooten, Band and Orchestra teacher at Watauga High School/Innovation Academy, recognized the following students:
  - NC Western Region Orchestra: Josephine Walker (Honors Orchestra) and Rosemary Walker (Repertory Orchestra)
  - NC All-State Honors Orchestra: Josephine Walker
  - NC Western Region Jazz Band: Ian Biles (High School "B" Band) and James Bostrom (High School "A" Band)
  - Northwest NC All-District Band: Ian Biles (11/12 Symphonic Band, 4th Chair Trumpet) and James Bostrom (11/12 Symphonic Band, 2nd Chair Alto Saxophone)

### ★ **Graduating Student Board Representative**

Dr. Alexander and the Board honored Ms. Athena Elliott as the graduating Student Board Representative. She has served with professionalism, thoughtfulness, and maturity, demonstrating a genuine commitment to serving fellow students. She was presented with a leadership medal to be worn at graduation, a distinct honor symbolizing the impact she has made during her time on the Board. Athena expressed that it had been a “huge honor and privilege” to serve.

### **PUBLIC COMMENT**

The following five individuals made comments advocating for the retention of two Theatre teachers at Watauga High School:

- Michelle Spaulding
- Susan McCracken
- Peyton Walton
- Dylan Russell
- Trimella Chaney

## **CONSENT AGENDA**

- A. Approval of the Minutes for 4/13/2026 and 4/30/2026
- B. Field Trip Requests
- C. 2026-27 School Nutrition Contract Renewals
- D. Food Locker Program at Green Valley Elementary School
- E. 2026-27 WCS Student/Parent Mobile Computing Device Handbook
- F. 2026-27 WCS School Fees
- G. Declaration of Surplus
- H. 2025-26 Budget Amendment #3
- I. Personnel Report

Alison Idol made a motion to approve the Consent Agenda. Dr. Adam Hege seconded the motion, and it was unanimously approved.

## **PROPOSAL FOR WRESTLING FACILITY**

*No one was present to speak on this agenda item.*

## **CTE LOCAL APPLICATION PLAN**

Director of Career & Technical Education Dr. Tierra Stark presented the CTE Local Application Plan. Last year, students earned 887 program area credentials, which are industry-aligned credentials that can lead to higher wages and provide initial entry into a career field. There were 230 CTE concentrators, defined as students who have earned two or more credits within a career cluster pathway.

Dr. Stark explained CTE funding and provided an overview of how Watauga County Schools allocated those funds, including the programs supported, the number of teachers and students served, and the total expenditures within each program area. She noted that funding for 2026–27 will rely on state funds for personnel, supplies, and credentials, while federal funds will primarily support larger expenditures. Dr. Stark also shared that if state and federal funding continue to decline, the district may not be able to sustain some of the programs currently offered.

The WCS CTE program met or exceeded local and state targets across all eight performance measures for the 2024–25 school year, highlighting the many areas of success and achievement within WCS CTE.

- Concentrator Cohort Graduation is greater than 95% (within 90% of local benchmark and state goal)
- Academic Proficiency in ELA is 44.3% (within 90% of local benchmark and above state goal)
- Academic Proficiency in Math is 53.6% (above local benchmark and above state goal)
- Academic Proficiency in Science is 58.8% (above local benchmark and above state goal)
- Postsecondary Placement is 97.78% (above local benchmark and above state goal)
- Nontraditional Enrollment: 27.87% (above local benchmark and above state goal)
- Credential Attainment: 93.3% (above local benchmark and within 90% of state goal)
- Proof of Learning Proficiency: 88.35% (within 90% of local benchmark and above state goal)

For the 2026–27 school year, the state is restructuring CTE programs into six new career clusters:

- Creating and Experiencing (Hospitality, Events, & Tourism; Arts, Entertainment, & Design)
- Building and Moving (Advanced Manufacturing; Construction; Supply Chain & Transportation)
- Cultivating Resources (Agriculture; Energy & Natural Resources)
- Caring for Communities (Healthcare & Human Services; Public Service & Safety)
- Investing in the Future (Financial Services)
- Connecting and Supporting Success (Management & Entrepreneurship; Digital Technology & Computer Science; Marketing and Sales)

Alison Idol made a motion to approve the CTE local plan, Dr. Jay Fenwick seconded, and the motion passed unanimously.

### **BOARD OPERATIONS**

The Board discussed the possibility of using a portion of the land at Cove Creek School for middle school athletic ballfields. Mr. Chris Campbell explained that the property is held in a statutory school fund and noted that a lease arrangement could potentially be established through an intergovernmental agreement. Board members expressed support for exploring the idea further, noting the importance of providing usable athletic space in the western end of the county. Dr. Jay Fenwick stated that he would like to review plans prepared by an architect or engineer. The Board authorized Dr. Alexander to speak with the County Manager to gather additional information.

### **BOARD COMMENTS**

There were no additional Board comments.

### **ADJOURNMENT**

Alison Idol made a motion to adjourn the meeting, seconded by Dr. Jay Fenwick. The motion was approved by all members, and the meeting adjourned at 7:47 p.m.

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Dr. Gary Childers, *Board of Education Chair*

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Dr. Leslie Alexander, *Superintendent*

## Declaration of Surplus Items - JUNE 2026

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

### Bethel

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u>     | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|------------------------|---------------|-----------------|
| 34831          | 1               | LAPTOP- ELITEBOOK 1030 |               | 1               |
| 36312          | 1               | CHROMEBOOK- 200e       |               | 1               |
| 33474          | 1               | CHROMEBOOK- 300e       |               | 1               |
| 100907         | 1               | CHROMEBOOK- 300e       |               | 1               |
| 36313          | 1               | CHROMEBOOK- 300e       |               | 1               |
| 36314          | 1               | CHROMEBOOK- 300e       |               | 1               |
| NONE           | 2               | CHAIR- UPHOLSTERED     |               | 2               |
| NONE           | 1               | LOVESEAT               |               | 1               |
| 36593          | 1               | CHROMEBOOK- HP G9      |               | 1               |
| NONE           | 3               | TABLES- SCIENCE LAB    |               | 3               |
| 100795         | 1               | AC - WINDOW UNIT       |               | 1               |
| 35844          | 1               | LAPTOP- ELITEBOOK 1030 |               | 1               |
| 35958          | 1               | DOC CAMERA- IPEVO      |               | 1               |

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### Blowing Rock

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u> | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|--------------------|---------------|-----------------|
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### Cove Creek

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u> | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|--------------------|---------------|-----------------|
| 800263         | 1               | DOC- CAMERA ELMO   |               | 1               |
| 800241         | 1               | PROJECTOR NP300    |               | 1               |
| 800028         | 1               | SMARTBOARD- 680    |               | 1               |
| 36649          | 1               | CHROMEBOOK- HP G9  |               | 1               |
| 32974          | 1               | CHROMEBOOK- YOGA   |               | 1               |
| 32975          | 1               | CHROMEBOOK- YOGA   |               | 1               |
| 33457          | 1               | CHROMEBOOK- YOGA   |               | 1               |
| 33458          | 1               | CHROMEBOOK- YOGA   |               | 1               |

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| 33460 | 1 CHROMEBOOK- YOGA | 1 |
| 33463 | 1 CHROMEBOOK- YOGA | 1 |
| 33466 | 1 CHROMEBOOK- YOGA | 1 |
| 33470 | 1 CHROMEBOOK- YOGA | 1 |
| 33472 | 1 CHROMEBOOK- YOGA | 1 |
| 33478 | 1 CHROMEBOOK- YOGA | 1 |
| 33480 | 1 CHROMEBOOK- YOGA | 1 |
| 33643 | 1 CHROMEBOOK- YOGA | 1 |
| 33793 | 1 CHROMEBOOK- YOGA | 1 |
| 34464 | 1 CHROMEBOOK 300e  | 1 |
| 34465 | 1 CHROMEBOOK 300e  | 1 |
| 34466 | 1 CHROMEBOOK 300e  | 1 |
| 34467 | 1 CHROMEBOOK 300e  | 1 |
| 34468 | 1 CHROMEBOOK 300e  | 1 |
| 34469 | 1 CHROMEBOOK 300e  | 1 |
| 34471 | 1 CHROMEBOOK 300e  | 1 |
| 34472 | 1 CHROMEBOOK 300e  | 1 |
| 51913 | 1 CHROMEBOOK- YOGA | 1 |
| 51914 | 1 CHROMEBOOK- YOGA | 1 |
| 52095 | 1 CHROMEBOOK 300e  | 1 |
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| 33148 | 1 CHROMEBOOK 100e  | 1 |
| 33156 | 1 CHROMEBOOK 100e  | 1 |
| 33459 | 1 CHROMEBOOK- YOGA | 1 |
| 33465 | 1 CHROMEBOOK- YOGA | 1 |

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| 33477 | 1 CHROMEBOOK- YOGA | 1 |
| 33479 | 1 CHROMEBOOK- YOGA | 1 |
| 33558 | 1 CHROMEBOOK- YOGA | 1 |
| 34132 | 1 CHROMEBOOK 100e  | 1 |
| 34136 | 1 CHROMEBOOK 100e  | 1 |
| 34140 | 1 CHROMEBOOK 100e  | 1 |
| 34143 | 1 CHROMEBOOK 100e  | 1 |
| 34156 | 1 CHROMEBOOK 100e  | 1 |
| 34159 | 1 CHROMEBOOK 100e  | 1 |
| 34166 | 1 CHROMEBOOK 100e  | 1 |
| 34475 | 1 CHROMEBOOK 100e  | 1 |
| 35497 | 1 CHROMEBOOK 100e  | 1 |
| 35509 | 1 CHROMEBOOK 100e  | 1 |
| 35510 | 1 CHROMEBOOK 100e  | 1 |
| 35678 | 1 CHROMEBOOK 100e  | 1 |
| 51687 | 1 CHROMEBOOK- YOGA | 1 |
| 51915 | 1 CHROMEBOOK- YOGA | 1 |
| 52199 | 1 CHROMEBOOK- YOGA | 1 |
| 52310 | 1 CHROMEBOOK 300e  | 1 |
| 51638 | 1 CHROMEBOOK- YOGA | 1 |
| 51639 | 1 CHROMEBOOK- YOGA | 1 |
| 51671 | 1 CHROMEBOOK- YOGA | 1 |
| 51715 | 1 CHROMEBOOK- YOGA | 1 |
| 51716 | 1 CHROMEBOOK- YOGA | 1 |
| 51738 | 1 CHROMEBOOK- YOGA | 1 |
| 51739 | 1 CHROMEBOOK- YOGA | 1 |
| 51897 | 1 CHROMEBOOK- YOGA | 1 |
| 35622 | 1 CHROMEBOOK 100e  | 1 |
| 35502 | 1 CHROMEBOOK 100e  | 1 |

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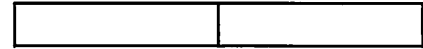
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## Green Valley

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u> | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|--------------------|---------------|-----------------|
| NONE           | 3               | FILING CABINET     | 3             |                 |
| 500200         | 1               | SMARTBOARD         |               | 1               |
| 33052          | 1               | PROJECTOR          |               | 1               |



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## Hardin Park

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u>   | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|----------------------|---------------|-----------------|
| NONE           | 1               | TABLE- SCIENCE LAB   |               | 1               |
| 50210          | 1               | DOC CAMERA- ELMO     |               | 1               |
| 500370         | 1               | DOC CAMERA- ELMO     |               | 1               |
| NONE           | 1               | RACK- OUTDOOR BIKE   | 1             |                 |
| NONE           | 1               | FILING CABINET- 4DR  | 1             |                 |
| NONE           | 2               | FILING CABINET- 5 DR | 2             |                 |
| 33559          | 1               | CHROMEBOOK- 300e     |               | 1               |
| NONE           | 3               | TABLES-WOODEN 30X72  | 3             |                 |
| NONE           | 3               | RUGS                 |               | 3               |
| 37952          | 1               | CHROMEBOOK HP        |               | 1               |
| 34937          | 1               | CHROMEBOOK 100e      |               | 1               |
| 34972          | 1               | CHROMEBOOK 100e      |               | 1               |
| 35415          | 1               | CHROMEBOOK 100e      |               | 1               |
| 37819          | 1               | CHROMEBOOK HP        |               | 1               |
| 34909          | 1               | CHROMEBOOK 100e      |               | 1               |
| 51734          | 1               | CHROMEBOOK YOGA      |               | 1               |
| 51735          | 1               | CHROMEBOOK YOGA      |               | 1               |
| 51713          | 1               | CHROMEBOOK YOGA      |               | 1               |
| 33553          | 1               | CHROMEBOOK 300e      |               | 1               |
| 36299          | 1               | CHROMEBOOK 300e      |               | 1               |
| 38501          | 1               | CHROMEBOOK 300e      |               | 1               |
| 00036251       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00036254       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00036257       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00036275       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00037540       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038443       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038444       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038445       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038446       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038448       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038450       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038455       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038456       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038457       | 1               | CHROMEBOOK 300e      |               | 1               |
| 00038459       | 1               | CHROMEBOOK 300e      |               | 1               |

|          |                           |   |   |
|----------|---------------------------|---|---|
| 00038464 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038466 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038469 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038471 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038472 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038473 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038476 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038477 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038478 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038480 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038489 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038491 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038493 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038496 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038502 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038505 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038514 | 1 CHROMEBOOK 300e         |   | 1 |
| 00038543 | 1 CHROMEBOOK 300e         |   | 1 |
| 00039623 | 1 CHROMEBOOK 300e         |   | 1 |
| 00039628 | 1 CHROMEBOOK 300e         |   | 1 |
| 00052253 | 1 CHROMEBOOK 300e         |   | 1 |
| NONE     | 3 CARTS- METEL BOOK       | 3 |   |
| NONE     | 6 IFP- IPEVO              |   | 6 |
| 501135   | 1 IFP- IPEVO              |   | 1 |
| 501134   | 1 IFP- IPEVO              |   | 1 |
| 500452   | 1 CAMDORDER- SONY HAND    |   | 1 |
| NONE     | 1 CAMCORDER- SAMSNG       |   | 1 |
| NONE     | 1 CAMERA- CONFERENCE LOG  | 1 |   |
| 28074    | 1 MICROPHONE- LOGITECH    | 1 |   |
| 28520    | 1 CONFERENCE HUB LOGITECH | 1 |   |
| NONE     | 1 TRIPOD- CAMERA          | 1 |   |
| NONE     | 1 TRIPOD- SUNPAK 660I     | 1 |   |
| NONE     | 1 MAP- WALL- WORLD        | 1 |   |
| NONE     | 1 SCREEN- PULL DOWN PROJE | 1 |   |

