

**Minutes  
Transylvania County Board of Education  
December 14, 2015**

INVOCATION/PLEDGE OF ALLEGIANCE

CALL TO ORDER/WELCOME

BUSINESS ITEMS

1. Election of Officers
2. Approval of Agenda
3. Public Comment
4. Good News Report
5. Former Students in the Military
6. Consent Agenda:
  - A. Minutes
  - B. Personnel Report
7. Positive Behavior Support
8. Policy:
  - A. Fall 2015 PLS Updates (Part 2)
  - B. 7000 Series (Part A): Personnel
9. Superintendent's Update
10. Important Dates
11. Topics for Work Session
12. NCSBA Legislative Committee
13. Public Comment
14. Other Items

The Transylvania County Board of Education met in regular session at 6:30 p.m. on December 14, 2015 at the Morris Education Center. Marty Griffin led in a moment of silence and Cindy Petit led the Pledge of Allegiance. Chairman McCoy welcomed everyone and called the meeting to order. In addition to approximately 25 guests, the following individuals were in attendance:

*BOARD MEMBERS:*

Tawny McCoy, Chair  
Cindy Petit, Vice Chair  
Marty Griffin  
Ron Kiviniemi  
Betty Scruggs

*BOARD ATTORNEY:*

Chad Donnahoo

*STAFF:*

Dr. Jeff McDaris, Superintendent  
Jenny Hunter, Administrative Assistant  
Jeremy Gibbs, Director, Human Resources  
Audrey Reneau, Director, K-5 Curriculum/Instruction  
Brian Weaver, Director, 6-12 Curriculum/Instruction  
Alan Justice, Director, Transportation/Safe Schools  
Kevin Smith, School-Community Relations Coordinator  
Joe Russo, TCAE President  
Mike Hall, School Resource Officer

*MEDIA:*

John Lanier, Transylvania Times

**1. Election of Officers**

Dr. McDaris reported that N.C.G.S. § 115C-41 provides for the election of officers by local boards of education. The Transylvania County Board of Education traditionally elects a chairman and vice chairman each year at its December meeting. ON A MOTION BY MR. GRIFFIN, SECONDED BY MR. KIVINIEMI, the floor was opened for nominations for board chair. ON A MOTION BY MR. KIVINIEMI, SECONDED BY MR. GRIFFIN, Tawny McCoy was nominated as chairman. There were no other nominations, and ON A MOTION BY MRS. SCRUGGS, SECONDED BY MR. GRIFFIN,

the floor was closed to nominations. ON A UNANIMOUS VOTE, Mrs. McCoy was elected as board chairman for the 2016 year. ON A MOTION BY MR. GRIFFIN, SECONDED BY MR. KIVINIEMI, the floor was opened for nominations for board vice chair. ON A MOTION BY MRS. PETIT, SECONDED BY MR. GRIFFIN, Ron Kiviniemi was nominated as vice chairman. There were no other nominations, and ON A MOTION BY MR. GRIFFIN, SECONDED BY MRS. SCRUGGS, the floor was closed to nominations. ON A UNANIMOUS VOTE, Mr. Kiviniemi was elected as vice chairman for the 2016 year.

2. **Approval of Agenda**

ON A MOTION BY MR. KIVINIEMI, SECONDED BY MRS. PETIT, the meeting agenda for December 14, 2015 was approved as presented.

3. **Public Comment**

There was no public comment.

4. **Good News Report**

Dr. McDaris reported the following items:

*SOIL & WATER CONSERVATION POSTER/ESSAY CONTEST WINNERS*

The following students were winners in the Transylvania Soil and Water Conservation District 2015 Poster and Essay Contest for grades 3-6:

3<sup>rd</sup> Grade Poster:

- 1<sup>st</sup> Place - Wilsen DeGarmo, BES
- 2<sup>nd</sup> Place - Bailey Alexander, BES
- 3<sup>rd</sup> Place - Lyric Ellis, BES
- HM (tie) - Camden Stamey, RES; and Caden Lunsford, BES

