

DRAFT Minutes
Transylvania County Board of Education
November 16, 2009

INVOCATION/PLEDGE OF ALLEGIANCE

CALL TO ORDER/WELCOME

BUSINESS ITEMS

1. Approval of Agenda
2. Public Comment
3. Good News Report
4. Former Students in the Military
5. Consent Agenda:
 - A. Minutes
 - B. Personnel Report
6. Non-Faculty Coaches 2009-2010
7. DRS ABC's Local Option Goals for 2009-2010
8. Policy:
 - A. AE "Public Participation at Board Meetings"
 - B. BH "Code of Ethics for School Board Members"
 - C. GBA "Professional Standards of Conduct and Performance for Teachers"
 - D. ACB-R "Interpersonal Human Relations and Student Grievance Procedures"
 - E. DJ "Purchasing Requirements"
 - F. DJ-R "Purchasing Requirements"
 - G. ECF "Energy Management"
 - H. ECF-R "Energy Management - Heating and Cooling"
 - I. ECFA "Electrical Load Management Program"
 - J. DJK "Purchasing Authority"
 - K. DLBA "Payroll Deductions for Charitable Organizations"
9. Section VI School Improvement Plans
10. Facilities Master Plan
11. Important Dates
12. Other Items
13. Public Comment
14. Closed Session

The Transylvania County Board of Education met in regular session at 6:30 p.m. on November 16, 2009 at the Morris Education Center. Present were Chris Whitmire, Chairman; Tawny McCoy, Vice Chairman; Cindy Petit; and Sue Fox. Also present were Dr. Jeff McDaris, Superintendent; Jenny Hunter, Administrative Assistant; and approximately 55 staff members, guests, and media. Athena Demas, Brevard High School, was the student representative. Mrs. Petit gave the invocation and Mrs. Fox led the Pledge of Allegiance. Chairman Whitmire welcomed everyone and called the meeting to order. Mr. Whitmire reported that Mrs. Norman was out of town attending the NCSBA Annual Conference for Board Member Development in Greensboro.

1. **Approval of Agenda**
ON A MOTION BY MRS. FOX, SECONDED BY MRS. PETIT, the agenda for November 16, 2009 was approved as presented.
2. **Public Comment**
Mr. Mike West spoke about the Rosman High School football program. He expressed concerns about the team's losing season and attributed the problem to poor leadership.

He stated that the Board and the community should not accept mediocrity and advised a change in leadership.

3. Good News Report

Dr. McDaris recognized the student artwork from Rosman Middle School that was on display in the boardroom. He introduced Athena Demas to the Board, and presented the following items:

- *Chorus Honors* - Congratulations to BHS student Jennie Moser for being selected to sing in the North Carolina Honors Chorus in November. The BHS and BES choir students are performing at the North Carolina Music Educators' Conference in Winston-Salem.
- *BHS Rent-a-Student* - Brevard High School has again sponsored Rent-a-Student Day to raise funds for a local charity. The Rent-a-Student event has become quite successful with many clubs and organizations working together to raise funds each year.
- *Preparing for College and Beyond* - On October 15, Brevard High sponsored a presentation for juniors on "How to Plan Your Future." Topics included finding the right college fit, the difference between the SAT and ACT, and how to prepare for senior year. Dr. John Gardner, who specializes in helping students make a successful transition from high school to college and beyond, was the guest speaker for the evening. Parents and students gained much information and knowledge as they prepare for college admission.
- *RHS Welding Program Gets Donated Equipment* - Mr. Willem Veenhoff, of Trans Welding Company in Brevard, has donated a Miller MP-65E Constant Potential Arc Welder to the Rosman High School CTE program. Teacher Aaron Whitmire reports that the 600-amp, industrial quality welder is in very good shape and would cost anywhere from \$8,000 to \$12,000 if purchased new from the factory. He is thrilled with the donation and has great plans for this addition to the RHS trade and industry education program.
- *Wal-Mart Donates School Supplies* - The Pisgah Forest Wal-Mart has donated over \$1,032 of back-to-school supplies to the Transylvania County Schools. Folders, book covers, pencil holders, staplers, scissors, and notebooks were divided and dispersed among all nine schools. Teachers were excited to see this generous donation. The supplies will be used for classroom projects, homework, arts and crafts, science fair projects and much more. Kelby Houston is the store manager.
- *WCU Helps "Backpack Buddies"* - The Western Carolina University College of Education and Allied Professions has donated 100 backpacks and over 250 calculators, rulers, pencils, crayons and notebooks to the Transylvania County "Backpack Buddies" program. Backpack Buddies is designed to provide school supplies to children in need in order to help them be successful in school.
- *BHS Women's Golf* - Congratulations to the Brevard High School Women's Golf Team who finished second in their conference tournament. Special congratulations go to Jamie Barnes who qualified for state competition. Golf