82

17

65

## Mabel

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u> | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|--------------------|---------------|-----------------|
| 600061         | 1               | SMARTBOARD 680     |               | 1               |
| NONE           | 3               | FILING CABINET     | 3             |                 |

|          |                    |   |
|----------|--------------------|---|
| 051725   | 1 CHROMEBOOK- YOGA | 1 |
| 051659   | 1 CHROMEBOOK- YOGA | 1 |
| 051656   | 1 CHROMEBOOK- YOGA | 1 |
| 00033566 | 1 CHROMEBOOK- 300e | 1 |
| 00033573 | 1 CHROMEBOOK- 300e | 1 |
| 051925   | 1 CHROMEBOOK- 300e | 1 |
| 00033576 | 1 CHROMEBOOK- 300e | 1 |
| 00033571 | 1 CHROMEBOOK- 300e | 1 |
| 00052211 | 1 CHROMEBOOK- 300e | 1 |
| 00052215 | 1 CHROMEBOOK- 300e | 1 |
| 00033232 | 1 CHROMEBOOK- 100e | 1 |
| 00033231 | 1 CHROMEBOOK- 100e | 1 |
| 00034012 | 1 CHROMEBOOK- 100e | 1 |
| 00034040 | 1 CHROMEBOOK- 100e | 1 |
| 00034036 | 1 CHROMEBOOK- 100e | 1 |
| 00034019 | 1 CHROMEBOOK- 100e | 1 |
| 00034029 | 1 CHROMEBOOK- 100e | 1 |
| 00034025 | 1 CHROMEBOOK- 100e | 1 |
| 00034664 | 1 CHROMEBOOK- 100e | 1 |
| 33879    | 1 CHROMEBOOK- ACER | 1 |
| 32978    | 1 CHROMEBOOK- YOGA | 1 |
| 33565    | 1 CHROMEBOOK- YOGA | 1 |
| 33567    | 1 CHROMEBOOK- YOGA | 1 |
| 33568    | 1 CHROMEBOOK- YOGA | 1 |
| 33569    | 1 CHROMEBOOK- YOGA | 1 |
| 33570    | 1 CHROMEBOOK- YOGA | 1 |
| 33574    | 1 CHROMEBOOK- YOGA | 1 |
| 33575    | 1 CHROMEBOOK- YOGA | 1 |
| 34015    | 1 CHROMEBOOK 100e  | 1 |
| 34021    | 1 CHROMEBOOK 100e  | 1 |
| 34022    | 1 CHROMEBOOK 100e  | 1 |
| 34033    | 1 CHROMEBOOK 100e  | 1 |
| 34038    | 1 CHROMEBOOK 100e  | 1 |
| 34518    | 1 CHROMEBOOK 300e  | 1 |
| 34521    | 1 CHROMEBOOK 300e  | 1 |
| 34662    | 1 CHROMEBOOK 100e  | 1 |
| 34925    | 1 CHROMEBOOK 100e  | 1 |
| 35521    | 1 CHROMEBOOK 100e  | 1 |
| 35525    | 1 CHROMEBOOK 100e  | 1 |
| 35526    | 1 CHROMEBOOK 100e  | 1 |
| 35527    | 1 CHROMEBOOK 100e  | 1 |

|        |                    |   |
|--------|--------------------|---|
| 35530  | 1 CHROMEBOOK 100e  | 1 |
| 35532  | 1 CHROMEBOOK 100e  | 1 |
| 36097  | 1 CHROMEBOOK 300e  | 1 |
| 51658  | 1 CHROMEBOOK- YOGA | 1 |
| 51926  | 1 CHROMEBOOK- YOGA | 1 |
| 51927  | 1 CHROMEBOOK- YOGA | 1 |
| 51945  | 1 CHROMEBOOK- YOGA | 1 |
| 52091  | 1 CHROMEBOOK 300e  | 1 |
| 52092  | 1 CHROMEBOOK 300e  | 1 |
| 52210  | 1 CHROMEBOOK- YOGA | 1 |
| 52212  | 1 CHROMEBOOK 300e  | 1 |
| 52213  | 1 CHROMEBOOK- YOGA | 1 |
| 52214  | 1 CHROMEBOOK 300e  | 1 |
| 52216  | 1 CHROMEBOOK- YOGA | 1 |
| 600080 | 1 DOC CAMERA- ELMO | 1 |
| 600077 | 1 DOC CAMERA- ELMO | 1 |
| 600073 | 1 DOC CAMERA- ELMO | 1 |

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3 59

## Parkway

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u>        | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|---------------------------|---------------|-----------------|
| NONE           | 2               | FILING CABINET            | 2             |                 |
| NONE           | 1               | TABLE- RECTANGLE          | 1             |                 |
| NONE           | 2               | TABLE- SQUARE             | 2             |                 |
| NONE           | 2               | TABLE- TRAPEZOID          | 2             |                 |
| NONE           | 3               | DESK- TEACHER             | 2             | 1               |
| NONE           | 1               | TABLE- ROLLING            | 1             |                 |
| NONE           | 2               | EASEL- ROLLING            | 2             |                 |
| NONE           | 1               | CHAIR- ROCKING W/ FT REST | 1             |                 |
| NONE           | 1               | DESK- ROLLING             | 1             |                 |
| NONE           | 4               | DESK- STUDENT             | 4             |                 |
| 40207          | 1               | IFP- VIEWSONIC            |               | 1               |
| 701419         | 1               | CALCULATOR- TI-73         |               | 1               |
| 701417         | 1               | CALCULATOR- TI-73         |               | 1               |
| 700897         | 1               | CALCULATOR- TI-73         |               | 1               |
| 700869         | 1               | CALCULATOR- TI-73         |               | 1               |
| NONE           | 1               | CALCULATOR- TI-15         |               | 1               |

36562

1 CHROMEBOOK

1

26

18

8

## Valle Crucis

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u>     | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|------------------------|---------------|-----------------|
| 300612         | 1               | DOC CAMERA-AVER VISION |               | 1               |
| 35537          | 1               | CHROMEBOOK- 100e       |               | 1               |

2

0

2

## Watauga High School

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u>      | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|-------------------------|---------------|-----------------|
| 903538         | 1               | DVD/VHS PLAYER- SAMSUNG |               | 1               |
| 37204          | 1               | CHROMEBOOK- HP G9       |               | 1               |
| 903070         | 1               | SMARTBOARD              |               | 1               |
| 904375         | 1               | SMARTBOARD              |               | 1               |
| 900941         | 1               | PROJECTOR- POWERLITE    |               | 1               |
| 00033673       | 1               | PROJECTOR- POWERLITE    |               | 1               |
| 00033924       | 1               | PROJECTOR- POWERLITE    |               | 1               |
| 32999          | 1               | PROJECTOR- POWERLITE    |               | 1               |
| 903165         | 1               | LAPTOP- DELL            |               | 1               |
| 903158         | 1               | LAPTOP- DELL            |               | 1               |
| 903155         | 1               | LAPTOP- DELL            |               | 1               |

11

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11

## Central Office

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u> | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|--------------------|---------------|-----------------|
|                |                 |                    |               |                 |

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0

0

## Technology Department

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u> | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|--------------------|---------------|-----------------|
|----------------|-----------------|--------------------|---------------|-----------------|

|   |
|---|
|   |
| 0 |

|   |   |
|---|---|
|   |   |
| 0 | 0 |

## Transportation Department

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u>  | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|---------------------|---------------|-----------------|
| 51585          | 1               | CUTTER- PLASMA      |               | 1               |
| 51340          | 1               | TRANSCIVER- DIGITAL |               | 1               |

|   |
|---|
|   |
| 2 |

|   |   |
|---|---|
|   |   |
| 0 | 2 |

## Maintenance Department

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u> | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|--------------------|---------------|-----------------|
|----------------|-----------------|--------------------|---------------|-----------------|

|   |
|---|
|   |
| 0 |

|   |   |
|---|---|
|   |   |
| 0 | 0 |

## Child Nutrition

| <u>Asset #</u> | <u>Quantity</u> | <u>Description</u> | <u>Usable</u> | <u>Unusable</u> |
|----------------|-----------------|--------------------|---------------|-----------------|
|----------------|-----------------|--------------------|---------------|-----------------|

|   |
|---|
|   |
| 0 |

|   |   |
|---|---|
|   |   |
| 0 | 0 |



## WATAUGA COUNTY BOARD OF EDUCATION

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

### MEMORANDUM

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

FROM: Joseph Nash, Finance Officer

DATE: June 22, 2026

RE: Request for Adoption of Interim Continuing Budget Resolution

#### **Background Information:**

According to North Carolina statute, school systems are required to operate under an adopted budget. The North Carolina biennium budget for 2025-26 and 2026-27 is not yet finalized, however, we anticipate it will be finalized shortly and will have significant impacts on our payroll expense for the 2026-27 fiscal year. As a result, our state allotments should change significantly from the current planning allotments that have been shared with us.

#### **Consideration:**

Pursuant to General Statute 115C-434, an interim budget will meet statutory requirements for operating under an adopted budget. In order for Watauga County Schools to disburse funds in the new fiscal year until we have updated pay schedules and state allotments and can prepare an accurate budget, we ask the Board to adopt an interim budget, effective July 1, 2026. The interim budget will allow disbursements to continue at the 2025-26 levels until Watauga County Schools approves a final budget resolution.



**WATAUGA COUNTY  
BOARD OF EDUCATION**

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

June 18, 2026

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

From: Dr. Alison Schleede, Director of Technology

Re: Chromebook Purchase

Watauga County Schools is currently planning of chromebooks to replace the outdated devices and purchase 300 new ones for our K-8 schools.

Trafera is on a TIPS contract and would provide these goods.

**Trafera – \$124,577.25**

Please see the attached detail and quote for more information.



# encore

technology group

simplifying IT • enabling success

## **Watauga County Schools**

North Carolina

## **Valle Crucis ES - New School Cabling – Rev1**

### **Encore Technology Group**

141 Grace Drive • Easley, SC 29640

(888) 983-6267 • [www.encoretg.com](http://www.encoretg.com)



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## Statement of Work

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### Overview

Watauga County Schools (CLIENT) is currently planning for the installation of Cat 6, Cat 6A cable for Wireless Access Points, Fiber Optic cable, and Access control Composite cable for a newly constructed Elementary School. Encore Technology Group (Encore) is pleased to present the following Scope of Work to include the recommended engineering effort and materials for the installation.

### Project Scope

Encore shall be responsible for:

#### Project Planning Phase:

- Project Kickoff Call - A pre-project planning meeting will be held to:
  - Ensure CLIENT and Encore agree to the scope as defined
  - Identify key stakeholders and points of contact
  - Create a tentative project schedule
  - Establish a communication plan
- Project Plan – a creation of a detailed plan to include:
  - Establishing project timeline
  - Scheduling of required resources
  - Scheduling of project status call day and time

#### Implementation

- Encore Project Manager shall:
  - Conduct regular status update meetings and distribute project status report
  - Ensure Encore resources adhere to the defined scope
  - Serve as an escalation point for CLIENT Project Manager
  - Notify CLIENT Project Manager if delays within CLIENT owned scope effort are witnessed
  - Obtain written signoffs from CLIENT for all main project phases
  - Maintain project plan
- Encore Engineering Team shall perform the following tasks as they pertain to each portion of the project:
  - Cable Category and Fiber Optic
    - Cat 6 Cabling (Blue)
      - Install two (2) Blue Cat 6 cable runs to each Dual cable drop as indicated on the Client provided electrical drawings, a total of 114 drops, 228 total cable runs
      - Install one (1) Blue Cat 6 cable run to each Speaker, TV, Environmental Sensor, Camera and Elevator drops as indicated on the provided electrical drawings, A total of 138 cable runs
      - Install one (1) Blue face Cat 6 Jack on each end of each cable, a total of 736
      - Install one (1) dual port face plate onto each provided wall box where dual drops terminate, a total of 114 faceplates
      - Install one (1) single port face plate onto each provided wall box where a single drop terminates, a total of 100 faceplates
      - Provide Blue Cat 6 OD High Flex 1' foot patch cords, a total of 330
      - Provide Blue Cat 6 OD High Flex 3' foot patch cords, a total of 330
      - All Cabling will be terminated, tested, and labeled per industry standards

- Cat 6 cabling (Purple)
  - Install one (1) Purple Cat 6 cable run to each Wall Phone and Clock drop as indicated on the Client provided electrical drawings, A total of 56 cable runs
  - Install one (1) Purple face Cat 6 Jack on each end of each cable, a total of 112
  - Install one (1) single port face plate onto each provided wall box where a single drop terminates, a total of 56 faceplates
  - Provide Purple Cat 6 OD High Flex 1' foot patch cords, a total of 56
  - Provide Purple Cat 6 OD High Flex 3' foot patch cords, a total of 56
  - All Cabling will be terminated, tested, and labeled per industry standards
- Cat 6A cabling (Yellow)
  - Install one (1) Yellow Cat 6A cable run to each wireless access point drop as indicated on the Client provided electrical drawings, A total of 46 cable runs
  - Install one (1) Yellow face Cat 6A Jack on each end of each cable, a total of 92
  - Install one (1) single port surface mount box onto Yellow face Cat 6A Jack where a single drop terminates, a total of 46
  - Provide Yellow Cat 6A OD High Flex 1' foot patch cords, a total of 46
  - Provide Yellow Cat 6A OD High Flex 3' foot patch cords, a total of 46
  - All Cabling will be terminated, tested, and labeled per industry standards
- Cat 6 cabling (Red)
  - Provide Red Cat 6 OD High Flex 1' foot patch cords, a total of 38
  - Provide Red Cat 6 OD High Flex 3' foot patch cords, a total of 38
  - All Cabling will be terminated, tested, and labeled per industry standards
- Fiber Optic Cabling
  - Install one (1) 12-strand Indoor/Outdoor fiber optic cable run from the MDF (room 103L) to each IDF using the provided 4" inch conduit run in the slab between each IDF, a total of seven (7) runs
  - Install one (1) LC Single-Mode Jack on each end of each strand of fiber cable, a total of 196 fiber ends
  - Provide one-meter LC-LC Single-mode fiber jumper patch cables, a total of 16
  - All Cabling will be terminated, tested, and labeled per industry standards
- Access Control Composite Cabling
  - Install one (1) "A" Group Composite Access Control cable from nearest IDF to each marked Access Control Door on the Client Provided drawings, a total of eight (8) doors
  - Encore will leave the adequate excess cabling for the door vendor to get the needed wires into place for the termination of door equipment
- Data Closet Rack Equipment
  - MDF (Main Distribution Frame) 103L
    - Install two (2) 7' 19" two post racks as shown in the Electrical drawings Page ET401
    - The installation of the Data racks comes with the following brackets and kits
      - 6 - 12" X 10' Ladder trays
      - 5 - Wall Angle Brackets
      - 2 - Top Plate Kits
      - 5 - Junction Splice Kits
      - 2 - Butt Splice Kits
      - 6 - Triangle Brackets
    - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling

- Install one (1) 72-port fiber enclosure for the termination of single-mode fiber optic cable
- Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
- Install one (1) 12-port Single-mode LC bulkhead into each slot in the enclosures for the termination of each fiber cable connecting the MDF to each IDF, a total of eight (8)
- Each Data rack will be properly grounded to the provided grounding bar in each closet
  - IDF (Intermediate Distribution Frame) 118C
    - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
    - The installation of the Data rack comes with the following brackets and kits
      - 2 - 12" X 10' Ladder tray
      - 4 - Wall Angle Bracket
      - 1 - Top Plate Kit
      - 2 - Junction Splice Kit
      - 3 - Triangle Bracket
    - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
    - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
    - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
    - Each Data rack will be properly grounded to the provided grounding bar in each closet
  - IDF (Intermediate Distribution Frame) 101H
    - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
    - The installation of the Data rack comes with the following brackets and kits
      - 3 - 12" X 10' Ladder tray
      - 4 - Wall Angle Bracket
      - 1 - Top Plate Kit
      - 2 - Junction Splice Kit
      - 3 - Triangle Bracket
    - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
    - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
    - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
    - Each Data rack will be properly grounded to the provided grounding bar in each closet
  - IDF (Intermediate Distribution Frame) 140E
    - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
    - The installation of the Data rack comes with the following brackets and kits
      - 3 - 12" X 10' Ladder tray
      - 4 - Wall Angle Bracket
      - 1 - Top Plate Kit

- 2 - Junction Splice Kit
  - 3 - Triangle Bracket
- Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
- Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
- Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
- Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 140F
  - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
  - The installation of the Data rack comes with the following brackets and kits
    - 3 - 12" X 10' Ladder tray
    - 4 - Wall Angle Bracket
    - 1 - Top Plate Kit
    - 2 - Junction Splice Kit
    - 3 - Triangle Bracket
  - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
  - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
  - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
  - Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 203A
  - Install two (2) 7' 19" two post racks as shown in the Electrical drawings Page ET401
  - The installation of the Data rack comes with the following brackets and kits
    - 4 - 12" X 10' Ladder tray
    - 4 - Wall Angle Bracket
    - 2 - Top Plate Kit
    - 4 - Junction Splice Kit
    - 1 - Butt Splice Kits
    - 4 - Triangle Bracket
  - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
  - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
  - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
  - Each Data rack will be properly grounded to the provided grounding bar in each closet

- **IDF (Intermediate Distribution Frame) 140E**
  - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
  - The installation of the Data rack comes with the following brackets and kits
    - 3 - 12" X 10' Ladder tray
    - 4 - Wall Angle Bracket
    - 1 - Top Plate Kit
    - 2 - Junction Splice Kit
    - 3 - Triangle Bracket
  - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
  - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
  - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
  - Each Data rack will be properly grounded to the provided grounding bar in each closet
- **IDF (Intermediate Distribution Frame) 240B**
  - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
  - The installation of the Data rack comes with the following brackets and kits
    - 3 - 12" X 10' Ladder tray
    - 4 - Wall Angle Bracket
    - 1 - Top Plate Kit
    - 2 - Junction Splice Kit
    - 3 - Triangle Bracket
  - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
  - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
  - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
  - Each Data rack will be properly grounded to the provided grounding bar in each closet
- **IDF (Intermediate Distribution Frame) 240J**
  - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
  - The installation of the Data rack comes with the following brackets and kits
    - 2 - 12" X 10' Ladder tray
    - 4 - Wall Angle Bracket
    - 1 - Top Plate Kit
    - 2 - Junction Splice Kit
    - 3 - Triangle Bracket
  - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
  - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
  - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF

- Each Data rack will be properly grounded to the provided grounding bar in each closet
- IDF (Intermediate Distribution Frame) 140E
  - Install one (1) 7' 19" two post racks as shown in the Electrical drawings Page ET401
  - Each Data rack comes with the following brackets and kits
    - 12" Ladder
    - Wall Angle Bracket
    - Top Plate Kit
    - Junction Splice Kit
    - Butt Splice Kit
    - Triangle Bracket
  - Install one (1) 24 port Cat 6 Patch Panel as needed for the termination for Cat 6 cabling
  - Install one (1) 12-port enclosure for the termination of single-mode fiber optic cable
  - Install one (1) 12-port Single-mode LC bulkhead into the enclosure for the termination of the fiber cable connecting the IDF back to the MDF
  - Each Data rack will be properly grounded to the provided grounding bar in each closet
- Cable Pathways, Floor Boxes, and Access Point Mounts
  - Install one (1) J-Hook every 5 feet in the kitchen area above the ceiling as shown in the Electrical building prints to provide a Pathway for Cat 6 or Cat 6A cabling
  - Install one (1) Quickport Faceplate for each of the floor boxes provided by the Electrical contractor, a total of nine (9)
  - Install one (1) Oberon right-angle wall-mounted brackets for each Access Point in the gym and large open space outside gym labeled room 105, a total of three (3)
  - Install one (1) wall-mount protective wire cage over each Access Point in the gym, a total of two (2)
  - Install one (1) Oberon right-angle wall-mounted bracket for each Access Point on the second floor, a total of (23)
  - Encore will install the Access points if they are available in the time frame that Encore is on-site

#### Post Implementation

- Encore Project Manager shall:
  - Conduct close out meeting
  - Obtain final project sign off
  - Provide CLIENT with a copy of all final documentation – based Project Deliverables as defined below
- Encore Engineering Team shall:
  - Perform a final walkthrough of the job site to:
    - Clean-up and remove install equipment and waste
    - Verify all product and hardware is accounted for and installed

#### **Project Deliverables**

- As-built drawing of Cat6/Camera locations and identification
- Product specification and warranty information will be provided upon request

## Out of Scope

- Any changes required post sign-off will result in a project change order and may result in additional billing. A copy of the Change Request Form is attached in Appendix B.
- Work performed outside Encore standard work hours of Monday through Friday 8am to 5pm
- Any additional conduit pathways not listed in the Implementation
- Any concrete core drilling required for vertical riser penetrations
- Any low voltage permits needed are not reflected in the quoted amount and if needed will result in a Change order for the acquired cost
- Any powered lift equipment unless otherwise stated in the Implementation
- Anything not listed above as in scope shall be considered out of scope

## CLIENT Responsibilities

- CLIENT will provide:
  - full and timely administrative access, including remote access, to all physical and logical components required for the project during Encore's normal business hours of 8am-5pm EST Monday - Friday
  - all necessary hardware, software, licensing, etc. unless defined differently in an attached Bill of Materials
  - an onsite resource to facilitate all information and communication per project requirements
  - availability for downtime, if required
  - for a secure area to store and deploy product from, at each site
  - any powered lift equipment required for the installation of any equipment involved in the project
- CLIENT will coordinate:
  - with Encore Project Manager to sign-off on project plan / design prior to implementation
  - with the primary contact at each site to ensure access to all affected areas as well as schedule a start time and cutover period, prior to the start of the project

## General Assumptions

- Work may be performed remotely or onsite at Encore's discretion
- Conduit is in place to provide pathways for the cable trays to the final cable location with Encore having to provide J-hooks in areas not mentioned above in Implementation
- All cabling quantities and length estimates are listed in the CLIENT-provided Architectural/Electrical documentation and are assumed to be accurate
- Any deviation from cabling drop quantities, fiber optic cabling needs, data rack equipment or any other equipment quantities is outside the provided scope of work and will require a change order
- All cabling pathways are assumed to be in place and readily accessible with no obstructions which would prevent the installation of Cat6 and Fiber Optic cabling
- Unless otherwise stated above no trenching or directional boring of any kind will be required
- No additional fire penetrations or fire sleeves will be required for the installation of cabling
- In an effort to offer the best overall price possible, the proposed labor costs, as well as staging, logistics and material requirements for the installation assume that all facets of the cabling project, in its entirety, will be awarded to the winning bidder and that all portions of the project shall be scheduled for installation in a contiguous manner
- Unless the total project is less than 40 onsite hours, overall pricing assumes that crews will be scheduled to provide focused effort on the project in full, 40-hour workweek segments
- Any delays not caused by Encore requiring the unscheduled withdrawal of Encore resources may necessitate a change order
- All WAP or cabling locations are accessible via a 12ft standard A-frame ladder or smaller and do not require the use of a powered lift
- If a powered lift is required for the installation of any portion of the project, one shall be provided by the Client or by Encore in the form of a Change Order
- An executed Project Completion Sign-off form (Appendix A) will be required to indicate project completion



## Notice to CLIENT

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE STATED ON THE PREVIOUS PAGES AND IN THE FOLLOWING APPENDICES. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THIS AGREEMENT. FURTHER, YOU AGREE THAT THIS IS THE COMPLETE STATEMENT OF THE AGREEMENT BETWEEN YOU AND ENCORE WHICH SUPERSEDES ALL OTHERS, ORAL OR WRITTEN, RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

## Acceptance

By signing below, both Encore and the Client acknowledge that they have read and understood the information disclosed in this document, and agree to the terms herein.

Encore Technology Group, LLC.  
141 Grace Drive  
Easley, SC 29640

Watauga County Schools  
175 Pioneer Trail  
Boone, NC 28607

\_\_\_\_\_  
Encore Authorized Signature

\_\_\_\_\_  
CLIENT Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Appendix A – Project Completion Signoff

### Project Information

The information below provides detailed information related to the project. It is provided as an additional level of detail and clarification of the client and associated contacts.

|                             |  |                        |  |
|-----------------------------|--|------------------------|--|
| <b>Client Name</b>          |  |                        |  |
| <b>Address</b>              |  |                        |  |
| <b>City, State Zip Code</b> |  |                        |  |
| <b>Phone</b>                |  | <b>Email</b>           |  |
| <b>Project Name</b>         |  | <b>Project Number</b>  |  |
| <b>Account Executive</b>    |  | <b>PO Number</b>       |  |
| <b>Lead Engineer</b>        |  | <b>Project Manager</b> |  |

### Project Signoff

By signing below, you agree that all work has been completed as documented in the Scope of Work section of this Statement of Work. Final project billing will be submitted for invoicing and payment as documented in the Encore General Terms and Conditions.

Encore Technology Group, LLC.  
141 Grace Drive  
Easley, SC 29640

Watauga County Schools  
175 Pioneer Trail  
Boone, NC 28607

\_\_\_\_\_  
Encore Authorized Signature

\_\_\_\_\_  
CLIENT Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

| Page 13

**Prepared For**  
Watauga County Schools  
Alison Schleede  
175 Pioneer Trail PO Box 1790  
Boone, NC 28607  
schleede@wataugaschools.org  
(828) 263-1703

**Prepared By**  
Megan White  
Phone: 864-307-2794  
Email: mwhite@encoretg.com

| Hardware            |                                                | Price    | Qty   | Extended    |
|---------------------|------------------------------------------------|----------|-------|-------------|
| 10136226            | CAT 6 CMP                                      | \$0.32   | 74000 | \$23,680.00 |
| 10136226            | CAT 6 CMP Lavender                             | \$0.32   | 12000 | \$3,840.00  |
| 11142234            | CAT 6A CMP Yellow                              | \$0.67   | 10000 | \$6,700.00  |
| 61110-RL6           | CAT 6 Jack                                     | \$7.44   | 736   | \$5,475.84  |
| 6110G-RY6           | CAT 6A Jack<br>CAT 6A Jack                     | \$12.50  | 92    | \$1,150.00  |
| 61110-RP6           | CAT 6 Jack (Lavender)                          | \$7.44   | 115   | \$855.60    |
| 49255-H24           | CAT 6 24 Port Patch Panel Field Loadable       | \$55.95  | 16    | \$895.20    |
| 6M110-001           | CAT 6 Patch Cord 1ft OD High Flex (Blue)       | \$3.57   | 328   | \$1,170.96  |
| 6M190-001           | CAT 6 Patch Cord 1ft OD High Flex (Lavender)   | \$3.57   | 56    | \$199.92    |
| 6M190-003           | CAT 6 Patch Cord 3ft OD High Flex (Lavender)   | \$4.11   | 56    | \$230.16    |
| 6AM130-001          | CAT 6A Patch Cord 1ft OD High Flex (Yellow)    | \$4.76   | 46    | \$218.96    |
| 6AM130-003          | CAT 6A Patch Cord 3ft OD High Flex (Yellow)    | \$5.65   | 46    | \$259.90    |
| 6M180-003           | CAT 6 Patch Cord 3ft OD High Flex (Red)        | \$3.57   | 38    | \$135.66    |
| 6M180-001           | CAT 6 Patch Cord 1ft OD High Flex (Red)        | \$4.11   | 38    | \$156.18    |
| MCTP6I-9-3          | CAT 6 Patch Cord 3ft OD High Flex (Blue)       | \$2.14   | 300   | \$642.00    |
| 42080-1WS           | Single Port Faceplate                          | \$2.08   | 222   | \$461.76    |
| 42080-2WS           | Dual Port Face Plate                           | \$2.08   | 114   | \$237.12    |
| 41089-1WP           | Single Port Biscuit Box                        | \$2.50   | 27    | \$67.50     |
| 189755              | Velcro Roll 1/2" x 75'                         | \$20.24  | 3     | \$60.72     |
| 18482               | Labels 3/8                                     | \$19.64  | 3     | \$58.92     |
| 41087-2WP           | 106 White Quickport Faceplates for Floor boxes | \$2.56   | 9     | \$23.04     |
| BCH32-2S            | CAT 32 Dual Hanger                             | \$2.38   | 50    | \$119.00    |
| GECLB62A            | LUG 6AWG 2-HOLE LONG BARREL                    | \$1.73   | 42    | \$72.66     |
| 392301              | Ground wire green #6                           | \$1.05   | 200   | \$210.00    |
| PDP006AB0707-I/O-C4 | 12 Strand indoor/outdoor SM                    | \$0.70   | 3850  | \$2,695.00  |
| 95-200-99           | LC SM Connector                                | \$19.35  | 196   | \$3,792.60  |
| CCH-03U             | 72 Port Enclosure                              | \$354.76 | 1     | \$354.76    |