4<sup>th</sup> Grade Poster:

- 1<sup>st</sup> Place - Camille Scott, BES
- 2<sup>nd</sup> Place - Evelyn Rybka, BES
- 3<sup>rd</sup> Place - Abigail Malmin, BES
- HM (tie) - Olivia Nichols, PFES; Hayden Hall, RES; Kyra McCall, TCH; and Madison Ball, BES

5<sup>th</sup> Grade Poster:

- 1<sup>st</sup> Place, Tyler Glance, RES
- 2<sup>nd</sup> Place, Emmanuel Baron Gaspar, BES
- 3<sup>rd</sup> Place, Aria Schoenacher, BES
- HM (tie) - Drew DeGarmo, BES; and Jack McKissock, BES

6<sup>th</sup> Grade Poster:

- 1<sup>st</sup> Place - Laikyn Buchanan, RMS
- 2<sup>nd</sup> Place - Taegan Berkshire, RMS
- 3<sup>rd</sup> Place - Christa Rigsby, RMS
- HM (tie) - Kaitlyn Heath, BMS; and Dylan Zink, BMS

6<sup>th</sup> Grade Essay:

- 1<sup>st</sup> Place - Cameron Mason, BMS
- 2<sup>nd</sup> Place - Jess Kimzey, BMS
- 3<sup>rd</sup> Place - Jack Reese, RMS
- HM - Joseph Smith, BMS

*BHS ALUMNUS HONORED FOR THESIS ON APPALACHIAN STEREOTYPES*

Gardner-Webb senior history major and 2012 graduate of Brevard High School, Elisabeth Moore, recently won a prestigious award at the National Collegiate Honors Council Conference in Chicago for her thesis on the stereotypes of Appalachia. While conducting her research, Elisabeth spent time at the Morris Education Center poring over decade's worth of old school board minutes. Congratulations to Ms. Moore for her award-winning and insightful work.

*CROSS COUNTRY STATE CHAMPS*

The board congratulated the Brevard High School Women's Cross Country team, winners of the 2015 WAC Conference Championship and the 2015 2A State Championship. Athletic Director Alan Justice presented plaques to team members Eliza Witherspoon, Ava Findley, Julia Smith, Alydia Monahan, Lillie Siniard, Sara Rain Tree, Anna Schrader, Emma Dauster, and Dominique Laresh; and Philip Latter and Jackie Witherspoon, coaches.

*TCSEF 2016 MINI-GRANTS ANNOUNCED*

The Transylvania County Schools Educational Foundation has awarded full or partial grants to the following projects:

Name	School	Title
Kathryn Bailey, Adria Hardy, Erica Thompson	BHS	BHS Student Council Teambuilding Retreat
Sarah Baldwin	BES	Bee a Pollinator Partner
Grayson Barton	RHS	Rosman sound equipment upgrades
Stephanie Bell	RES	Global Awareness for 3rd Grade
Katie Bland	PFE	Muddy Sneakers, PFE 5th Grade
Kristie Blankenship	TCH	TC Henderson School Garden
Jessica Buhrman	RHS	T-Shirt Company
Charlene Cali	BES	On Cloud Nine Technology Station
Deanna Campbell	BES	Weekly STEM Challenges
Deanna Campbell	BES	Muddy Sneakers: BES 5th Graders Outdoor Classroom
Linda Carrillo	RMS	the W.A.Y. (World Around You)
Alyse Hollingsworth	BES	BES Weekly Buzz
Mellissa Howell	BMS	Stand Up For Success
Sarah Justice	RMS	Where in the World is Rosman, North Carolina?
Sarah Justice	RMS	Rosman Robotics
Jim Leatherwood	BHS	BHS Jazz Band Performance Pack
Debby Masengill	RES	Era's in American History
April Nelson	BMS	Freedom Writers
Kristy Ontko	RMS	LabQuests for RMS III

Katrina Ronneburger	BHS	Professional lighting and Green Screen
Amy Schoenacher	RHS	Back to the Drawing Board
Heidi Spradlin, Justin Ausburn	BMS	Programming our Future: Engineering Success
Joshua Thaxton	PFE	Hydroponic Vertical Gardening
Matt Tuckey	BHS	Battle of the Battery-Powered Buggies Off-Road Challenge

Dr. McDaris welcomed SRO Hall to the meeting and recognized the student artwork from Pisgah Forest Elementary School that was on display in the board room.