team members are Emilie Adams, Jamie Barnes, Rachel Berezik, Sarah Hooper, Madi Dossey and Anna Norman.

- *BHS Women's Tennis* - The Brevard High School Women's Tennis Team has had a very successful 2009 season. The following Lady Devils received honors:

Julie Van Horn - Conference Player of the Year
 Lauren Fuller - AAC Singles Champion
 Katie Honer and Hunter Hall - AAC Doubles Champions

All four girls listed above qualified for regionals; and Fuller, Honer, and Hall qualified for state. Fuller made it to the state quarterfinals in singles. Honer and Hall made it to the state quarterfinals in doubles. In dual team, Brevard made the state quarterfinals, losing to Maiden. Tennis team members are Baylee Hale, Katelyn Pace, Julie Van Horn, Lauren Fuller, Katie Honer, Keely Young, Lydie Folckomer, Karina Dierolf, Courtney-Ray Kelly, Kris Peterson, Leah Johnson, Greer Robinson, Allyson Walker, and Hunter Hall. Pat Carrington and Camille Van Horn are the coaches.

- *BHS Cross Country* - The Brevard High School Cross Country Team had a successful 2009 season. Team members are Alex Goden, Scott Lewis, Wesley Kreigsman, Artem McCall, Corey Eker, Tyler Holden, Sam Bettencourt, and Gabbie Hoekstra.

All Conference

Alex Godon - 2nd Place, Men's
 Scott Lewis - 4th Place, Men's
 Wesley Kreigsman, 7th Place, Men's
 Gabbie Hoekstra, 9th Place, Women's

All Region

Alex Goden, 8th Place, Men's

Alex Goden also won first place overall at the Madison County Invitational. The men's team had a perfect score of 15 points and first place overall at Madison. The men's team finished 4th in the region and 11th in the state. Bill Baldwin and Jackie Witherspoon are the coaches.

- *RHS Women's Volleyball* - The Rosman High School Lady Tigers had an outstanding season, winning sectionals, regionals, tournament and conference championships, and bringing home second place in the state championships. Congratulations to team members Taylor Whitmire, Joanna Whitmire, Kara Galloway, Tori Hunter, Emma Driver, Caitlyn McMahan, Kaleigh Whisenant, Christina Rice, Lea Kilpatrick, and Maddi Limbo; and to coaches Mildred Powell, Mary Ramey, Amanda McCall, and Eric Owen.

4. **Former Students in the Military**

In honor of Veteran's Day, Board members read aloud the list of former students who are currently serving or have served in the U.S. Military. Chairman Whitmire expressed gratitude to the soldiers and their families for their service and sacrifice. He gave a reminder to forward any new names for the list to the superintendent's office.

5. **Consent Agenda**

ON A MOTION BY MRS. MCCOY, SECONDED BY MRS. PETIT, the minutes from the October 19, 2009 meeting and the revised personnel report for November 16, 2009 were approved.

6. **Non-Faculty Coaches 2009-2010**

ON A MOTION BY MRS. FOX, SECONDED BY MRS. MCCOY, the following non-faculty coaches were approved for 2009-2010 winter sports:

Laura Garden - Volunteer Assistant, BHS Women's Basketball*

Andrew Freeman - Head, BMS Boys Basketball*

Chase Lance - Volunteer Assistant, BMS Boys Basketball*

Emily Worley - Volunteer Assistant, BMS Cheerleading*

Randy Moretz - Volunteer Assistant, BMS Wrestling

Kyle Passmore - Volunteer Assistant, BMS Wrestling*

**first-time coach with TCS*

7. **DRS ABC's Local Option Goals for 2009-2010**

ON A MOTION BY MRS. MCCOY, SECONDED BY MRS. PETIT, the Board approved the Davidson River School ABC's local option goals for 2009-2010 as presented on October 19, 2009.