| Hardware                     |                                                  | Price      | Qty | Extended           |
|------------------------------|--------------------------------------------------|------------|-----|--------------------|
| CCH-01U                      | 12 Port Fiber Enclosure                          | \$255.95   | 8   | \$2,047.60         |
| CCH-CP12-A9                  | 12 Port Bulk Head SM LC                          | \$105.95   | 8   | \$847.60           |
| FOAS2FSMLCL<br>C-1M          | 1 Meter LC-LC SM Jumper                          | \$15.48    | 16  | \$247.68           |
| FS200                        | Fire Sleeve 2in                                  | \$58.27    | 6   | \$349.62           |
| FS400                        | Fire Sleeve 4 in                                 | \$127.38   | 4   | \$509.52           |
| SSP100                       | Intumescent Putty                                | \$35.71    | 2   | \$71.42            |
| EDR19FM45U                   | 7 ft 19in 2 Post Rack                            | \$216.67   | 10  | \$2,166.70         |
| LSS12BLK                     | 12 in Ladder Tray                                | \$127.38   | 26  | \$3,311.88         |
| LWASK12BLK                   | Wall Angle Brackets                              | \$31.85    | 33  | \$1,051.05         |
| LRRMPBLK                     | Top Plate Kits                                   | \$46.13    | 10  | \$461.30           |
| LJSKB                        | Junction Splice Kits                             | \$13.99    | 21  | \$293.79           |
| LBSKB                        | Butt Splice Kits                                 | \$13.10    | 3   | \$39.30            |
| LTSB12BLK                    | Triangle Bracket                                 | \$63.10    | 31  | \$1,956.10         |
| 1011-00-WH                   | Oberon right angle Wall Brackets                 | \$97.62    | 23  | \$2,245.26         |
| STI-9730                     | LARGE 12" X 12" X 12" WIRE CAGE                  | \$90.48    | 2   | \$180.96           |
| Misc. Materials -<br>Cabling | Misc Materials Cabling<br>Misc Materials Cabling | \$5,300.00 | 1   | \$5,300.00         |
| Hardware Subtotal            |                                                  |            |     | <b>\$74,843.24</b> |

| Access Control Cable - 9 Doors          |                                                        | Price    | Qty  | Extended          |
|-----------------------------------------|--------------------------------------------------------|----------|------|-------------------|
| WG-31965002                             | Composite Cable "A" Group<br>Composite Cable "A" Group | \$0.99   | 2000 | \$1,980.00        |
| Misc. Materials -<br>Cabling            | Misc Materials Cabling<br>Misc Materials Cabling       | \$120.00 | 1    | \$120.00          |
| Access Control Cable - 9 Doors Subtotal |                                                        |          |      | <b>\$2,100.00</b> |

| Services          |                                                                                             | Price        | Qty | Extended            |
|-------------------|---------------------------------------------------------------------------------------------|--------------|-----|---------------------|
| Labor - Fixed     | Encore Engineering Services<br>Encore Engineering Services                                  | \$161,032.61 | 1   | \$161,032.61        |
| Labor - Fixed     | Encore Engineering Services - Access Control Cable - 9 Doors<br>Encore Engineering Services | \$3,767.38   | 1   | \$3,767.38          |
| Services Subtotal |                                                                                             |              |     | <b>\$164,799.99</b> |



Valle Crucis ES - New School  
Cabling - Cat6A for Wireless

1018061  
Version: 2

Encore Technology Group, LLC  
141 Grace Drive  
Easley, SC 29640  
(888) 983-6267  
www.encoretg.com

| Recap                          | Amount              |
|--------------------------------|---------------------|
| Hardware                       | \$74,843.24         |
| Access Control Cable - 9 Doors | \$2,100.00          |
| Services                       | \$164,799.99        |
| <b>Subtotal</b>                | <b>\$241,743.23</b> |
| <b>Tax</b>                     | <b>\$16,317.68</b>  |
| <b>Total</b>                   | <b>\$258,060.91</b> |

Based on the rapidly changing market and global product shortages, we are seeing availability and lead times change daily. Please note that pricing and availability are subject to change. Encore will notify client of any surcharge fees as we are notified.

Currently, some manufacturers are requiring non-cancellation clauses on purchase orders. For those orders, Encore may also require a non-cancellation clause to be signed before an order can be processed.

All sales are exclusively subject to and conditioned upon the terms and conditions of sale posted at <http://www.encoretg.com/terms-and-conditions>, and any other additional or different terms are objected to and rejected unless Encore expressly agrees to them in a signed writing.

Signature

Date



# WATAUGA COUNTY SCHOOLS – HP G1m x 560

**Bill to**  
**WATAUGA COUNTY SCHOOLS**  
**Customer No: 85474**  
 175 Pioneer Trail  
 BOONE NC 28607  
 USA

**Estimate No:**  
 E000174448

**Ship to**  
**WATAUGA COUNTY SCHOOLS – Alison Schleede**  
 300 GO PIONEERS DRIVE  
 ATTN: Alison Schleede  
 Boone NC 28607  
 USA  
 (828) 264-2407

**Quote Details**  
 Created: June 15, 2026  
 Expiration: June 22, 2026  
 Created by: Marie Muenchow  
 marie.muenchow@trafera.com

**Contract**  
 TIPS # 230105

## Products & Services

| Items and Descriptions                       | Overview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Notes | Qty | Unit Price | Totals       |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----|------------|--------------|
| FORTIS G1M MK520<br>4G 32G 11"               | HP Fortis G1m Chromebook<br>- 11.6" WXGA (1366x768) Non-touch Display<br>- MediaTek Kompanio 520 (MT8186) 8 Core Processor<br>- 4GB LPDDR4x Memory<br>- 32GB eMMC Flash Storage<br>- Integrated Graphics<br>- Wi-Fi 802.11ax + Bluetooth<br>- Front Camera/Webcam + Microphone<br>- ChromeOS<br>- Manufacturer Warranty: 1 Year                                                                                                                                                                                         |       | 300 | \$389.00   | \$116,700.00 |
| Trafera CBN<br>Warranty - Plat - 4<br>Yr - B | Trafera CBN Warranty - Plat - 4 Yr<br>- Includes Accidental Damage Protection (Per device limit of ADP: Unlimited)<br>- \$0.00 Deductible<br>- Hardware Fail Covered<br>- Spare Parts On-site (restrictions apply)<br>- We Pay to Ship Both Ways<br>- Theft / Loss (up to 2%; please see warranty statement for details)<br>- 3-Year Battery warranty on New Chrome devices (Limit 1 replacement)<br>- Stylus/EMR Pen/Apple Pencil coverage (restrictions apply)<br>- Power Adapter 1 ADP Incident (restrictions apply) |       | 300 | \$0.00     | \$0.00       |
| Google Chrome<br>Management<br>Perpetual EDU | Google Chrome Management Perpetual EDU License                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       | 300 | \$0.00     | \$0.00       |

|                                    |                                                                                                                                                                                                                                                                                                 |   |                  |                     |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------|---------------------|
| TRAILS AI Lesson Studio - 1 Yr Sub | TRAILS is an elite lesson plan generator that builds sophisticated, tech-infused lesson plans in seconds. Leveraging Google Gemini and incorporating the SAMR model to ensure high-impact learning, TRAILS lessons maximize the technology and tools teachers already have in their classrooms. | 1 | \$0.00           | \$0.00              |
| Trafera Google Central             | A collaborative space for K-12 Google Administrators to receive essential updates, work together on problem-solving, and learn how to utilize features in Google Workspace and Gemini + Google Huddle access                                                                                    | 1 | \$0.00           | \$0.00              |
|                                    |                                                                                                                                                                                                                                                                                                 |   | <b>Subtotal</b>  | <b>\$116,700.00</b> |
|                                    |                                                                                                                                                                                                                                                                                                 |   | <b>Tax</b>       | <b>\$7,877.25</b>   |
|                                    |                                                                                                                                                                                                                                                                                                 |   | <b>Total</b>     | <b>\$124,577.25</b> |
|                                    |                                                                                                                                                                                                                                                                                                 |   | <b>Net Terms</b> | <b>N30</b>          |

**Optional 48-month Lease**  
for only **\$59,191.2** per year  
Contingent upon credit and final lease approval

**Terms and Conditions**  
This quote is confidential and is to be viewed solely by individuals within the organization to whom it is addressed. Unauthorized distribution or disclosure of the contents of this quote is prohibited. If you are not from the organization addressed, please notify us immediately so we can prepare a quote specific to you. Prices and availability may change without notice prior to the quote expiration date due to market conditions, including potential tariff adjustments and available inventory.

**Please Remit Checks to:**  
Trafera LLC  
PO Box 208960  
Dallas, TX 75320-8960

**Questions? Contact me**  
**Chad Dehmlow**  
chad.dehmlow@trafera.com



**Trafera**  
1271 Red Fox Rd.  
Arden Hills MN 55112  
United States

For quick details on returns, learn more here → <https://www.trafera.com/return-policy>

# **Watauga County Schools**



## **DRIVER EDUCATION BID PROPOSAL**

***North Carolina Driving School, Inc.***  
***[www.ncdrivingschool.com](http://www.ncdrivingschool.com)***

**NORTH CAROLINA DRIVING SCHOOL, INC.**  
**SCHOOL SYSTEMS CURRENTLY CONTRACTING**  
**WITH NORTH CAROLINA DRIVING SCHOOL, INC**

**ASHEBORO CITY SCHOOLS**

Ms. Tara Johnson  
(336) 625-5104

**ASHE COUNTY SCHOOLS**

Dr. Eisa Cox  
(336) 246-7175

**BEAUFORT COUNTY SCHOOLS**

Mr. Keith Mitchell  
(252) 946-4086

**BERTIE COUNTY SCHOOLS**

Mr. Montez Bishop  
(252) 794-3173

**BRUNSWICK COUNTY SCHOOLS**

Dr. Jonathan Paschal  
(910) 406-5100

**CAMDEN COUNTY SCHOOLS**

Ms. Ina Lane  
(252) 335-0831

**CAMP LEJEUNE SCHOOLS**

Mr. James Haas  
(910) 451-2451

**CARTERET COUNTY SCHOOLS**

Ms. Crystal Bailey  
(252) 728-4583

**CASWELL COUNTY SCHOOLS**

Ms Brook Underwood  
(336) 694-4116

**CHATHAM COUNTY SCHOOLS**

Attn: Finance  
(919) 542-3626

**CLINTON CITY SCHOOLS**

Mr. Wesley Johnson  
(910) 592-2011

**COLUMBUS COUNTY SCHOOLS**

Mr. James Faulk  
(910) 642-5168

**CURRITUCK COUNTY SCHOOLS**

Ms. Renee Dowdy  
(252) 232-2223

**DARE COUNTY SCHOOLS**

Dr. Shamon Castillo  
(252) 480-8888

**EDENTON-CHOWAN COUNTY SCHOOLS**

Ms. Tammi Ward  
(252) 482-4436

**EDGEcombe COUNTY SCHOOLS**

Ms. Rhonda Wainwright  
(252) 641-2643

**ELKIN CITY SCHOOLS**

Dr. Myra Cox  
(336) 835-3135

**GASTON COUNTY SCHOOLS**

Mr. Chad Duncan  
(704) 866-6100

**GATES COUNTY SCHOOLS**

Ms. Chante Jordan  
(252) 357-1113

**GUILFORD COUNTY SCHOOLS**

Mr. Leigh Hebbard  
(336) 370-8950

**HERTFORD COUNTY SCHOOLS**

Mr. Jesse Pratt  
(252) 358-1761

**HICKORY CITY SCHOOLS**

Mr. Timothy Simms  
(828) 322-2855

**HOKE COUNTY SCHOOLS**

Dr. Chad Hunt  
(910) 875-1574

**HYDE COUNTY SCHOOLS**

Mr. Julio Morales  
(252) 926-3281

**JONES COUNTY SCHOOLS**

Ms. Laura Parks  
(252) 448-2451

**LEXINGTON CITY SCHOOLS**

Ms. Leigh Jones  
(336) 242-1527

**LINCOLN COUNTY SCHOOLS**

Mr. Eric Eaker  
(704) 732-2261

**NORTHAMPTON COUNTY SCHOOLS**

Mr. Ryan Branch  
(252) 534-1371

**ONslow COUNTY SCHOOLS**

Mr. James Haas  
(910) 455-8705

**FAMlico COUNTY SCHOOLS**

Mr. Henry Rice  
(252) 745-4171

**PASQUOTANK COUNTY SCHOOLS**

Ms. Simona White  
(252) 335-2981

**PERQUIMANS COUNTY SCHOOLS**

Dr. James Bunch  
(252) 426-5741

**PITT COUNTY SCHOOLS**

Mr. Paul Cornwell  
(252) 830-4200

**ROANOKE RAPIDS CITY SCHOOLS**

Ms. Andrea Midgett  
(252) 519-7100

**STANLY COUNTY SCHOOLS**

Ms. Brianna Williams  
(704) 961-3801

**TYRRELL COUNTY SCHOOLS**

Dr. Karen Roseboro  
(252) 796-1121

**WARREN COUNTY SCHOOLS**

Mrs. Donna Martin  
(252) 257-3184

**WASHINGTON COUNTY SCHOOLS**

Mr. Michael Yancey  
(252) 793-5171

**WATAUGA COUNTY SCHOOLS**

Mr. Steve Martin  
(828-264-7190

**WELDON CITY SCHOOLS**

Dr. Tammy Boone  
(252) 536-4821

**WHITEVILLE CITY SCHOOLS**

Dr. Jonathan Williams  
(910) 642-4116

**WINSTON-SALEM/FORSYTH SCHOOLS**

Ms. Karen Brown  
(336) 727-2816

# NORTH CAROLINA

D R I V I N G S C H O O L , I N C .

PO Box 1397  
Winterville, NC 28590

Phone (252) 321-6700  
FAX (252) 321-6976

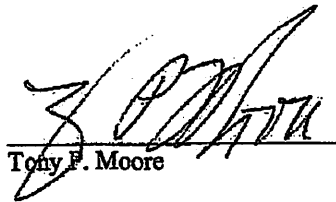
[www.ncdrivingschool.com](http://www.ncdrivingschool.com)  
[mcsmith@ncdrivingschool.com](mailto:mcsmith@ncdrivingschool.com)

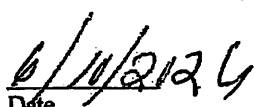
## Watauga County Schools Bid Sheet

1. Company or Individual Name: North Carolina Driving School, Inc.
2. Address: 214 Main Street / PO Box 1397, Winterville, NC 28590
3. Company Contact Person: Mark Smith
4. Company Telephone Number: (252) 321-6700
5. Federal Tax ID # 56-1761997

**\$75.00** / per pupil cost for Classroom Instruction (30 hours of classroom)  
**\$250.00**/ per pupil cost for Behind the Wheel Training (6 hours of BTW)  
**\$325.00**/ per pupil cost for combined Classroom and Behind the Wheel Training

- Insurance certificates are attached.
- All cars are inspected and approved by NCDMV School Bus and Traffic Safety.
- All instructors are licensed by NCDMV or NCDPI and have cleared background checks and drug testing.
- Curriculum syllabus is attached and approved by NCDMV and NCDPI.
- All special education/handicapped students will be served.
- We have included a copy of names and numbers of all 42 public school systems that we contract with as references.
- North Carolina Driving School is not listed on the NC Treasure Iran divestment Act list.
- North Carolina Driving School has read and is in agreement with all specifications set forth in the RFP.