Mr. Kiviniemi congratulated Dr. McDaris on the birth of his first granddaughter earlier that day. He also commended the Cops for Kids program that raises money each year to help students purchase Christmas gifts for their families. Mr. Kiviniemi reported that approximately 200 students received \$100 apiece to shop at Walmart this year.

Dr. McDaris congratulated Chairman McCoy whose son graduated this past weekend from UNC-Chapel Hill.

Mr. Griffin expressed thanks to everyone for their support of the Backpack Buddies program.

**5. Former Students in the Military**

The board reviewed the list of former students from Brevard High School, Rosman High School, and Davidson River School who are currently serving or have previously served in the U.S. Military. There were four new names on the list: Bill Craig, Daniel Hein, Leonard Wynn, and Robert Young.

**6. Consent Agenda**

ON A MOTION BY MRS. PETIT, SECONDED BY MR. GRIFFIN, the minutes of the November 19 and December 1, 2015 meetings and the personnel report for December 14, 2015 (attached) were unanimously approved.

**7. Positive Behavior Support**

At the November meeting, the board requested an update on training and programs designed to address negative behaviors in the schools, specifically discrimination, harassment, and bullying. Directors Brian Weaver, Audrey Reneau, Leca Chapman, and Alan Justice compiled a comprehensive report on the various programs and policies in place to support positive student behavior at all grade levels. Mr. Justice presented the report.

At the elementary level, character is the focus. Classes are taught by teachers, counselors, administration and SROs. Lessons are reinforced through the PBIS model (Positive Behavioral Interventions and Supports). Punishable behavior includes bullying. Rewards are earned through positive behaviors and character traits such as respect, honesty, self-control, and tolerance. Conflict peer mediation teams allow students who have been trained as peer mediators to resolve student-to-student disagreements in positive ways. Peer mediation is not used to resolve issues of bullying; anti-bullying lessons taught by adults are used if certain behaviors need to be reinforced. The DARE program, SROs, and Shield Camp also teach and reinforce anti-bullying behaviors.

At the middle schools, there is zero tolerance for bullying. Bullying and character are addressed through the GRIT program (Growing Responsible, Independent Thinkers). Health and PE classes include a bullying unit that includes signing a no-bullying pledge. Both schools do news pieces promoting a bully-free school that coincide with the health unit. Both schools have student ambassadors that promote and train mediators for a bully-free school. Counselors teach lessons on character and have sessions with students in ISS or OSS. Each school hosts Red Ribbon Week to encourage students to stay away from drugs and any form of bullying. Focus on cyberbullying begins at this age, and the schools work with parents to help them understand the dangers of social media. Safe Dates and Positive Relationships provides an adolescent dating abuse prevention program. Mix it Up requires kids to sit with new groups of students at lunch to encourage new friendships.

The high schools have zero tolerance for bullying, and each school has a commitment to keep bullying from being a disruption to the learning environment. Students are encouraged to report to a staff member any actual or suspected bullying so that it will be addressed in a timely manner. As needed, referrals are made to the Mediation Center in Brevard to have trained adults help resolve conflict through mutual agreement. These services are available at the Center and also on site at the high schools. At Freshman Year Experience (FYE) retreats, upperclassmen discuss creating a positive and accepting school. Tolerance is promoted through mentoring programs, the Acceptance Club at Brevard High School, and Youth Speak at Rosman High School.

Districtwide, bully reporting boxes are available at all schools. Any student may speak to any staff member if they feel unsafe. The tip line has been updated with a new number and the ability to receive anonymous text messages. A media blast will go out after the break to let parents and students know they can leave an anonymous voice message, anonymous text, or contact information for a callback. School safety plans and protocols are undated and practiced each year. Table top training sessions with local law enforcement, SROs, and school administrators are performed regularly.