8. **Policy**

Dr. Bo Williams presented the following policies for first-read information:

- *AE "Public Participation at Board Meetings"* is a new policy that was recommended by board attorneys as a result of change in law. During discussion, Chairman Whitmire suggested several revisions to better reflect the Board's actual practice. The revised policy will be presented for action at the next regular meeting.
- *BH "Code of Ethics for School Board Members"* is a new policy that was written by board attorneys as a result of new legislation. No changes were recommended at this time; however, Vice Chairman McCoy noted that the policy may need to be amended in the future to include the monetary penalty that could attach for failure to earn the required 12 hours of training annually. The policy will be presented for action at the next meeting.
- *GBA "Professional Standards of Conduct and Performance for Teachers"* is a new policy that was recommended by board attorneys as a complement to the new teacher performance evaluation instrument that is being developed by the state. Board members had concerns about Item 3, *"Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors"*; specifically, how would an employee express a complaint/concern through the chain of command if that complaint/concern is with the immediate supervisor? TCAE President Anela McMahan reported that she and others initially had the same concern; however, after discussions with Dr. Williams and Dr. Scott Elliott in policy committee, she feels that the concerns have been addressed to her satisfaction. Dr. McDaris reported that a formal grievance policy is already on the books and has been used many times over the years. Chairman Whitmire stated that Item 4, *"Avoid confrontations with co-*

workers, including but not limited to, engaging in actions or conversations which the teacher knows or should know will result in actual disruption,” could be misinterpreted as trying to tell someone what to do. Principal Brian Weaver reported that this was also discussed at length in policy committee, and it was agreed that sufficient policies are in place to protect teachers. Mr. Whitmire expressed confidence that the current leadership would use best judgment in this area.

Mr. Sutton pointed out that local policy for the new teacher evaluation system has yet to be written. The new evaluation system will go into place in 2010-2011, which means that policies and training must be completed by July 1, 2010 for August implementation. Board members agreed that because there is no need for immediate action, they would like to have three readings on the policy rather than the usual two readings. Policy GBA will be returned for a second read at the next regular meeting.

- *ACB-R “Interpersonal Human Relations and Student Grievance Procedures”* has been revised to be in compliance with the new legal criteria on bullying. Board members recommended that the Board attorney review the policy before adoption. They requested that Policy JFC-R “Student Conduct/Discipline” be revised and presented at the next meeting also.
- *DJ “Purchasing Requirements”* has been updated to reflect current statute and actual practice. Chairman Whitmire felt that the policy as revised lacks the necessary checks and balances by removing the superintendent as an authorizing body for daily operations. Norris Barger reported that he would have no problem with making this change, although in reality the superintendent does not sign checks or purchase orders and has not done so for many years. Dr. McDaris noted that numerous checks and balances are already in place through the annual independent audit. Chairman Whitmire stated that one more layer of supervision would improve stewardship. The policy will be revised as recommended and presented for action at the next meeting.
- *DJ-R “Purchasing Requirements”* has been updated to reflect current statute. Chairman Whitmire reported that a number of local contractors have expressed interest in bidding on smaller projects (\$90,000 or less), but have had problems finding out about bid openings. He requested that advertising for bid projects be expanded to multiple media outlets in order to attract more local bidders. He also requested that notice of bid projects be given on the TCS website and during the superintendent’s weekly radio spots. Chairman Whitmire discussed advertising requirements for bids. Attorney Shatley gave a clarification of formal and informal requirements for purchasing and construction and threshold limits. The threshold for informal construction bids is \$500,000. Mr. Barger explained that Policy DJ-R does not deal with construction contracts; and because the state statute on construction contracts is so specific, a local policy would be redundant. Mrs. McCoy asked how often the list of local suppliers is updated. She requested that a notice be posted on the website saying that we are updating our suppliers list, and to contact Mr. Barger if one wishes to be added to the list.
- *ECF “Energy Management”* has been revised to provide for a comprehensive energy management plan. There was discussion about some classrooms being too hot or too cold. Mr. Barger reported that some temperature variations were

the result of enclosing classrooms without adapting the mechanical systems. The new master plan will help alleviate temperature variations by providing more air returns and more air handlers. Uncomfortable classroom temperatures should be reported to the school principal who will contact Plant Operations for adjustments.