  
Tony F. Moore

  
Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Lancaster, McAden, Willis, Smith  
1320 Commerce Dr  
New Bern NC 28562

CONTACT NAME: Jennifer Riggs

PHONE (A/C, No, Ext): 252-639-8599

FAX (A/C, No): 252-636-1684

E-MAIL ADDRESS: jriggs@ncnc.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Philadelphia Indemnity Insurance Company

18058

INSURED  
NC Driving School, Inc.  
Mark Smith, Director  
P.O. Box 1397  
Winterville NC 28590

NCDR-1

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 202467521

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                             | ADDITIONAL SUBROGATION       | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                   |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: | Y                            | PHPK2619732    | 10/28/2025              | 10/28/2026              | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000<br>MED EXP (Any one person) \$5,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$2,000,000<br>PRODUCTS - COM/POP AGG \$2,000,000<br>\$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                               |                              | PHPK2619732    | 10/28/2025              | 10/28/2026              | COMBINED SINGLE LIMIT (Ea accident) \$1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                           |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                              |                              | PHUB887693-003 | 10/28/2025              | 10/28/2026              | EACH OCCURRENCE \$1,000,000<br>AGGREGATE \$1,000,000<br>\$<br>PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>                                                                                                       |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                        | Y/N <input type="checkbox"/> | N/A            |                         |                         | E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                                                                 |
| A        | Sexual Abuse/Molestation                                                                                                                                                                                                                                                                                                                      |                              | PHPK2619732    | 10/28/2025              | 10/28/2026              | Aggregate 1,000,000                                                                                                                                                                                                                      |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Watauga County Schools is listed as Additional Insured with respects to General Liability as required per written contract.

## CERTIFICATE HOLDER

Watauga County Schools  
Attn: Dr. Steven Martin  
175 Pioneer Trail  
Boone NC 28607  
United States

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                 |                                                                                                                                                |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| PRODUCER<br>Trustpoint Insurance<br>16 E Church Ave<br><br>Roanoke VA 24011     | CONTACT NAME: Karen McKay<br>PHONE (A/C, No, Ext): (423) 573-8053<br>FAX (A/C, No): (423) 573-8053<br>E-MAIL ADDRESS: kmckay@trustpointins.com |
| INSURED<br>NC Driving School, Inc.<br>P.O. Box 1397<br><br>Winterville NC 28590 | INSURER(S) AFFORDING COVERAGE<br>INSURER A: NorthStone Insurance Company<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |

COVERAGES CERTIFICATE NUMBER: 25-26 Cert REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                         | ADOL | SUBR | INSR | WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                   |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|-----|---------------|-------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |      |      |      |     |               |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COM/CP AGG \$<br>\$                  |
|          | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                |      |      |      |     |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                    |
|          | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                                      |      |      |      |     |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                 |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                    | Y/N  |      |      |     | WON6011122    | 10/29/2025              | 10/29/2026              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

|                                                                                                                     |                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CERTIFICATE HOLDER<br>Watauga County Schools<br>Attn: Dr. Steven Martin<br>175 Pioneer Trail<br>Boone NC 28607-1790 | CANCELLATION<br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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## REQUEST FOR PROPOSALS

ISSUE DATE: **May 29, 2026**

TITLE: **Driver Education Services**

ISSUING LEA: **Watauga County Board of Education  
175 Pioneer Trail  
Boone, NC 28607**

PERIOD OF CONTRACT: **July 1, 2026 - June 30, 2027**

**Sealed Proposals** will be received until **June 11, 2026, at 5 pm** for furnishing the services described herein.

All inquiries for information concerning the scope of services, proposal submission requirements, or procurement procedures should be directed to:

Chris Blanton, Assistant Superintendent  
Email: blantonc@wataugaschools.org

**PROPOSALS MAY BE EMAILED. IF PROPOSALS ARE MAILED AND/OR HAND DELIVERED, SEND DIRECTLY TO THE ADDRESS ABOVE, MARKED "ATTN: Proposal for Driver Education Services" and mailed proposals must be actually received by the deadline listed above.**

In compliance with this Request for Proposals and to all the Terms and Conditions imposed herein, the Undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiations and final contract formation.

Name and Address of Driver's Education Provider:

Corporate Name: North Carolina Driving School, Inc.

By: [Signature]

Signature in Ink

Title: Vice President

Phone: 252-916-5171

Date: 06/09/2026

## **I. Introduction**

**This Request for Proposal (RFP) process is intended to result in the selection of a Driver Education Services provider licensed by the state of North Carolina (referred to herein as the "Provider"), that can provide Watauga County Board of Education (referred to herein as the "Board"), with the highest quality and most flexible services for the lowest cost to the public. The Board desires that the Provider be fairly compensated for services rendered. The Board is requesting that each respondent competitively bid its services, and specify the services, and how they will be provided, to properly have students eligible to earn a Driver's License with the state of North Carolina.**

## **II. Proposal Provisions**

- A. The Board requests proposals for the driver education services described in this RFP. The award period is for one (1) year, beginning July 1, 2026 and ending June 30, 2027; pursuant to applicable state law and policy, the agreement may be extended for two (2) additional one-year periods. A copy of this RFP can be provided via email upon request.**
- B. Proposals must be emailed as a .pdf attachment or physically received by June 11, 2026 at 5 pm. Any proposals received after this time will not be opened or considered. All proposals received become the property of the Watauga County Board of Education. If mailed, the proposal envelopes must be sealed and marked on the outside "Proposal for Driver Education Services". The envelope must also show the name and address of the company and representative submitting the bid. If emailed, the body of the email must contain the name and address of the company and the representative submitting the bid.**
- C. The Board reserves the right to waive any informality in any proposal, to reject any and all proposals or any item or combination of.**
- D. The cost associated with the preparation of the proposal rests solely with the Provider. The Watauga County Board of Education will not incur any costs associated with the proposals.**

- E. The Provider must meet qualifications under applicable federal and/or state law and/or regulation. No response to this RFP will be considered without proof of state licensure to teach Driver Education.**
- F. All proposals must indicate the Provider's ability to comply with all requirements stated in this RFP, and specify the means by which each requirement will be fulfilled. Any charges for services not listed separately in the proposal will be considered included in the base bid.**
- G. All services will be evaluated on completeness, and thoroughness of training. All proposals will be evaluated as follows:**
  - 1. Licensure from the state to be able to carry out a Driver Education program.**
  - 2. Ability to provide needed services in an efficient and responsive manner.**
  - 3. Ability to provide all services requested by the Board.**
  - 4. Ability to provide optional services requested.**
  - 5. Overall cost.**
  - 6. Previous large volume account experience.**

### **III. Terms and Conditions**

- A. The Board reserves the right to cancel the contract with the Provider and withdraw without penalty at any time it becomes evident that accurate and efficient service is not being provided as contracted. This would occur only after an attempt has been made to resolve the deficiencies and after written notification has been given to the Provider ninety (90) days prior to this action.**
- A. The services or compensation set forth in this agreement may be modified at any time during its term upon written mutual agreement. The agreement shall be subject to termination if at any point during the term, the state of North Carolina and/or North Carolina Board of Education no longer require Driver Education to be provided by the Board or if the state fails to provide the necessary funds for the Board to maintain a Driver Education program.**

**B. The Provider will respond to the Board's independent auditor's confirmation requests within ten (10) working days of the receipt of the request.**

**C. The Provider shall:**

- 1. Comply with all applicable state laws.**
- 2. Provide all Watauga County Schools students with the state-approved Driver's Education curriculum, including classroom and behind-the-wheel instruction at the state required minimum.**
- 3. Provide and maintain all Driver's Education equipment in accordance with state requirements.**
- 4. Allow monitoring and auditing of supplied Driver's Education records at any time with notice.**
- 5. Provide any needed instructors that are properly licensed and certified to teach Driver's Education in North Carolina.**
- 6. Coordinate all classroom instruction and behind-the-wheel instruction for all Watauga County students.**
- 7. Provide proper and adequate commercial insurance such as Workers' Compensation, Commercial General Liability, and Automobile Insurance.**
- 8. Enforce rules and regulations applicable to Driver Education in the Watauga High School handbook.**

**WATAUGA COUNTY BOARD OF EDUCATION  
RESOLUTION APPROVING THE CRITERIA  
FOR USE OF THE DESIGN-BUILD  
CONSTRUCTION DELIVERY METHOD**

WHEREAS, public bodies in North Carolina are empowered pursuant to N.C. Gen. Stat. § 143-128.1A to employ the Design-Build Method as a delivery method for construction projects;

WHEREAS, the Design-Build delivery method allows the Board to choose one firm to provide both design and construction services; and

WHEREAS, the Board is required to adopt criteria under which the Design-Build method is appropriate for a project.

NOW THEREFORE, be it resolved, in accordance with N.C.G.S. § 143-128.1A, that the Board establishes the following criteria to determine whether using the Design-Build method is appropriate for a project:

1. When the district requires a turnkey, high quality project to be completed.
2. If the Design-Build method will reduce the amount of time necessary to build the facility;
3. If the Design-Build method will ensure that a quality project can be delivered;
4. If the Board's good-faith efforts to comply with the N.C.G.S. §143-128.2 and § 143-128.4, and to recruit and select small business entities will not be hindered by selection of the Design-Build method;
5. If the Design-Build method will provide for a greater return on investment and provide an excellent educational environment for its students;
6. If the Board has the capacity to oversee and manage the project and will take the necessary steps to ensure quality oversight; and
7. If, due to the size of this project, the Board and the Administration can adequately define the scope of the project requirements prior to seeking proposals.

No factor in the above criteria is solely determinative and the Board should weigh all factors in the aggregate when determining which construction delivery method to utilize.

The Board and Superintendent shall use the above criteria to compare the Design-Build method with other construction methods, including the separate and single prime bid methods and the construction manager-at-risk method. The Board shall also weigh other factors in determining the advantage or disadvantage of using the Design-Build method, including:

1. Whether the total project budget is known and is adequate for the Design-Build method;
2. Whether the size of the project may lead to significant change orders increasing the cost of the total project;
3. Whether the project budget requires flexibility to make appropriate decisions regarding the scope of the project as the project progresses; and
4. Whether selecting the most qualified firm, instead of the lowest bidder, is preferable based on the above criteria and factors.

Read and approved on motion by Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_, and approved by a vote of \_\_\_ in favor and \_\_\_ against.

This the 22<sup>nd</sup> day of June, 2026.

\_\_\_\_\_  
Dr. Gary Childers, Board Chair

\_\_\_\_\_  
Dr. Leslie Alexander, Superintendent

**Subsequent Motion to Adopt the  
Use of Design-Build Method for the  
WHS Baseball & Flag Football Field Artificial Turf Resurfacing Project**

After consideration of the criteria used in determining the appropriate construction delivery method, I move the Board of Education utilize the Design-Build method of construction delivery for the Watauga High School Baseball & Flag Football Field Artificial Turf Resurfacing Project (the "Project") and that further, the Superintendent is directed to:

1. Develop and define project requirements prior to the issuance of the Request for Qualifications;
2. Make a good-faith effort to comply with N.C.G.S. § 143-128.2 and § 143-128.4; and to recruit and select small business entities when issuing the Request for Qualifications; and
3. Issue a Request for Qualifications seeking Design-Build firms to design and construct the Project.

**A. PRINCIPLES**

Principals, assistant principals, teachers, and other instructional staff at each school are responsible for designing and implementing strategies to reach the educational goals of the Watauga County Board of Education (the “board”). Input from the school community, including parents, students, and representatives from businesses and other agencies, is critical in developing an educational program that will meet the needs of the students and the community.

The board affirms the General Assembly’s belief that all children can learn and that the mission of public schools is to challenge, with high expectations, each child to learn, achieve, and fulfill his or her potential.

Accordingly, the board has established in its policies its vision, standards, and means of accountability for the educational program. The superintendent shall provide guidance and establish any other standards necessary for effective implementation of the board’s policies. Principals shall lead each school in implementing the policies. The school improvement plan is one tool that school administrators should use to draw upon the creativity and innovation of the staff and the community. This plan should identify the school’s efforts to improve student performance and reach the educational goals of the board.

**B. DEVELOPMENT OF THE SCHOOL IMPROVEMENT PLAN**

Each school must develop a school improvement plan that considers the goals set out in the mission statement for the public schools adopted by the State Board of Education (“State Board”) and the annual performance goals for that school as established by the State Board under G.S. § 115C-105.35. In developing their school improvement plans, all schools should ensure, to the extent possible, that sufficient resources and curricula are directed toward meeting the goal of having all students performing at grade level or higher in the basic subject and skill areas identified by the State Board.

The board also expects schools to be guided by the educational goals of the board. The board encourages schools to consider innovative means of educating students to meet educational goals. Many board policies provide an opportunity for a school to incorporate innovative ideas into its school improvement plan; however, if a school would like to try an innovative method that requires deviation from board policy, the school may submit a request to the board for a waiver of the board policy. (See also policy 1500, Board Policies.) Any waiver request must identify the particular board policy that inhibits the school’s ability to improve student performance, set out with specificity the circumstances under which the waiver may be used, and explain how the requested waiver will permit the school to improve student performance. The board will consider such requests to the extent the waiver is permissible by law and likely to result in improved student performance at the school.

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## 1. School Improvement Team

Each school must have a school improvement team that develops the school improvement plan. The school improvement team must follow all legal requirements for developing and obtaining school approval of the school improvement plan. School improvement teams also must be familiar with state and local board requirements related to managing and using fiscal resources and must comply with these requirements in developing and implementing school improvement plans.

The school improvement team will consist of the principal, representatives of the assistant principals, instructional personnel, instructional support personnel and teacher assistants assigned to the school building, and parents of students attending the school. Each group of school personnel shall elect representatives from their respective group by secret ballot. Parents are to be elected in accordance with G.S. 115C-105.27(a). The school improvement team is encouraged to involve and seek assistance from central office personnel. The school improvement team, especially at the middle and high schools, also is encouraged to seek input from students. The superintendent shall provide guidance to principals to ensure that the principals establish and work together with school improvement teams to develop, review, and amend school improvement plans.

School improvement team meetings will be held at a convenient time to facilitate substantial parent participation. The principal shall ensure that the school improvement team, as a public body, complies with the Open Meetings Law in regard to its meetings. Deliberations on the school safety components of the plan must be in closed session in accordance with G.S. 143-318.11(a)(8).

The Superintendent will adopt a timeline for schools to complete the School Improvement Plan process. Should situations impede or prohibit the timeline, a revised timeline may be provided.

## 2. Mandatory Components of the Plan

A school improvement plan must include the following components.