Mrs. Scruggs thanked Mr. Justice and the staff members who worked on the report and stated that she was impressed by the variety of ways in which schools teach respect and tolerance, both through structured programs and during day to day activities. Mr. Justice reported that educators work hard to provide multiple safety nets because they know that our students come from many different backgrounds. Mr. Griffin observed that many of the problems that show up in schools are inherited from the outside world, and noted that intolerance and bullying is typically learned at home. It is the school's job to help students overcome those beliefs. Chairman McCoy thanked teachers, staff, administrators, school resource officers, and law enforcement for all they do to keep students safe and reinforce positive behaviors.

## **8. Policy**

Jeremy Gibbs took a moment to respond to a community member's recent comment that the board was "scrambling" to fix policy in response to racial tensions at Brevard High School. Not true, stated Mr. Gibbs. He reported that over six months ago, the board began discussing a planned, comprehensive, and methodical policy manual conversion process. The project began in July 2015 and is estimated to take approximately one year to complete. Information about the conversion process is available on the board of education's webpage, as well as links to all policies currently under review, a history of adoptions and revisions, and an online policy comment form. Chairman McCoy added that the board has always done regular policy updates and invites input at any meeting where policy is discussed.

Mr. Gibbs presented eleven revised policies from the Fall 2015 PLS Updates (Part 2) for second-read approval. He reported there had been no changes to the policies since their first read in November. ON A MOTION BY MRS. SCRUGGS, SECONDED BY MR. KIVINIEMI, the policies listed below were unanimously approved as presented:

Policies to Lead the Schools (PLS) Updates Fall 2015 - Part 2	
1010	Board Authority and Duties
1100	Governing Principles
1510/4200/7270	School Safety
1720/4015/7225	Discrimination, Harassment, and Bullying Complaint Procedure
2120	Code of Ethics for School Board Members
2121	Board Member Conflict of Interest
2123	Board Member Opportunities for Development
2300	Board Meetings
2320	Compliance with the Open Meetings Law
2341	Quorum
2400	Board Policies

Mr. Gibbs presented 23 new policies from the 7000 Series: Personnel (Part A) as first-read information and recommended 14 old policies and 18 old exhibits for rescission. Action on these policies will be requested in January. Discussion centered on the following policies:

*7210, Staff Involvement in Decision-Making.* Mrs. Scruggs stated that she likes the idea of having a policy to include teachers and staff in decision making whenever possible.

*7340, Employee Dress and Appearance.* Mr. Griffin asked if the policy should address specific items of clothing, tattoos and/or body piercings as potential distractions in the classroom. Mr. Donnahoo cautioned against making the policy too specific and recommended flexibility for specific job duties. Mrs. Petit and Mrs. McCoy recommended leaving the question of appropriateness to the principal or site supervisor. Chairman McCoy added that if a specific concern comes to the board, they should share it with the superintendent who would then contact the principal to address the matter with the individual. She stated it is the board's expectation that all employees model appropriate dress and appearance.

*7265, Occupational Exposure to Hazardous Chemicals in Science Laboratories.* Mrs. Scruggs asked about responsibility for monitoring chemical hygiene plans (CHPs). Brian Weaver and Alan Justice reported that the school system developed a CHP in 2007-2008 for all county schools, and employees who handle chemicals received training two years ago on the new OSHA standards. Mr. Justice reported that the science department chairs and district office staff are responsible for monitoring the CHP plans. Mr. Gibbs reported that this and other health and safety issues will be discussed with the School Health Advisory Council for increased awareness.

*5070/7350, Public Records - Retention, Release and Disposition.* Mr. Griffin asked if all school system emails must be saved. Mr. Gibbs reported that this process is automatic for all school system emails. Dr. McDaris reported that

paper files that must be retained indefinitely are in the process of being scanned and stored electronically.

*7305, Professional Standards of Conduct and Performance for Teachers.* Mr. Donnahoo reported that this custom policy was recommended for and has been adopted by all client school systems of the Campbell Shatley law firm. Similar policies for administrators and classified staff are being drafted as well. Mrs. Scruggs expressed concern that the policy could make a teacher reluctant to complain directly to a district-level supervisor without first taking the issue to the principal. Mr. Donnahoo explained that the grievance policy allows an employee to bypass the immediate supervisor if the complaint is about that supervisor; however, professional business practice does not support this approach in most cases. Mr. Gibbs reported that in grievance procedures he has observed, following the appropriate process from start to finish resulted in the issue being handled in a way that safeguarded the rights of all involved. Mr. Kiviniemi stated that he does not see a problem with the policy and finds it to be general enough that an employee has a number of avenues to take.

Mr. Griffin asked how the policy would relate to contracted coaches. Mr. Justice reported that the expectations and requirements for coaches would be addressed through the athletic handbook and a required meeting for all coaches at the start of the school year.

Chairman McCoy asked about a policy for volunteers. Mr. Gibbs reported that existing policies address requirements for volunteers as well as visitors to the schools. He added that the screening process for school volunteers has been improved.

*5024/6127/7266, Emergency Epinephrine Auto-Injector Devices.* Mrs. Scruggs asked about the number of staff members trained in emergency EPI pen usage. Mr. Justice reported that the school system adheres to the current law regarding EPI training. He noted that school nurses would like to see all employees trained in EPI pen administration. Mr. Justice also expressed thanks to Dr. Ann Farash for providing the school system access to unlimited EPI pens free of charge.

*5027/7275, Weapons and Explosives Prohibited.* Mrs. Scruggs questioned whether a person who holds a concealed carry permit would be allowed to bring a handgun into a school. Mr. Donnahoo reported that while on school property, the handgun must remain inside a closed compartment within the person's locked vehicle.

ON A MOTION BY MR. KIVINIEMI, SECONDED BY MR. GRIFFIN, the policies listed below were unanimously accepted as first-read information:

7000 Series: Personnel (Part A)			
New Policies adoption in January		Old Policies to be rescinded	
7100	Recruitment and Selection of Personnel	GBN; GCC; GDC	Criminal Background Searches; Recruitment and Selection of Licensed Personnel;

			Recruitment and Selection of Classified Personnel
7110	Information Provided by Applicant or Employee		
7120	Employee Health Certificate	GBE	Health Examinations
7130	Licensure		
7210	Staff Involvement in Decision Making		
7240	Drug-Free and Alcohol-Free Workplace	GBCC/GBP; GBCC/GBP-R	Drug-Free School/Workplace and Prevention Program
7241	Drug and Alcohol Testing of Commercial Motor Vehicle Operators		
5026/7250	Smoking and Tobacco Products		
7260	Occupational Exposure to Bloodborne Pathogens	GBEA; GBEA-R; GBEA-R Appendix; GBEA-E (A1. . A18)	Communicable Diseases
7262	Communicable Diseases - Employees		
7265	Occupational Exposure to Hazardous Chemicals in Science Laboratories	GBEAB	Occupational Exposure to Hazardous Chemicals in Science Laboratories
5024/6127/7266	Emergency Epinephrine Auto-Injector Devices		
5028/6130/7267	Automated External Defibrillator		
4202/5029/7272	Service Animals in Schools		
5027/7275	Weapons and Explosives Prohibited		
7300	Staff Responsibilities		
7303	Organizational Plan	CC	Administration of Organization Plan
7305	Professional Standards of Conduct and Performance for Teachers	GBA	Professional Standards of Conduct and Performance for Teachers
4240/7312	Child Abuse - Reports and Investigations		
4250/5075/7316	North Carolina Address Confidentiality Program		
7340	Employee Dress and Appearance		
5070/7350	Public Records - Retention, Release, and Disposition	KBA	Public's Right to Know
5071/7351	Electronically Stored Information Retention	IIBH	Electronic Stored Information Retention

9. **Superintendent's Update**  
Dr. McDaris reported the following items:



- Superintendents across state remain very much in favor of retesting.
- Senior project presentations will take place this week at RHS and BHS.
- Work continues on an application for a GoldenLEAF community grant for industry training.
- Now that the federal ESEA (renamed ESSA, “Every Student Succeeds Act”) has been approved, an alignment study regarding curriculum and testing is underway. Dr. McDaris stated that the ESSA offers more flexibility to states and addresses subgroups.
- There has been an outbreak of hoof and mouth disease at Rosman High School. Some members of the RHS men’s basketball team have been affected.
- This Friday is the last student day before the Christmas break. Dr. McDaris wished everyone a wonderful holiday.

#### 10. **Important Dates**

The January board meeting will be held on Tuesday, January 19 due to the MLK holiday on Monday, January 18. The board will resume its twice-a-month meeting schedule (first and third Mondays) beginning in February.

Dec. 21-Jan. 1	Christmas break
Jan. 11-14	TCS Science Fair
Jan. 15	End of first semester
Jan. 18-19	Teacher workdays
Jan. 19*	REGULAR MEETING, 6:30 p.m., MEC
Feb. 1	WORK SESSION, 5:00 or 5:30 p.m., MEC
Feb. 10	Students dismissed at noon
Feb. 15	Teacher workday
Feb. 15	REGULAR MEETING, 6:30 p.m., MEC
Mar. 7	REGULAR MEETING, 6:30 p.m., MEC
Mar. 9	Students dismissed at noon
Mar. 21	REGULAR MEETING, 6:30 p.m., MEC
Mar. 24-25	Teacher workdays
Mar. 28-Apr. 1	Spring break

#### 11. **Topics for Work Session**

Dr. McDaris reported that the board’s annual work session/planning retreat will be held on Monday, February 1, 2015 at the Morris Education Center (time to be determined). A light supper will be provided. Potential topics for discussion include FY17 budget, master facilities plan, and capital. Mr. Kiviniemi suggested adding marketing strategies to the agenda and Mrs. Scruggs suggested an update on how schools build community.

#### 12. **NCSBA Legislative Committee**

Dr. McDaris reported that the North Carolina School Boards Association has invited local school boards to nominate members to serve on the NCSBA Legislative Committee for the 2016 and 2017 calendar years. This committee is tasked with developing the draft biennium NCSBA legislative agenda for consideration and adoption by the delegate assembly, as well as reviewing ongoing legislative activity and providing guidance to the board of directors on legislative matters. ON A MOTION BY MRS. MCCOY, SECONDED BY MRS. SCRUGGS, Ron Kiviniemi was nominated as the board’s applicant for the legislative committee. Applications are due by February 15.

#### 13. **Public Comment**

There was no public comment.

14. **Other Items**

No other items were discussed.

There was no further business, and ON A MOTION BY MR. GRIFFIN, SECONDED BY MRS. PETIT, the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

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Chairman

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Secretary

**PERSONNEL REPORT  
December 14, 2015**

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

Licensed Personnel

Stephanie Hoekstra, School Psychologist, TCS, effective January 2, 2016

Classified Personnel

Hollis Andersen, Teacher Assistant, PFES, effective November 29, 2015

Shirley Raines, Bus Driver, TCS, effective December 4, 2015

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

Licensed Personnel

William Parker, Part-Time Interim Administrative Support (40%), effective January 4, 2016 through May 20, 2016

Lauren Townley, Part-Time Reading Specialist, BES, effective January 4, 2016

Classified Personnel

None

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

Licensed Personnel

None

Classified Personnel

Kimberly Nanney, from Teacher Assistant, BMS, to Office Support Professional I, BHS, effective January 4, 2016

Teresa Raines, from Office Support Professional II, BHS, to Office Support Professional IV, BHS, effective December 7, 2015

Debbie Siniard, from Office Support Professional I, BHS, to Office Support Professional II, BHS, effective December 7, 2015

- 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

George Baker

Ely Carnathan

Jay Sheaffer

David Whitener

Substitute Child Nutrition Workers

None