- *ECF-R "Energy Management - Heating and Cooling"* and *ECFA "Electrical Load Management Program"* are obsolete and will be presented for rescission at the next meeting.
- *DJK "Purchasing Authority"* and *DLBA "Payroll Deductions for Charitable Organizations"* are outdated and will be presented for rescission at the next meeting. Chairman Whitmire asked whether employees could donate to other charitable organizations in addition to United Way. Mr. Barger reported that a minimum number (25 or more) of employees who wish to donate to an organization would be required in order to make payroll deduction feasible.

9. Section VI School Improvement Plans

David Sutton presented *Section VI: Implementation and Results* for each of the 2009-2010 School Improvement Plans. He also presented a goal amendment for the Brevard Elementary School Improvement Plan. Action on the BES amendment will be requested at the next regular meeting. Highlights of the plans included more internal measurement (i.e., surveys, benchmark assessment results, etc.); HQ professional development (how to provide as funding has dwindled); and planning for the next two-year cycle beginning in January 2010. Chairman Whitmire asked about Brevard High School's plans for two interim surveys and the AIMSweb implementation. Mr. Sutton reported that to his knowledge, BHS does plan to conduct the surveys; and AIMSweb has received very high satisfaction rates so far. Mr. Whitmire commended the cleanliness of buildings and grounds and the custodial staffs for their efforts above and beyond.

10. Facilities Master Plan

The Board continued its review and discussion of the Transylvania County Schools Master Facilities Plan. He has met with the BMS and BHS faculties so far. The meetings have been productive and staff members have been appreciative of the opportunity for input. The projects are still a "wish list" at this point and are not in not yet in priority order. Norris Barger gave a status report on capital outlay projects and answered questions from the Board:

- Chairman Whitmire asked about the BMS locker room renovation. Mr. Barger reported that there will be enough new lockers so that students do not have to share and the lockers will be reconfigured for better supervision.
- Chairman Whitmire reported two springheads are creating muddy areas on the RES playground.
- Vice Chairman McCoy asked whether fees and contingencies had been changed for BHS or BMS. Mr. Barger indicated they were the same.
- Mr. Whitmire asked about a possible location for an auditorium at BMS.
- Mr. Barger noted that the BMS HVAC renovation and science lab renovation were items that the school principal might want to discuss with the Board.
- Mr. Barger noted that he had added the BHS student art gallery to the plan since it is a building project that would be done pending a successful fund-raising outcome.

- Mr. Whitmire asked for the five-year capital outlay plan to be included with the next master plan report.

11. Important Dates

Nov. 19 Thanksgiving Lunch for Current and Retired TCS Employees, Cafeterias
 Nov. 19 Superintendent's Communication Council, 3:45 p.m., MEC
 Nov. 20 Student Advisory Council, 7:30 a.m., MEC
 Nov. 23 Parent Advisory Council, 7:30 a.m., MEC
 Nov. 23 BHS Chorus Performs at Biltmore House, 6:00 p.m., Asheville, NC
 Nov. 25 Teacher Leave Day
 Nov. 26-27 Thanksgiving Holidays
 Dec. 5 BHS Chorus Performs at Twilight Tour, 5:00 p.m., Courthouse Gazebo
 Dec. 9-10 NCSBA School Law Academy, Raleigh, NC
 Dec. 10 RHS Senior Projects, 3:15 - 5:00 p.m., RHS
 Dec. 10 BMS Christmas Concert, 7:00 p.m., BHS Auditorium
 Dec. 15 BHS Senior Projects, 3:30 - 5:30 p.m., BHS
 Dec. 17 BHS Band/Chorus Holiday Concert, 7:00 p.m., BHS Auditorium
 Dec. 21 REGULAR MEETING, 6:30 p.m., MEC
 Dec. 22 Last pupil day, 11:30 a.m. dismissal
 Dec. 23-31 Christmas Break
 Jan. 1 New Year's Holiday
 Jan. 4 First pupil day
 Jan. 11 REGULAR MEETING, 6:30 p.m., TBA
 Jan. 14-15 NCSBA School Board 101, Raleigh, NC
 Jan. 18-19 Teacher Workdays

12. Other Items

Chairman Whitmire noted that the Board of Commissioners' public forum on QSCB bonds for a new CTE building at RHS has been moved to December 14. He asked Attorney Dean Shatley whether any public notice would be required should Board of Education members decide to attend. Mr. Shatley indicated that no notice would be required unless the school board were to conduct official business or take action.