- a. The plan must specify the effective instructional practices and methods to be used to improve the academic performance of students identified as at risk of academic failure or at risk of dropping out of school.
- b. The plan must take into consideration the minimum annual performance goal established by the State Board and the goals set out in the mission statement for public schools adopted by the State Board.
- c. The plan must be, to the greatest extent possible, data driven. The team

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shall use the Education Value Added Assessment System (EVAAS) or a compatible and comparable system approved by the State Board to analyze student data to identify root causes for problems and determine actions to address them and to appropriately place students in courses such as Math I. The plan must contain clear, unambiguous targets, explicit indicators and actual measures, and expeditious time frames for meeting measurement standards.

- d. The plan must identify how staff development funds allocated to the school will be used.
- e. The plan must provide a duty-free lunch period for every teacher on a daily basis or as otherwise approved by the school improvement team.
- f. The plan must provide duty-free instructional planning time for every full-time assigned classroom teacher, with the goal of providing an average of at least five hours of planning time per week.
- g. The plan must attempt to identify and eliminate unnecessary and redundant reporting requirements for teachers and, to the extent practicable, streamline the school's reporting system and procedures, including requiring forms and reports to be in electronic form when possible and incorporating relevant documents into the student accessible components of the Instructional Improvement System.
- h. As part of the school system's efforts to maintain safe and orderly schools, the plan must address safety and discipline concerns. These concerns include any special conditions at the school. The plan should include the components of any positive behavior management or positive behavior support programs that have been adopted at the school and should comply with the requirements of policy 4200/7270, School Safety, and all protocols established by the superintendent or designee under that policy.
- i. In accordance with policy 4002, Parental Involvement, the plan must identify the goals and strategies for parents to be involved in their child's education and in the educational program of the school.
- j. The plan must include a process by which the school improvement team will review the school improvement plan at least once a year. The annual review process must include (1) a review of student scores on all state- and board-mandated tests and (2) a means for the school improvement team to modify the plan, if necessary, when the school has not met the expected growth score established by the state.
- k. The plan must require the principal to notify the superintendent if the school improvement team modifies a board-accepted school improvement plan.

- l. The plan must include strategies for meeting the educational objectives of the board (policy 3000, Goals and Objectives of the Educational Program).
  - m. The plan must include intervention strategies for students who are not at grade-level proficiency or who are not likely to meet standards of promotion measured by other means (policy 3420, Student Promotion and Accountability).
3. Optional Components of the Plan

The school improvement plan may include any or all of the following components.

- a. The plan may include a request to transfer state funds from one allotment category to another, as permitted by state law. The request must identify the funding allotment categories involved in the transfer and identify how the transfer will facilitate improving student performance.
- b. The plan may include a comprehensive conflict resolution plan, as provided in G.S. 115C-81.15, in order to help create a safe school.
- c. The plan may provide for the use of textbooks that have not been adopted by the State Board (see policy 3200, Selection of Instructional Materials).
- d. The plan may include innovative efforts to meet local educational goals. The following are examples of innovative efforts identified in board policies that the plan may address:
  - i. modifying the school calendar (see policy 3300, School Calendar and Time for Learning);
  - ii. implementing alternative scheduling of classes or other strategies intended to reduce transitional time and limit interference from non-instructional activities (policy 3300);
  - iii. adding hours of instructional time (policy 3300);
  - iv. providing additional means for evaluating instructional programs (policy 3140, Evaluation of Instructional Programs);
  - v. developing and implementing pilot programs (policy 3110, Innovation in Curriculum and Instruction);
  - vi. expanding the subject areas or objectives of the curriculum (policy 3100, Curriculum Development);

- vii. eliminating curricula on subject areas or objectives that are not state-required (policy 3100); and
- viii. modifying the system-wide instructional and curriculum guides (see policy 3115, Curriculum and Instructional Guides).

4. Development and Review of the Plan

School improvement teams should review student performance data from the preceding school year in developing the school improvement plan. Based on the availability of data and when specific school standards are established by the State Board, the superintendent shall establish the date by which school improvement plans must be submitted.

The principal first shall present the proposed school improvement plan to all of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants assigned to the school building for their review and vote by secret ballot. The principal then shall submit the school improvement plan to the superintendent only if the proposed school improvement plan has the approval of a majority of the staff who voted on the plan.

The superintendent or designee shall review the plans and seek legal review as necessary prior to presenting the plans with written recommendations to the board. If the superintendent intends to recommend that a plan be rejected, the superintendent shall notify the principal of the school and explain the reasons for the decision. The school improvement team may then submit a modified plan, approved by staff vote, to the superintendent. The superintendent should submit all school improvement plans to the board at the earliest possible date.

The board will review the school improvement plans. The review of the school safety components of the plans must be in closed session. The board shall make findings on the safety components of the plan. Neither the safety components of the plans nor the board's findings on the safety components of the plans may be set out in the minutes of the board.

After review of the school improvement plans, the board will accept or reject each school improvement plan. If a plan is rejected, the board will explain the specific reason(s) for the rejection.

Any plan modified by the school improvement team after being rejected by the board must be resubmitted to the school personnel for vote and, upon majority approval, resubmitted to the superintendent for review. The superintendent shall resubmit the modified plan to the board with his or her recommendations as soon as is practical. The board will review the modifications along with any recommendations from the superintendent and accept or reject the plan.

If the board and the school improvement team cannot reach agreement on the plan within 60 days after its initial submission, the board or school may request to use the dispute resolution process developed by the State Board under G.S. 115C-105.20(b)(5). Alternatively, if use of the dispute resolution process is not requested, the board may develop a school improvement plan for the school.

A school improvement plan may be in effect for no more than two years. The plan must be reviewed at least annually by the school improvement team in accordance with the review process established in the school's plan. If a school does not earn an overall performance grade of at least a C or does not meet its expected growth standard as established by the State Board, the principal must submit to the superintendent and the board a report of the school improvement team. The report must explain the reasons for the standard(s) not being met and describe any modifications that will be made in the school improvement plan. After considering any recommendations of the superintendent, if the board is not satisfied with the response of the school improvement team, the board may suggest modifications to the plan or may vacate those portions of the plan that impede student performance and require the school improvement team to revise the plan. If a school is a continually low-performing school as defined by G.S. 115C-105.37A, the school's improvement plan must be reviewed and approved by the State Board of Education.

5. Elimination of Redundant or Unnecessary Reporting Requirements

If, at any time before or after the board approves the school improvement plan, the school improvement team identifies a more expeditious manner of providing information to the board that will eliminate a redundant or unnecessary reporting requirement for teachers at its school, the team may make a written request to the superintendent to eliminate the redundant or unnecessary report. The superintendent shall recommend to the board whether the reporting requirement should be eliminated for that school. If the superintendent does not recommend elimination of the reporting requirement, the school improvement team may request a hearing by the board as provided in policy 1600, Hearings Before the Board.

6. Compliance with Requirements

Any employee, parent, or other interested party is encouraged to notify the principal of any concerns regarding compliance with this policy or G.S. 115C-105.27. In addition, any employee, parent, or other interested party may submit in writing to the superintendent concerns regarding compliance with this policy or G.S. 115C-105.27. The superintendent shall make a good faith effort to investigate the concern and shall provide a written response upon request.

**C. POSTING THE SCHOOL IMPROVEMENT PLAN ONLINE**

The school improvement plan, except for its school safety components which are not public record, must be posted on the school's website. The names and positions of the members

of the school improvement team, along with the date of each member's election to the team, must also be posted on the website.

#### **D. STAFF DEVELOPMENT**

The superintendent shall develop a process by which schools can learn from other schools' improvement plans. The superintendent and the schools are encouraged to use staff development resources to provide training to staff on the development, implementation, and evaluation of school improvement plans.

School administrators must be evaluated by their supervisors on the school-based management process and on the effectiveness of the school improvement plan.

Legal References: G.S. 115C-47(38), -81.15, -83.15, -84.2, -98, -105.20, -105.21, -105.25, -105.26, -105.27, -105.32, -105.35, -105.37, -105.41(b), -301.1, -307(g); 143 art. 33C; 16 N.C.A.C. 6G .0304

Cross References: Parental Involvement (policy 4002), School Safety (policy 4200/7270), Compliance with the Open Meetings Law (policy 2320), Board Policies (policy 1500), Hearings Before the Board (policy 1600), Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Innovation in Curriculum and Instruction (policy 3110), Curriculum and Instructional Guides (policy 3115), Lesson Planning (policy 3120), Evaluation of Instructional Programs (policy 3140), Selection of Instructional Materials (policy 3200), School Calendar and Time for Learning (policy 3300), Students at Risk of Academic Failure (policy 3405), Student Promotion and Accountability (policy 3420)

Other Resources: ~~North Carolina School Improvement Planning Implementation Guide, Version 2.3 July 2016, N.C. State Board of Education~~ School Improvement Planning and NCStar, North Carolina Department of Public Instruction, available at <https://www.dpi.nc.gov/media/4632/download>

Adopted: March 21, 2016

Revised: March 15, 2018 (Legal references only); February 11, 2019; November 21, 2022; DATE

## **TITLE I PROGRAM COMPARABILITY OF SERVICES**

*Policy Code:*     **3565/8307**

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To improve the academic achievement of educationally and economically disadvantaged children, the Watauga County Board of Education (the “board”) will participate in the federal Title I program.

### **A.     TITLE I MAINTENANCE OF EFFORT**

The school system will maintain fiscal effort with state and local funds as required to be eligible for the receipt of funds through Title I, Part A of the Elementary and Secondary Education Act, as amended.

### **B.     USE AND ALLOCATION OF TITLE I FUNDS**

Title I funds will be used to supplement, and not to supplant, non-federal funds that would otherwise be used for the education of students participating in the Title I program. Accordingly, state and local funds will be allocated to each school receiving Title I funds in a manner that ensures that each such school receives all of the state and local funds it would otherwise receive in the absence of Title I funding.

### **C.     COMPARABILITY OF SERVICES**

State and local funds will be used in schools receiving Title I funds to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds, or, if all schools receive Title I funds, to provide services that are substantially comparable in each school. The board will ensure equivalence among schools in the allocation of state and local resources for (1) teachers, administrators, and other staff, and (2) curriculum materials and instructional supplies. In addition, the board will establish and implement system-wide salary scales that are applicable to all staff whether assigned to Title I or non-Title I schools.

### **D.     COMPARABILITY TESTING**

The superintendent shall direct the Title I director, in conjunction with the finance officer, to conduct comparability testing before November 1 of each school year to assess the equivalent distribution of state and local resources among schools. The Title I director will determine annually whether to compare student enrollment to instructional staff or to instructional staff salary and also whether schools will be examined on a grade-span basis or on a school-by-school basis. The following will be excluded when determining comparability: (1) any resources paid with federal or private funds; (2) supplemental state or local funds expended for programs that meet the intent and purpose of Title I; (3) staff salary differentials for years of employment; (4) unpredictable changes in student enrollment or personnel assignments that occur after the beginning of a school year; (5) state and local funds expended for language instruction programs; and (6) excess costs of

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providing services to students with disabilities. Comparability testing will be completed using the forms and following the guidance created by the North Carolina Department of Public Instruction (NCDPI) for the calculation of comparability. The superintendent or designee shall submit the comparability testing report annually to NCDPI by the deadline established by that agency.

**E. CORRECTION OF NONCOMPLIANCE**

If comparability testing identifies any instances of variance greater than 10%, the Title I director shall notify the superintendent or designee without delay. The superintendent or designee shall promptly make adjustments as needed to ensure comparability. These adjustments may include, but need not be limited to, reallocation of materials or supplies, or reassignment of personnel.

**F. DOCUMENTATION OF COMPLIANCE WITH TITLE I FISCAL REQUIREMENTS**

The superintendent or designee shall provide in a timely manner any assurances, additional documentation, or other information required by the State Board of Education/NCDPI to demonstrate the school system's compliance with Title I fiscal requirements.

**G. RECORDS MAINTENANCE**

The superintendent or designee shall maintain reports and other documentation demonstrating compliance with the requirements of this policy, including documentation to demonstrate that any needed adjustments to staff assignments were made annually, for review by the North Carolina Department of Public Instruction or auditors upon request.

The superintendent shall ensure that all other requirements for receiving Title I funds are fulfilled in an accurate and timely manner and shall develop, or cause to be developed, any additional procedures necessary to implement this policy.

Legal References: Elementary and Secondary Education Act, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200

Cross References:

Other Resources: *Non-Regulatory Guidance, Title I Fiscal Issues*, U.S. Department of Education (February 2008), available at <https://www.ed.gov/sites/ed/files/2020/07/fiscalguid.pdf>  
<http://www2.ed.gov/programs/titleiparta/fiscalguid.pdf>

Adopted: December 12, 2016

Revised: September 10, 2018; DATE

## EQUAL EDUCATIONAL OPPORTUNITIES

Policy Code:

4001

The Watauga County Board of Education (the “board”) affirms the principle that every student should be given an equal opportunity for a sound basic education. Furthermore, no student, on the basis of any characteristic protected by federal or state law, will be excluded from participating in the programs and services of the school system or otherwise be subjected to discrimination under any educational program or activity conducted by the school system. The school system will treat its students without discrimination in accordance with applicable law with regard to course offerings, athletics, counseling, employment assistance, extracurricular activities, and educational resources.

Any student, or parent or guardian who feels that this policy has been misinterpreted, misapplied or violated may file a complaint in accordance with policy 4020/7230, Discrimination and Harassment Prohibited by Federal Law; policy 4030/7235, Title IX Nondiscrimination on the Basis of Sex; policy 4022/7231, Nondiscrimination on the Basis of Disabilities; or policy 4010, Student and Parent Grievance Procedure, as appropriate.

The superintendent and all school officials shall follow the *North Carolina Policies Governing Services for Children with Disabilities* to provide services for children with disabilities and address any issues that may arise concerning the provision of services.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Equal Educational Opportunities Act of 1974, 20 U.S.C. 1701 *et seq.*; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title IV of the Civil Rights Act of 1964, 42 U.S.C. 2000c *et seq.*; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; G.S. 115C-1, -367, -375.5, -407.15 through -407.18, -407.30; *Leandro v. State*, 346 N.C. 336 (1997); *Parent Rights & Responsibilities in Special Education* (N.C. Dept. of Public Instruction, Exceptional Children Division), available at <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/resources-for-families-students#ParentsRightsAndResponsibilitiesinSpecialEducation-6016>; <https://ec.ncpublicschools.gov/parent-resources/parents-rights-handbook>; —North Carolina Policies Governing Services for Children with Disabilities at <http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>

Cross References: Discrimination and Harassment Prohibited by Federal Law (policy 4020/7230), Title IX Nondiscrimination on the Basis of Sex (policy 4030/7235), Nondiscrimination on the Basis of Disabilities (policy 4022/7231), Student and Parent Grievance Procedure (policy 4010), ~~Education for Pregnant and Parenting Students~~ and Employees (policy 4023/7233)

Adopted: July 14, 2014, replaces policy 5.05.50

Revised: September 12, 2016, replaces policy 4.05.50; March 8, 2021; DATE



Safe schools are critical to creating a learning environment in which students can succeed. Staff and students share the responsibility for taking reasonable precautions and following established safety measures to create and maintain safe schools. The following safety measures must be implemented at each school.

