

**Minutes
Transylvania County Board of Education
December 16, 2019**

INVOCATION/PLEDGE OF ALLEGIANCE

CALL TO ORDER/WELCOME

BUSINESS ITEMS:

1. Approval of Agenda
2. Closed Session
3. Election of Officers in January / Suspension of Policy
4. Public Comment
5. Good News Report
6. Former Students in the Military
7. Consent Agenda:
 - A. Minutes
 - B. Personnel Report
8. Policy:
 - A. Fall 2019 PLS Updates
 - B. Consent Document for General Records Retention & Disposition Schedule
9. Software Letter of Intent
10. Bond Update
11. FY20 Budget Resolution
12. Topics for Annual Planning Retreat/Work Session
13. Superintendent Update
14. Important Dates
15. Public Comment
16. Other Items
17. Closed Session (as needed)

The Transylvania County Board of Education met in regular session at 5:30 p.m. on December 16, 2019 at the Morris Education Center. Marty Griffin led in a moment of silence and Chairman McCoy led the Pledge of Allegiance. Chairman McCoy welcomed everyone and called the meeting to order. In addition to four guests, the following board members, staff, and others were in attendance:

BOARD MEMBERS:

Tawny McCoy, Chair
Courtney Domokur
Marty Griffin
Alice Wellborn

BOARD ATTORNEYS:

Chris Campbell
Kris Caudle

STAFF:

Dr. Jeff McDaris, Superintendent
Jenny Hunter, Administrative Assistant
Dr. Brian Weaver, Assistant Superintendent
Norris Barger, Director, Business Services
Missy Ellenberger, Director, Curriculum & Instruction
Kevin Smith, School-Community Relations Coordinator
Diamond Wright, School Resource Officer

MEDIA:

John Lanier, Transylvania Times

1. **Approval of Agenda**
ON A MOTION BY MRS. DOMOKUR, SECONDED BY MR. GRIFFIN, the meeting agenda for December 16, 2019 was unanimously approved as presented.

2. Closed Session

ON A MOTION BY MRS. MCCOY, SECONDED BY MR. GRIFFIN, the board went into closed session at 5:33 p.m. pursuant to N.C.G.S. § 143-318.11(a)(1), 143-318.11(a)(3), and 115C-209.1 to consult with the board attorney regarding a legal matter and a confidential volunteer matter. Present in the closed session were board members McCoy, Wellborn, Griffin, and Domokur; Dr. Jeff McDaris; and board attorneys Chris Campbell and Kris Caudle. After discussion, ON A MOTION BY MR. GRIFFIN, SECONDED BY MRS. MCCOY, the board adjourned the closed session and returned to open session at 6:42 p.m.

After a brief recess, Chairman McCoy called the meeting back to order at 6:47 p.m. Mr. Campbell departed and Mr. Caudle served as board attorney for the remainder of the meeting.

3. Election of Officers in January / Suspension of Policy

Board policy 2200, Election of Officers/Organization of Board, calls for the election of a chairperson and a vice-chairperson at the regularly scheduled December meeting of the board. Chairman McCoy reported that the board would prefer to postpone the election of officers until Vice Chairman Kiviniemi can be present. She reported that Mr. Kiviniemi is making steady progress after back surgery and expects to be at the January meeting. Policy 2450, Suspension of Board Policies, allows the temporary suspension of any section or sections of board policies by a majority vote of board members present at a meeting. ON A MOTION BY MRS. MCCOY, SECONDED BY MRS. WELLBORN, pursuant to board policy 2450, the board voted unanimously to suspend the election of officers in accordance with policy 2200 until no later than January 2020.

4. Public Comment

None

5. Good News Report

Dr. McDaris reported the following items:

CONGRATULATIONS TO THE DEVILS FOR A GREAT SEASON

Winning 11 games for the second straight year, the Brevard High School Blue Devils played a tough game in the third round of the state playoffs, falling to Reidsville, winner of last year's state title. Congratulations to Coach Pritchett, his staff, the players--and all the fans who cheered them on--for another great season.

DONATION TO TIME 4 REAL SCIENCE

Many thanks to Kenneth and Harriet Walls who recently donated \$2,500 to Brevard High School for the purchase of equipment to be used in Jennifer Williams' TIME 4 Real Science classrooms. We very much appreciate the Walls' support of Brevard High School and the Transylvania County Schools.

NEW MOBILE APP SERVES STUDENTS, PARENTS, AND COMMUNITY

Now everyone can stay in touch with the school system and receive the latest news and updates from the district by downloading our new mobile app. The Transylvania County Schools app is available for both Android and Apple iOS phones and provides access to calendars, athletics, transportation, accounts, social media, news and more. The app also contains links for feedback to support an improved user experience.

Dr. McDaris recognized the student artwork from Pisgah Forest Elementary School that was on display in the board room and thanked Officer Wright for attending the meeting.

6. **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. Dr. McDaris reported that eight new names have been added to the list: Hank Bayles, Ed Burdette, Roy Dossey, Donald Hayes, Tyler Hutchins, Ervin A. Mullenex, William S. Mullenex, and Caleb Sisk.

7. **Consent Agenda**

ON A MOTION BY MR. GRIFFIN, SECONDED BY MRS. WELLBORN, the board unanimously approved the minutes of the November 21, 2019 meeting and the personnel report for December 16, 2019 (attached). Dr. McDaris announced that Dusty Robinson has been named as the new head football coach for Rosman High School.

8. **Policy**

Forty-one revised policies and two new policies from the *Fall 2019 PLS Updates* were approved as first-read information at the November meeting. Dr. Weaver reviewed several new revisions that have been made since that time:

- Policy 3620, Extracurricular Activities and Student Organizations, was further revised to specify that classes taken at Brevard College and Blue Ridge Community College are considered as “on campus” classes.
- Policy 7240, Drug-Free and Alcohol-Free Workplace, was further revised to address the issue of employees who use lawfully purchased CBD products at home. Mr. Caudle noted that the policy may need to be revisited in the future as the laws and regulations develop on this issue.
- Policy 4325, Drugs and Alcohol, was further revised to change the language in the student policy to match the language in the employee policy.
- Policy 4240/7312, Child Abuse and Related Threats to Child Safety (formerly named *Child Abuse - Reports and Investigations*) was extensively revised to incorporate changes based on new legal requirements:

Beginning December 1, 2019, any adult who knows or should have reasonably known of certain forms of child victimization must report that information to law enforcement. This reporting requirement fills a gap in existing child abuse reporting requirements which require reports to state officials only when the abuse is perpetrated by an individual who has a specific relationship with the child, i.e., a parent or caretaker or a caregiver in a child care facility licensed by DHHS. The new law does not impose a reporting obligation on the school system itself; the obligation extends only to individuals. Therefore, boards are not required to include this reporting requirement in policy or to otherwise enforce the reporting requirement; however, NCSBA encourages boards to address the matter in policy as part of the board’s broader efforts toward keeping students safe. Accordingly, policy 4240/7312 has been updated to add this new reporting requirement and made it applicable to all employees, contractors, and volunteers.

Beginning January 1, 2020, LEAs must adopt and implement a child sexual abuse and sex trafficking training program for school personnel who work directly with students in grades K-12. Such school personnel must receive two hours of training in even-numbered years beginning with the 2020-2021 school year. "School personnel" is defined to mean teachers, instructional support personnel, principals, and assistant principals, and boards have discretion to expand that definition to include other school employees as needed. The required components of the training program include best practices from the field of prevention; the grooming process of sexual predators; warning signs of sexual abuse and sex trafficking; intervention strategies; legal responsibilities for reporting; and available resources for assistance. Training may be provided by local nongovernmental organizations with expertise in the area, local law enforcement officers, or other officers of the court. The board is not legally required to address the training program in board policy. However, NCSBA believes it is advisable to do so and to require in board policy that school personnel participate in the training. Accordingly, policy 4240/7312 has been updated to add the specified training program requirements and to require designated school personnel to participate in the training.

Dr. Weaver reported that he will be meeting with student support services staff in January to develop a training model for our district. He believes an online model may be the best option for keeping up with training for school employees, volunteers, and contractors. Board members discussed scenarios for reporting abuse and the importance of following proper procedures. Dr. Weaver indicated that this issue would be covered in the training. He will provide another update once the training model has been developed.

ON A MOTION BY MR. GRIFFIN, SECONDED BY MRS. WELLBORN, the board unanimously approved the 43 policies listed below.

Fall 2019 PLS Updates (second-read approval)	
1200	Governing Principle - Student Success
1310/4002	Parental Involvement
1400	Governing Principle - School Initiatives
1500	Governing Principle - Safe, Orderly, and Inviting Environment
1700	Governing Principle - Removal of Barriers
1800	Governing Principle - Stewardship of Resources
2010	Board and Superintendent Relations
2300	Board Meetings
3102	Online Instruction
3225/4312/7320	Technology Responsible Use
3620	Extracurricular Activities and Student Organizations
4040/7310	Staff-Student Relations
4240/7312	Child Abuse and Related Threats to Child Safety
4270/6145	Concussion and Head Injury
4325	Drugs and Alcohol
4333	Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety
4334/5035/7345 NEW	Use of Unmanned Aircraft (Drones)
4400	Attendance
4700	Student Records
5015	School Volunteers
5070/7350	Public Records - Retention, Release, and Disposition
5071/7351	Electronically Stored Information Retention

5210	Distribution and Display of Non-School Material
5220	Collections and Solicitations
6120	Student Health Services
6125	Administering Medicines to Students
6140	Student Wellness
6220	Operation of School Nutrition Services
6230	School Meal and Competitive Foods Standards
6305	Safety and Student Transportation Services
6315	Drivers
6420	Contracts with the Board
7100	Recruitment and Selection of Personnel
7130	Licensure
7240	Drug-Free and Alcohol-Free Workplace
7241	Drug and Alcohol Testing of Commercial Motor Vehicle Operators
7360/8225 NEW	Crowdfunding on Behalf of the School System
7410	Teacher Contracts
7430	Substitute Teachers
7820	Personnel Files
8220	Gifts and Bequests
8340	Insurance
8350	Fixed Assets Inventory

Several policies were updated to reflect the 2019 General Records Schedule for Local Government Agencies, the new records retention and disposition schedule applicable to LEAs. General statutes require the “consent” of the State Division of Archives before records can be destroyed. Board attorneys have recommended that the consent document that is included as part of the new schedule be approved by local boards and returned to the Division. ON A MOTION BY MRS. WELLBORN, SECONDED BY MRS. DOMOKUR, the board unanimously approved the consent document regarding destruction of records as provided in the 2019 Local Government Agencies General Records Retention and Disposition Schedule.

9. Software Letter of Intent

Mr. Barger reported that Session Law 2016-94 requires the State Board of Education to develop a plan to modernize the systems used by the DPI Financial and Business Services Division to manage and deliver funds and technical support services to local school administrative units and charter schools. This includes systems for student information management, financial and payroll information, human resources information, and capital and repairs and renovations planning information. The State Board has selected two vendors to provide these software solutions, Cherry Road/Oracle and Tyler Technologies. A letter of intent selecting one of the vendors must be signed by each LEA by December 31, 2019 in order to get state funding for implementation and first year subscription/support costs (Mr. Barger reported that the deadline has been extended to April 30, 2020 due to the lack of a state budget). Mr. Barger reported that he and his staff have reviewed both vendors’ products/services and believe that Tyler Technologies is the best choice for Transylvania County Schools. If all goes well, conversion would take place in approximately 2-3 years. Implementation will cost approximately \$100,000; therefore, if the state fails to allocate funds for this purpose, the conversion would not take place. ON A MOTION BY MRS. MCCOY, SECONDED BY MR. GRIFFIN, the board unanimously endorsed the letter of intent selecting Tyler Technologies as the software solution and consulting service for Transylvania County Schools.

10. **Bond Update**

Mr. Barger reported that project architects met today with BHS teachers and received their input for the conceptual plans. A similar meeting was held at RHS on December 5. Teachers will have an opportunity to review the revised plans once the changes have been made. There are meetings tomorrow with DOT and civil planning representatives to discuss traffic patterns, roads, etc. Soil tests came back as expected and as planned for in the budget. Mr. Barger noted that the seismic rating could change with additional testing and save us money.

11. **FY20 Budget Resolution**

Norris Barger presented the budget resolution and supporting documents for the 2019-2020 fiscal year. He reported that some state items are still not fully funded and there could be additional budget information after the Legislature returns in January. ON A MOTION BY MR. GRIFFIN, SECONDED BY MRS. WELLBORN, the budget resolution for the 2019-2020 fiscal year was unanimously approved (see attached).

12. **Topics for Planning Retreat**

The board will hold its annual planning retreat/work session on Monday, February 3, 2020 at the Morris Education Center beginning at 5:30 p.m. A light supper will be provided. Members suggested the following potential topics for discussion:

- Teacher retention
- Information from Annual Conference
- Budget
- Child nutrition (outstanding accounts)
- Attendance
- Bus service to TCH magnet program
- NCHSAA realignment
- Themes for elementary schools (implementation)

The board requested an update on testing at a future meeting.

13. **Superintendent's Update**

Dr. McDaris gave the following updates:

The long-awaited Leandro Report on what constitutes a “sound basic education” in North Carolina has been released. The 300-page report is a byproduct of a nearly quarter-century court battle over funding in North Carolina schools. The report looks at how some school districts spend much more on their students than others and calls for substantial increases in state funding for education to address inequalities. The report finds that state funding in North Carolina, once adjusted for inflation, has decreased over the past decade. In 1997, the North Carolina Supreme Court ruled in *Leandro v. State* that every student in the state must have “the opportunity to receive a sound basic education.” What a “sound basic education,” precisely means has been grounds for debate ever since. The Leandro Report says the state needs to do more to provide the “sound basic education” decreed in the original Leandro case, but how exactly that will be done remains unknown—the report sets an extensive action plan without proposing detailed future steps.

The holidays are a time of rush and stress, and finding time to reflect and relax with family and friends should be a must for everyone. Reading (or re-reading) the classic tale, *The Gift of the Magi*, by North Carolina author William Sydney Porter, better known as O. Henry, may help us all to pause and think about the true spirit of the season.

14. Important Dates

Dr. McDaris reported that the board will resume its twice-a-month meeting schedule in February 2020. Meetings will be held on the first and third Mondays of the month at 6:30 p.m. unless otherwise noted. Next month's board meeting will be held on Tuesday, January 21, in observance of the Martin Luther King Jr. holiday on January 20.

Dec. 20	Students dismissed at 12:00 noon
Dec. 23–Jan. 2	Christmas break
Jan. 3	Teacher workday
Jan. 6	Students return from break
Jan. 20	MLK Day (teacher workday)
Jan. 21	Teacher workday
Jan. 21	REGULAR MEETING, 6:30 p.m., MEC
Jan. 22	Second semester begins
Jan. 30	District Science Fair & Expo, 6:30 p.m., Rogow Room
Feb. 3	PLANNING RETREAT/WORK SESSION, 5:30 p.m., MEC
Feb. 14	Students dismissed at 12:00 noon
Feb. 17	REGULAR MEETING, 6:30 p.m., MEC

The board discussed and agreed on Monday, January 27, for a special budget work session. The work session will begin at 1:30 p.m. and be held at the Morris Education Center.

15. Public Comment

Mr. Kimzey Jackson asked for an update on Ron Kiviniemi. Chairman McCoy reported that Mr. Kiviniemi is recovering from back surgery and hopes to be back in January. Mr. Jackson asked if the board members had received the budget information before the meeting and Chairman McCoy reported that they had. Mr. Jackson announced that he plans to run for the school board in November and he wished everyone a Merry Christmas.

16. Other Items

Mr. Griffin expressed thanks and appreciation to School Nutrition Director Carolyn Barton and everyone who helps support the BackPack Buddies program.

17. Closed Session (as needed)

None

There was no further business, and ON A MOTION BY MR. GRIFFIN, SECONDED BY MRS. WELLBORN, the meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Chairman

Secretary

**PERSONNEL REPORT
December 16, 2019**

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

Licensed Personnel

None

Classified Personnel

None

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

Licensed Personnel

None

Classified Personnel

Randy Shuler, Maintenance Worker, Plant Operations, effective December 2, 2019

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

Licensed Personnel

Dusty Robinson, from Teacher, RMS, to Head Football Coach & Teacher, RHS, effective January 20, 2020

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

Jennifer Blue
Cassie Meece
Mikayla Parker
Devin Wilson

Substitute School Nutrition Workers

Anastasia Dill

**Transylvania County Schools
Budget Resolution
For the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020**

BE IT RESOLVED BY THE TRANSYLVANIA COUNTY BOARD OF EDUCATION:

Section I. The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Instructional

Regular	\$ 13,923,108
Special	2,660,171
Alternative	521,623
School Leadership	1,365,918
School-based Support	1,421,032

Support

Support and Development	19,000
Special Population Support and Development	32,000
Technology Support	134,737
Operational	1,981,975
Financial and Human Resource	174,025
Policy, Leadership, and Public Relations	236,389
Child Nutrition	102,302
Total State Public School Fund Appropriation	<u>\$ 22,572,280</u>

Section II. The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

State Funds	\$ 22,572,280
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Section III. The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Instructional

Regular	\$ 4,284,763
Special	377,713
Alternative	181,787
School Leadership	1,250,138
Co-curricular	373,727
School-based Support	1,047,772

**Transylvania County Schools
Budget Resolution
For the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020**

Support

Support and Development	409,063
Special Population Support and Development	57,412
Technology Support	91,028
Operational	2,644,004
Financial and Human Resource	488,618
Accountability	8,949
Policy, Leadership, and Public Relations	335,443
Community Services	7,895
Payments To Other Governmental Units	<u>1,292,000</u>
Total Local Current Expense Fund Appropriation	\$ 12,850,312

Section IV. The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Local Funds	\$ 12,850,312
Fund Balance Appropriated	<u>-</u>
Total Local Current Expense Fund Revenue	\$ 12,850,312

Section V. The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Instructional

Regular	\$ 217,415
Special	664,671
Alternative	1,155,949
School-based Support	32,665

Support

Special Population Support and Development	64,480
Alternative Support and Development	-
Operational	-
Payments to Other Governmental Units	58,822
Unbudgeted Federal Grants	<u>53,277</u>
Total Federal Grants Fund Appropriation	\$ 2,247,279

Transylvania County Schools
Budget Resolution
For the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

Section VI. The following revenues are estimated to be available to the Federal Grants Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Federal Funds	\$ 2,247,279
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Section VII. The following amounts are hereby appropriated for the operation of the school administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Instructional

Regular	\$ 115,876
Co-curricular	91,395
School-based Support	405,100

Support

Operational	1,865,820
Policy, Leadership, and Public Relations	3,000
Child Nutrition	\$ 70,500
Total Capital Outlay Fund Appropriation	\$ 2,551,691

Section VIII. The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

State Funds	\$ 250,336
Local Funds	1,590,886
Fund Balance Appropriated	710,469
Total Capital Outlay Fund Revenues	\$ 2,551,691

Section IX. The following amounts are hereby appropriated for the operation of the school administrative unit in the Child Nutrition Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Child Nutrition	\$ 2,475,621
Total Child Nutrition Fund Appropriation	\$ 2,475,621

Section X. The following revenues are estimated to be available to the Child Nutrition Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

State Funds	\$ 869
Federal Funds	\$ 1,642,298
Local Funds	832,454
Total Child Nutrition Fund Revenue	\$ 2,475,621

Transylvania County Schools
Budget Resolution
For the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020

Section XI. The following amounts are hereby appropriated for the operation of the school administrative unit in the Restricted Grants Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

Instructional

Regular	\$ 7,402
Special	393,994
Alternative	235,540
School-based Support	206,942

Support

Technology Support	-
Special Population Support and Development	25,053
Technology Support	15,783
Operational	6,000
Community Services	82,589
Total Restricted Grants Fund Appropriation	\$ 973,303

Section XII. The following revenues are estimated to be available to the Restricted Grants Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

State Funds	\$ 330,000
Federal Funds	78,000
Local Funds	227,991
Fund Balance Appropriated	337,312
Total Restricted Grants Fund Revenue	\$ 973,303

**Transylvania County Schools
Budget Resolution
For the Fiscal Year Beginning July 1, 2019 and Ending June 30, 2020**

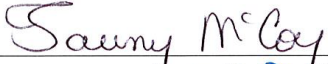
Section XIII. The Board hereby authorizes the Superintendent to transfer appropriations within a fund under the following conditions

- A. Amounts transferred do not exceed a cumulative total of plus or minus ten percent (10%) between functions.
- B. Amounts transferred from the Contingency Fund to a specific line item not previously provided for in this resolution do not exceed twenty thousand dollars (\$20,000) for any line item.

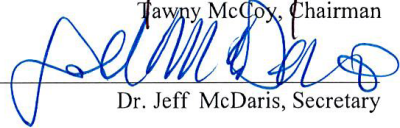
Any such transfer shall be reported to the Board at its next regular meeting and recorded in the minutes.

Section XIV. Copies of the Budget Resolution shall be furnished immediately to the Superintendent and Finance Officer for direction in carrying out their duties.

READ, APPROVED, AND ADOPTED this 16th day of December, 2019 on motion of Matty Griffin, seconded by Alice Wellborn and carried.



Tawny McCoy, Chairman



Dr. Jeff McDaris, Secretary