Chairman Whitmire expressed appreciation for all of the Veteran's Day activities that were held in the schools.

Mrs. Fox gave an update from the planning committee that is working on the county's 150th anniversary celebration. Plans are being made to involve schools in the celebration activities.

13. Public Comment

Anela McMahan, TCAE President, invited Board members to attend "Supper with the Super" to be held on December 7, 2009 at 6:00 p.m. at Twin Dragons Restaurant. The dinner will include a question/answer forum with the superintendent. A second "Supper with the Super" is planned for February 8, 2010.

14. Closed Session

ON A MOTION BY MRS. MCCOY, SECONDED BY MRS. PETIT, the Board went into closed session pursuant to N.C.G.S. § 143-318.11(a)(1) and (a)(3) and the Family Educational Rights and Privacy Act 20 U.S.C. § 1232g in order to consult with the board attorney and to consider the settlement of *Farrell v. Transylvania County Board of Education, et al*; and the Rice Furniture Company agreement. Present in the closed session were Mr. Whitmire, Mrs. McCoy, Mrs. Fox, Mrs. Petit, Dr. McDaris, and Attorney

Dean Shatley. Norris Barger was present for the portion of the closed session pertaining to the Rice Furniture matter.

ON A MOTION BY MRS. MCCOY, SECONDED BY MRS. PETIT, the Board reconvened in open session at 9:56 p.m. ON A MOTION BY MRS. PETIT, SECONDED BY MRS. MCCOY, the Board voted unanimously to approve the settlement with Rice Furniture Company that, in exchange for a full release of liability by the Board, Rice Furniture will replace the Brevard High School field house flooring.

There was no further business, and ON A MOTION BY MRS. MCCOY, SECONDED BY MRS. FOX, the meeting was adjourned at 9:59 p.m.

Respectfully submitted,

Chairman

Secretary

**PERSONNEL REPORT
November 16, 2009**

- I. ACCEPT THE REPORT OF RESIGNATIONS/TERMINATIONS ACCEPTED/INITIATED BY THE SUPERINTENDENT FROM/FOR THE FOLLOWING PERSONS:

Licensed Personnel

Suzanne Miller, Teacher, BMS, effective January 1, 2010

Classified Personnel

Caroleen Hodge, Part-Time OSP, BHS, effective November 30, 2009

Vera Martin, Teacher Assistant, BMS, effective December 1, 2009

- II. APPROVE THE EMPLOYMENT RECOMMENDATIONS MADE BY THE SUPERINTENDENT FOR THE FOLLOWING PERSONS:

Licensed Personnel

None

Classified Personnel

Katie Gray, Teacher Assistant, BMS, effective December 1, 2009

Lora Shumate Leatherwood, Teacher Assistant, PFES, effective November 23, 2009

Tysha Owens, Teacher Assistant, TCH, effective November 23, 2009

Megan Silvey, Interim Part-Time Instructional Coach, RES, effective November 17, 2009
for the duration of the 2009-2010 school year

- III. ACCEPT THE REPORT OF TRANSFER OF ASSIGNMENT MADE BY THE SUPERINTENDENT FOR THE FOLLOWING PERSONS:

Licensed Personnel

None

Classified Personnel

None

- IV. APPROVE THE LEAVES OF ABSENCE RECOMMENDED BY THE SUPERINTENDENT FOR THE FOLLOWING PERSONS:

Licensed Personnel

None

Classified Personnel

None

- V. APPROVE THE SUPERINTENDENT'S RECOMMENDATION FOR THE FOLLOWING SUBSTITUTE EMPLOYEES:

Substitute Teachers

Kelly Bond

Donnita Dicus

James Myers

Carroll Parker

Megan Silvey