**A. SUPERVISION OF STUDENTS**

Students must be reasonably supervised while in the care and custody of the school system. This supervision must occur throughout school hours, including during class, between classes, on the playground, and during recess or lunch periods; during authorized school field trips; and on school buses. Reasonable precautions should be taken to protect the safety of students on school grounds and on buses before, during and after school.

Students who are subject to policy 4260, Student Sex Offenders, and are receiving educational services on school property must be supervised by school personnel at all times.

**B. SUPERVISION OF VISITORS**

School administrators shall strictly enforce policies 5015, School Volunteers, and 5020, Visitors to the Schools.

**C. SAFETY OF SCHOOL BUILDINGS AND GROUNDS**

The board recognizes its duty to provide each of its employees with a workplace free from recognized hazards that are causing or are likely to cause death or serious physical harm.

The superintendent and each principal shall comply with all duties set out for their respective positions in G.S. 115C-288(d) and G.S. 115C-525 to minimize fire hazards. As required by law, the principal must inspect school buildings, playgrounds, and equipment for health, fire, and safety hazards on a regular basis .

Any employee who observes any potential hazards must notify the principal or the employee's supervisor immediately. The principal or supervisor must notify the superintendent immediately of unsanitary conditions or repairs needed to meet safety standards

All warning systems must meet building and equipment codes required by law and must be properly maintained. When necessary, proper signs indicating potential hazards or recommended safety precautions must be posted.

**D. ESTABLISHING PROCESSES TO ADDRESS POTENTIAL SAFETY CONCERNS AND EMERGENCIES**

1. Responding to Student Altercations and Other Threats to Safety

All school system employees have a duty to be alert at all times to situations that may pose a threat to the safety of students, employees, or visitors on school property, at school events, or in other situations in which the students are under the authority of school employees. Even an employee who does not have responsibility for supervising students is expected to make an immediate report if the employee observes or has reason to suspect that a situation poses a threat to safety and no administrator, teacher, or other supervisory employee is present and aware of the potential threat.

Teachers, teacher assistants, coaches, and other employees with responsibility for supervising students will use appropriate student behavior management techniques to maintain order and discipline on school property, at school events, and anywhere that students are under the employees' authority. Such employees must enforce the Code of Student Conduct and address student behavior in accordance with the school plan for management of student behavior (see policy 4302, School Plan for Management of Student Behavior).

When employees with responsibility for supervising students have personal knowledge or actual notice of a student altercation or other situation that poses an immediate threat to safety, they shall use their professional judgment to determine how best to address the situation to protect the safety of everyone in the vicinity. Emergency procedures identified in a student's Behavior Intervention Plan shall be followed to the maximum extent possible under the circumstances. For minor threats or altercations or altercations involving young children, the employee shall intervene directly to end the fight or address the safety threat if the employee can do so safely. An employee who encounters a situation that cannot be managed safely and effectively by that employee immediately shall request assistance from other employees or administrative staff and shall take steps to remove bystanders from the area. Only the degree of force or physical control reasonably necessary shall be used to re-establish a safe environment.

Employees should take further action as appropriate in accordance with any response protocols established by the principal or superintendent. All employees are responsible for knowing and following such protocols to the fullest extent reasonable under the circumstances at the time.

2. School Rules

The principal or designee shall develop rules to help prevent accidents in school buildings, on school buses, and on school grounds.

3. Training

Staff training must include detailed instruction on how to respond to a variety of

emergency situations. Staff should also be able to recognize and respond to behavior, information, and related indicators that warn of impending problems. In addition, middle and high school employees must receive adequate training on the operation of the school's anonymous safety tip line.

School personnel must teach and review with students (1) safety procedures, including fire safety procedures; (2) precautions for handling chemicals or potentially dangerous equipment; and (3) appropriate responses to threats to school safety. Middle and high school students must also be informed of the anonymous safety tip line and its purpose and function.

Training must be provided annually for all school system stakeholders (including staff, students, parents, coaches, volunteers, and community members) on how to recognize, and how and when to report, threats to the school population or community.

#### 4. Safety Equipment

School employees shall provide students and visitors with safety equipment as required by law and shall enforce school rules pertaining to wearing safety equipment. School employees shall wear and use appropriate safety equipment as required for the safe performance of their specific job assignments.

#### 5. Planning for Emergencies and Conducting Fire Drills and Other Emergency Drills

The board, in coordination with local law enforcement and emergency management agencies, will adopt a school risk management plan relating to incidents of school violence for each school in the school system. The superintendent must provide the Department of Public Safety's Division of Emergency Management (Division) with emergency response information it requests for the school risk management plan and updated emergency response information when such updates are made. The superintendent must also provide the Division and local law enforcement with schematic diagrams, including digital schematic diagrams, of all school facilities and updates of the schematic diagrams when the school system makes substantial facility modifications, such as the addition of new facilities or modifications to doors or windows. Schematic diagrams must meet any standards established by the Center for Safer Schools for the preparation and content of the diagrams. In addition, the superintendent shall provide local law enforcement with (1) either keys to the main entrance of all school buildings or emergency access to key storage devices for all school buildings and (2) updated access to school buildings when changes are made to the locks of the main entrances or to the key storage devices.

At least one school-wide tabletop exercise and drill that meets the requirements of state law and is based on the procedures documented in the school risk management plan will be held annually at each school. Principals shall also conduct fire drills as required by law.

6. Reporting Risks to the School Population

Students should notify any staff member of any acts of violence, harassment, or bullying or any other unusual or suspicious behavior that may endanger safety. Middle and high school students may also use the anonymous safety tip line to report any risks to the school population or buildings. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment, or other impediments to students reporting potential problems.

Maintaining a safe school environment that is conducive to learning requires staff to be proactive in dealing with violence, harassment, and bullying. Staff members must report immediately to the principal any information regarding unusual or suspicious behavior or acts of violence, harassment, or bullying.

School officials shall investigate and act upon any report of such behavior, including, when appropriate, referring reports to the school threat assessment team and reporting criminal activities to law enforcement, the State Board, the State Superintendent of Public Instruction, and the superintendent or designee (see policies 4020/7230, Discrimination and Harassment Prohibited by Federal Law, 4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, 4040/7310, Staff-Student Relations, 4036/7237, Title IX Sexual Harassment Grievance Process, 1735/4329/7311, Bullying and Harassing Behavior Prohibited, 4040/7310, Staff-Student Relations, and 4335, Criminal Behavior).

7. Potential Threats of Registered Sex Offenders

The principal of each school shall register with the North Carolina Sex Offender and Public Protection Registry to receive e-mail notification when a registered sex offender moves within a one-mile radius of the school.

8. Student Behavior Standards

Students are expected to meet behavior standards set forth in Watauga County Board of Education policies.

**E. THREAT ASSESSMENT TEAMS**

In accordance with G.S. 115C-105.65, the superintendent shall establish a multidisciplinary threat assessment team for each school within the school system to identify, assess, and manage behavior of students or others who may pose a risk of violence or harm to self or others. The threat assessment teams will include, but are not limited to, individuals with expertise in counseling, instruction, school administration, and law enforcement. When practicable, at least one school psychologist, one staff member knowledgeable about and experienced in working with students with special needs, and one staff member knowledgeable about and experienced in working with students with

disabilities will be assigned to each threat assessment team. If a school psychologist is not available, a licensed mental health professional may be assigned instead. A member of each threat assessment team will operate as team leader with the responsibility to ensure adherence to the threat assessment process, ensure proper documentation of reports of threats and threat assessment activities, and facilitate collaborative team discussions to ensure various perspectives are considered.

The superintendent shall designate a school system administrator to oversee the school system's threat assessment program and to serve as liaison between the school system and the North Carolina Center for Safer Schools (CSS). The superintendent or designee shall also establish a committee composed of individuals with expertise in human resources, education, school administration, mental health, and law enforcement that will coordinate and monitor the threat assessment teams operating within the school system.

1. Training

All team members will receive behavioral threat assessment and management training annually prior to the start of the school year. Individuals who join the team in the middle of the school year must receive training within 60 calendar days of joining the team.

2. Assessment and Intervention

Unless the superintendent establishes a different classification system in the threat assessment protocols developed pursuant to subsection E.4 of this policy, threat assessment teams will use the levels of concern table listed in the behavioral threat assessment and management guidance issued by CSS in assessing the level of threat posed and forming a response to threats.

Upon determining that a student poses a threat, the threat assessment team will develop a written student support, intervention, and monitoring management plan that establishes interventions and specifies required monitoring times of the student based on the level of concern the student presents. To effectively manage and mitigate potential risk, interventions must focus on building resilience and protective factors for the student while also addressing safety concerns.

3. Information Sharing

Parents of a student or minor will be notified as soon as practicable that a threat assessment will be or is being conducted on their child. The threat assessment team will contact the parents and provide them the opportunity to participate in the threat assessment. The team is not required to extend the invitation to participate if the student or minor discloses abuse or neglect from the parent. Once a threat assessment is completed, the team will provide its findings and conclusions to the parents, including any interventions the team is recommending be put in place for the well-being of their child and the school community and any school system or

community resources that may be useful for the parents in seeking help for their child.

When the threat assessment team learns that an individual has threatened specific harm to an identifiable potential victim, the team will provide notice of the threat to the potential victim and, if the potential victim is a student or minor, provide notice to the parents.

Any information sharing by, with, or between members of the threat assessment teams will be done in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable state or federal law. (See policy 2125/7315, Confidential Information). Members of a threat assessment team who are not school system employees must sign a written agreement to adhere to the responsibilities and requirements of FERPA before having access to student records.

#### 4. Threat Assessment Protocols

In consultation with CSS guidance and with established threat assessment teams within the school system, the superintendent shall develop, implement, and update threat assessment protocols and procedures that comply with the requirements of G.S. 115C-105.65. At a minimum, these protocols and procedures will delineate the roles and duties to be performed by designated threat assessment team members, the expertise and training of professionals who will serve on threat assessment teams, the steps to be followed in the threat assessment process, including the implementation of interventions, supports, and community services, the timeframe required to responsibly act upon reported concerns, and the engagement of school resource officers and/or law enforcement in the threat assessment process, and the process of documenting reports of threats and threat assessment activities. The protocols and procedures will differentiate between assessment and intervention at the elementary, middle, and high school levels, as appropriate.

The superintendent or designee shall send a copy of this policy and the threat assessment protocols and procedures to CSS when approved or revised. In addition, the superintendent shall ensure that quantitative data on the activities of all threat assessment teams is reported to CSS as required by G.S. 115C-105.65(hg) and CSS guidance.

Legal References: 29 C.F.R. part 1904; G.S. 14-208.18; 95-129(1); 115C-36, -47, -105.49, -105.51, -105.53, -105.54, -105.65, -166, -167, -288, -289.1, -307, -390.3, -391.1, -521, -524, -525; 13 N.C.A.C. 7A .0301; 16 N.C.A.C. 6E .0107; State Board of Education Policy SCFC-005

Cross References: Bullying and Harassing Behavior Prohibited (policy 1735/4329/7311), Discrimination and Harassment Prohibited by Federal Law (policy 4020/7230), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 4035/7236), Title IX Sexual Harassment Grievance Process (policy 4036/7237), Confidential Information (policy 2125/7315),

School Improvement Plan (policy 3430), Staff -Student Relations (policy 4040/7310), Student Sex Offenders (policy 4260), Student Behavior Policies (4300 series), School Volunteers (policy 5015), Visitors to the Schools (policy 5020), Registered Sex Offenders (policy 5022), Weapons and Explosives Prohibited (policy 5027/7275), Public Records – Retention, Release, and Disposition (policy 5070/7350), Relationship with Law Enforcement (policy 5120), Occupational Exposure to Hazardous Chemicals in Science Laboratories (policy 7265), Staff Responsibilities (policy 7300), Security of Facilities (policy 9220)

Other Resources: *Practical Information on Crisis Planning: A Guide for Schools and Communities*, U.S. Department of Education Office of Safe and Drug-Free Schools (January 2007), available at

<https://www.ed.gov/sites/ed/files/admins/lead/safety/emergencyplan/crisisplanning.pdf>;

*Behavioral Threat Assessment and Management: Best Practice Guidance for North Carolina Behavioral Threat Assessment and Management Teams for Harm Prevention*, N.C. Department of Public Instruction Center for Safer Schools (March 2024), ~~available at~~

~~<https://www.dpi.nc.gov/best-practice-guidance-north-carolina-behavioral-threat-assessment-and-management-teams-harm>~~

Adopted: February 9, 2015

Replaces: Policy 5.05.60, Fire Drills and 5.07.80, Threat Against the General Population

Revised: January 28, 2016; August 14, 2017 (Legal references only); February 12, 2018; April 8, 2019; August 9, 2021; September 8, 2025; DATE

An employee will be eligible for all considerations of military leave in accordance with State Board of Education policy the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), and Article 16 of Chapter 127A of the North Carolina General Statutes.

Employees are encouraged to schedule short periods of required active duty during vacation periods so as not to interfere with regular duties of the individual's employment.

**A. NOTICE AND DOCUMENTATION REQUIREMENTS**

1. Employees must provide to the superintendent advance written or oral notice of any absences due to military obligations, except in cases of emergency assignment or other conditions that make notice impossible or unreasonable.
2. For leave periods exceeding 30 days, the employee must also either provide written documentation evidencing performance of military duty or identify the military command in order for the school system to verify the request.

**B. SHORT-TERM MILITARY LEAVE WITH PAY**

1. In accordance with State Board of Education policy, an employee who is a member of a reserve component of the U.S. Armed Forces may take up to 15 workdays of paid military leave for active duty training per federal fiscal year, which runs from October 1 through September 30. Members of the National Guard may take additional paid leave beyond these 15 days for special state activities when so authorized by the governor.
2. After an employee has used all of his or her paid military leave, the employee may choose to use any accumulated vacation leave, bonus leave, or comp time during the period of military service; however, no employee will be forced to use such paid leave during military service.

**C. UNPAID MILITARY LEAVE FOR EXTENDED ACTIVE DUTY**

1. Employees may take extended leaves of absence for state or federal military duty under honorable services status, for required training, or for special emergency management in accordance with state and federal law and State Board policy. Such leave is unpaid, except as described in paragraph C.2, below. The employee may use any available eligible paid leave prior to going on unpaid leave.
2. During periods of extended military leaves, which must not exceed five years cumulatively plus any period of additional service imposed by law, the employee will be paid the difference in military base pay and state salary, including non-performance-based bonuses, when the military pay is less than the state salary. Differential pay will be paid from the same source of funds as the employee's

public school salary. An employee may not receive differential pay while absent on any type of paid leave.

**D. REINSTATEMENT FROM MILITARY LEAVE**

1. If the individual applies for reinstatement following separation from military duty, his or her reemployment and related rights are governed by the provisions of the USERRA (for members of reserve components of the U.S. Armed Forces, including members of the North Carolina National Guard returning from active federal duty, from active state duty for a period of 14 days or more, and from active state duty in response to a national emergency or major disaster declared by the President) or Article 16 of G.S. 127A (for members of the North Carolina National Guard returning from all other active state duty).
2. Employees must meet all applicable state or federal deadlines for reporting back to work or applying for reinstatement.
3. Under certain circumstances, an employee may receive teaching experience credit and retirement credit for service in the military, in accordance with State Board regulations.

**E. EXPLANATION OF BENEFITS**

When an employee is determined to be eligible for unpaid military leave under this policy, the superintendent or designee shall provide the employee with an explanation of his or her rights and benefits, including those related to leave, salary increases, medical insurance options, retirement status, the possibility of differential pay, and reinstatement rights.

**F. COMPLIANCE WITH OTHER REQUIREMENTS**

The board will follow and apply all other applicable legal requirements when administering military leave under this policy.

Legal References: Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 *et seq.*; G.S. 115C-47, -302.1(g), -302.1(g1); 127A art. 16; 16 N.C.A.C. 6C .0406; State Board of Education Policy BENF-001, North Carolina Public Schools Benefits and Employment Policy Manual (N.C. Dept. of Public Instruction, current version), available at <https://www.dpi.nc.gov/districts-schools/districts-schools-support/district-human-capital/employee-policy>, §§ 9.6—10.4 (2008-2009)

Cross References: Leave (policy 7510)

Adopted: December 14, 2015

Revised: April 9, 2018; December 13, 2021; DATE

## Watauga County Schools

### Beginning Teachers Program Plan

One primary and direct goal of the BTSP is to help new teachers improve skills and build confidence to become successful educators. BTs will only reach their fullest potential with systems of support from the state, school district, local school and quality mentors. North Carolina's program includes these components in order to provide a systematic structure of support for beginning teachers. Other goals of the BTSP are to ensure that BTs:

- meet the state's professional teaching standards;
- impact the learning of all students in distinguished ways and;
- choose to remain in the profession and become future master teachers, teacher leaders, skilled administrators and superintendents

#### 1. Beginning Teacher Support Program Standards

In Watauga County Schools (hereafter WCS), we work to align our priorities for Beginning Teachers (hereafter BTs) to the North Carolina Beginning Teacher Support Program (hereafter BTSP) Standards. These include:

1. Standard 1: Systematic Support for High-Quality Induction Programs
2. Standard 2: Mentor Selection, Development, and Support
3. Standard 3: Mentoring for Instructional Excellence
4. Standard 4: Beginning Teacher Professional Development
5. Standard 5: Formative Assessment of Candidates and Programs

#### 2. Process for Identifying and Verifying all Beginning Teachers

Upon initial hiring, the Licensure Specialist reviews the teaching license of each new teacher to identify the beginning teachers in years 1, 2, and 3. Teachers with fewer than three years of experience, regardless of licensure type and licensure pathway (e.g., temporary license, residency license, and initial professional license) are required to participate in the NC Beginning Teacher Support Program for three years. A tracking document for beginning teachers is maintained and shared with the beginning teacher program coordinators. A tracking sheet for each school listing each teacher, their hire date, and their status (including all beginning teachers and their year in the process) is shared with the BT program coordinators and each school administrator. The Human Resources Director provides principals with a tracking sheet to correctly assign all evaluation types for teachers in the online evaluation program. This ensures beginning teachers are evaluated on the comprehensive evaluation cycle. Teachers are given their assignments in the areas of the license. In rare situations when it is a necessity to assign a teacher to an area not covered on their license, a plan is developed for the teacher to obtain the required license area. The Licensure Specialist assists teachers with the documentation and application process through NCDPI for adding licensure areas. The district follows the NCSBE requirements for all required licensure tests.

Beginning Teacher data is collected for the State of the Teaching Profession report and through the NC Teaching Working Conditions Survey. Watauga County Schools will participate annually in the EPP graduate and employer surveys as required by state policy.

### **3. Orientation Process**

WCS provides each Beginning Teacher with an orientation. A team from WCS Human Resources Department and Curriculum Departments collaborate together to plan an orientation at the beginning of the year. Teachers hired after the school year starts will receive orientation through a combination of videos, online and face to face content delivered within ten days of being hired. We include the following items in our orientation per State Board of Education Policy:

- Our School System's goals, policies and procedures
- A description of available services and training opportunities
- A copy of the BTSP policy and the process for achieving a continuing license
- Required Working Conditions Guidelines, including their mentors being assigned early and in close proximity, that they have limited preparations, limited non-instructional duties, limited number of exceptional or difficult students, and no extracurricular assignments unless they request it in writing.
- NC Teacher Evaluation Process
- NC Standard Course of Study
- Local Curriculum Guides
- The safe and appropriate use of seclusion and restraint of students
- The State Board of Education's Mission and Goals

In addition, local topics that we include in orientation include employee benefits, school calendar, financial planning, and a bus tour of our community.

Participants are required to sign in at Orientation, so documentation can be kept of their attendance.

Orientation sessions are conducted throughout the school year to assist with varying start dates for new teachers.

### **4. Mentor Assignments**

In Watauga County Schools, current teachers who wish to serve as mentors complete an application. Applications are reviewed by Principals and District Staff. Prospective mentors then attend the 12 hour training originally provided by the state. This training is based upon the NC mentor standards. It is expected that all mentors are rated at least "proficient" level on NCEES using the most recent evaluation data from the past two years for those teachers, and that they have met expectations for growth in their subject area (if applicable). Priority consideration is given for mentors rated as "distinguished" or "accomplished". A master list of eligible teachers to serve as mentors is maintained and updated annually after reviewing the evaluation status of all teachers. The Beginning Teachers Coordinators then communicate with Principals to determine the best teacher to serve as mentor for each Beginning Teacher.

If a Principal determines the best teacher to serve the BT is in a different school building, we keep documentation of that request by the Principal and the approval of the mentor. If a principal determines that a teacher rated as “proficient” is the most appropriate mentor for a new teacher, the principal shall maintain records of the reasons for that determination.

Mentor support guidelines follow Standard 2 of the Beginning Teacher Support Program Standards. To best support their mentees, mentors are provided with quarterly talking points to discuss with their Beginning Teacher. These include a wide range of topics, including lesson planning, observing the mentor teaching, classroom management, content, etc.

Mentors are asked to collaborate with other mentors across the district to provide support for Beginning Teachers. When possible, they meet as a Mentor PLC within their school or across schools and attend events with their mentee. They are also asked to conference with the BT Coordinators at least once per year to receive support for mentoring. Mentor professional development is offered as funds are available, in order to increase their knowledge and skills in mentoring.

## **5. Beginning Teacher Professional Development Plan Process**

The process for creating a Professional Development Plan (hereafter PDP) is reviewed during the New Teacher Orientation session. During the first ten days of each school year, school administrators review the PDP process with all teachers, including the timeline for completing the self-assessment and PDP as well as the applicable state board policies. Beginning teachers complete the online self-assessment. Goals for the PDP are identified through the self-assessment as well as alignment with the school improvement plan and district strategic plan. The mentor and school administrator meets with the teacher to review and modify PDP goals prior to completion of the initial professional development plan for the teacher. The beginning teacher, mentor, and school administrator sign off on the plan in the NCEES online system. Progress on the PDP is reviewed at the mid year conference. The signatures of the BT, Mentor and Principal will be used to document that process. The overall completion of the PDP is reviewed at the teacher’s summative evaluation conference before the end of the school year. Ongoing goals for the next school year as well as potential new goals are discussed at the end of the year conference. The BT, Mentor, and Principal will sign off on the end of year review of the PDP.

## **6. Professional Development**

For required professional development, First and Second Year Beginning Teachers are required to participate in an assigned visit to a similar classroom in the district with their mentor. Visits are arranged and documented by the Beginning Teachers Coordinator. In addition, we survey BT’s about areas of professional development and provide optional sessions as needed. Possible topics include Designing Effective Instruction, Classroom Management, Working with the Community, Differentiation, Personal and Professional Organization, etc.

All Beginning Teachers are also expected to participate in their district-wide area and grade level meetings for content-specific professional development, as well as school based professional development offerings. We encourage Beginning Teachers to attend outside conferences that pertain to their subject matter or their growth as a teacher.

In order to help beginning teachers grow in the profession, we will also partner with the NC New Teacher Support Program when funds are available. This program provides professional development through conferences, traditional workshops, and instructional coaching.

## **7. Process for conducting observations and evaluations**

Prior to the beginning of the school year, the HR director meets with principals to identify the appropriate evaluation cycle for each teacher. Beginning teachers are assigned the comprehensive evaluation cycle. Beginning teachers receive training on the evaluation process during orientation and again by the principal during the first two weeks of school.

Principals establish a timeline for conducting observations which is shared with teachers. Three formal observations are conducted each school year by a school administrator. At least one of these observations is announced including a pre-conference. Each observation is at least 45 minutes in length. Two of these required observations will be conducted during the first semester and if practicable, at least one of those observations shall be within the first grading period. Furthermore, at least one of the three administrative observations will be completed by the principal. Each beginning teacher also has at least one peer observation by a teacher other than their mentor. All observations include a post-conference which should be held within 2 weeks of the observation. All appropriate steps and online signatures are documented for each observation in the online evaluation system through NCEES. School administrators schedule summative evaluation conferences with each beginning teacher before the end of the school year. During this conference, the summary ratings are completed and shared with the teacher. Areas of strength and opportunities for improvement are noted and used to begin developing the professional development plan for the upcoming school year.

## **8. Plan for participation and demonstration of proficiency in BTSP Monitoring**

In WCS, the BTSP Coordinators are responsible for leading the effort for WCS to participate in the BTSP Monitoring Process. Documentation will be kept by the Coordinators and by the HR Department in order to fully participate in the process. Watauga County Schools successfully participated in a monitoring visit during the fall of the 2025-2026 school year. Our next monitoring visit is presently scheduled for the 2029-2030 school year.

## **9. Plan for participation in the annual BTSP Peer Review Process**

In Watauga County Schools, the BTSP Coordinators attend regional meetings, when available, so that they can fully participate in the BTSP Peer Review Process. If neither Coordinator can attend a meeting, they will work with the REF to review any missed material. Coordinators regularly work with other districts to share ideas and best practices for supporting Beginning Teachers. Evidence will be submitted by the BTSP Coordinators as part of the Peer Review Process.

## **10. Statement of how BT's Personnel Files are filed and secured**

Upon initial hiring, a personnel file is created in the Human Resources department for each beginning teacher. Watauga County Schools Board Policy 7820 defines what is included in the personnel file, how items are added or removed, the information that is public, and who has access to the files. These files include items such as the initial application, a copy of the teaching license, the teacher's contract, personnel action forms, copies of evaluations, and other needed documentation. All files are kept locked in filing cabinets in the Human Resources Department and are accessible by the employees and persons identified in WCS Board Policy 7820 (Personnel Files).

**11. Plan for a timely transfer of BT files to subsequent employing LEAs, charter schools, or non-public institutions within the state.**

Upon the request of another LEA, charter school, or non-public institution in NC, the files for the beginning teacher are transferred. Files may be transferred electronically, faxed, mailed, or through the state courier system.

**12. Local Board Plan Approval**

This plan will be submitted to the Watauga County Schools Board of Education on \_\_\_\_\_ for approval.

\_\_\_\_\_  
Board of Education Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
BT Coordinator

\_\_\_\_\_  
Date

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As a general rule, the Board does not permit private outside providers, such as Applied Behavior Analysis (“ABA”) therapists, physical therapists (“PTs”), occupational therapists (“OTs”), and mental health providers, to accompany students on campus during the school day. Students wishing to receive private therapy should do so off campus and outside of school hours.

**I. STUDENTS WITH DISABILITIES**

Watauga County Schools is responsible for providing all special needs students with accommodations, specially designed instruction, related services, supplemental aids, and supports they need to access their educational services. Private providers working with students with special needs shall be permitted to collaborate with school staff.

Parents may invite their private providers to participate in IEP or 504 team meetings, as individuals with knowledge or special expertise about their child, or to provide written recommendations to the school. Parents are also encouraged to provide consent for any private providers to exchange information and records with school staff regarding the child’s services and needs.

On a case-by-case basis, IEP Teams may modify the application of this procedure when deemed necessary to comply with applicable law, accommodate a medically-necessary home-bound educational plan, or accommodate the documented wishes of parents to receive partial services or a modified school day. If a parent provides medical documentation that a student requires early release for a therapy, the district shall follow the same process used for medical appointments.

**II. ABA, MEDICAID/PRIVATE INSURANCE COVERAGE, AND IEPS**

To be covered by Medicaid or private insurance, clinical ABA services must be prescribed by a licensed professional based on a medical necessity. Generally, the clinical model for ABA services occurs one-on-one with an adult in a structured, controlled environment.

By contrast, the Individuals with Disabilities Education Act (“IDEA”) requires that students receive a Free and Appropriate Education (“FAPE”) in the Least Restrictive Environment (“LRE”) that provides them with the opportunity to make meaningful progress given their unique circumstances. The fact that a student has a health care provider’s statement that ABA therapy is medically necessary does not mean that ABA is necessary for FAPE in the LRE under the IDEA. School-based behavioral supports focus on functional, social, and academic skills and adapting the environment to help children succeed within the educational setting. An IEP team will consider any physician’s recommendation to determine whether a therapy or other behavior interventions are necessary for the student to receive FAPE in the LRE.

ABA therapy may be considered a related service under an IEP if the services are aligned with the student’s IEP goals and necessary for the student to make meaningful progress based on their unique needs. As with all therapies, however, the key question for a school IEP team is whether a therapy and/or specific delivery model are necessary for a child to receive FAPE in the LRE. An

IEP that provides FAPE in the LRE does not need to include a medically-prescribed therapy. In addition, consideration of any therapy by an IEP Team occurs after the team considers the student's present levels, goals, and any existing SDI, accommodations, and related services. If an IEP team decides that ABA therapy is not necessary for FAPE due to the incorporation of other behavioral methodologies in an IEP, that decision can be reconsidered by the IEP team in the future based on student outcomes.

If ABA therapy is determined to be necessary for the provision of FAPE, the district will first consider whether these services can be provided by district staff with the appropriate training prior to considering whether private providers are necessary.

Adopted: