

**Minutes
Transylvania County Board of Education
December 19, 2022**

INVOCATION/PLEDGE OF ALLEGIANCE

CALL TO ORDER/WELCOME

BUSINESS ITEMS (including amendments and rescissions):

1. Approval of Agenda
2. Personnel Report
3. School Board Member Training

The Transylvania County Board of Education held a brief business meeting and training session on December 19, 2022 at 6:30 p.m. at the Morris Education Center. Ron Kiviniemi led in a moment of silence and Courtney Domokur led the Pledge of Allegiance. Chairman McCoy called the meeting to order and welcomed everyone. In addition to approximately three guests, the individuals listed below were in attendance.

BOARD MEMBERS:

Tawny McCoy, Chair
Kimsey Jackson, Vice Chair
Tanya Dalton
Ron Kiviniemi
Chris Wiener

STAFF:

Dr. Jeff McDaris, Superintendent
Jenny Hunter, Administrative Assistant
Dr. Brian Weaver, Assistant Superintendent
Missy Ellenberger, Director, 9-12 Instruction
Carrie Norris, Director, K-8 Instruction
Audrey Reneau, Director, Federal Programs
Kerry Putnam, Director, Exceptional Children Services
Janette Broda, Director, School Nutrition
Gabi Juba, Chief Finance Officer
Jen Heatherly, Public Information Officer
Alan Justice, Dir., Facilities/Athletics/Transportation
Chris Whitlock, Director, Technology Services
David Wright, School Resource Officer

BOARD ATTORNEYS:

Chris Campbell, Campbell Shatley
Kris Caudle, Campbell Shatley

MEDIA:

None

PRINCIPALS:

Mike Kirst (BES), Scott Strickler (BHS), Tammy Deaver (BMS), Barbara Grimm (DRS), Amanda Lewis (PFES), Bob Dinsdale, (RES), Jason Ormsby (RHS), Julie Queen (RMS), and Patrick Chapman (TCH)

1. Approval of Agenda

The meeting agenda for December 19, 2022 was approved by unanimous consensus.

2. Personnel Report

ON A MOTION BY MR. JACKSON, SECONDED BY MR. KIVINIEMI, the personnel report for December 19, 2022 (see attached) was approved by majority vote (FOR: Dalton, Kiviniemi, Jackson, McCoy; DID NOT VOTE: Wiener)

3. School Board Member Training

Board Attorneys Chris Campbell and Kris Caudle provided a two-hour training session on rights and responsibilities for new and current school board members. Major topics included legal considerations and best practices; protected rights of students, employees and parents; ethics laws and conflicts of interest; and other legal duties and responsibilities of school board members. Some of the items reviewed are listed below.

- The board of education's primary roles are to hire a superintendent, hire and fire other employees upon the superintendent's recommendation, set policies, hear appeals

and make final decisions, provide financial oversight and make final budget decisions.

- Trust is key among board members. A member should not wait until the meeting to surprise the board with a new item or concern. They should instead talk with the board chair or superintendent ahead of time.
- School system budgets are extremely complex with eight different funds, all with different sets of rules. Most school system funding is non-discretionary.
- Board members must vote. They may vote for, against, or indicate abstention. They may not simply not vote.
- Any item may be pulled off the consent agenda to be voted on separately. Regarding personnel reports, a member may vote against a specific employee, vote against the entire report, or ask for the personnel report to be removed from the consent agenda and discussed in closed session. If a member knows ahead of time that they have a concern about a specific item on the report, they should call the superintendent to discuss. They should not wait until the meeting when it is too late to do anything.
- If a member cannot be unbiased regarding a hearing matter, they should step aside. Mr. Campbell advised, "It is okay to be biased, but don't be silent."
- Written and electronic communications to staff, board members or the public are all public records. The form of the communication is irrelevant; what the document says is the test. If a member uses a private email account and the communication is about school business, it is a public record. Members should presume that anything put into writing can be a public record. Personal business is not a public record. Private notes may or may not be considered a public record. Exceptions to public records are student records (FERPA), personnel records, attorney-client communications regarding legal matters, and trial preparation materials. *Mr. Wiener requested that it be on record that he intends to use his school board email account for school board business only. When communicating about his children in the school system he will use his personal email account.* Mr. Campbell agreed that segregating emails as described by Mr. Wiener is a good rule of thumb.

At the end of the training session Chairman McCoy thanked principals and administrators for attending the meeting. There was no further business, and ON A MOTION BY MR. KIVINIEMI, SECONDED BY MRS. DALTON, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Chairman

Secretary

**PERSONNEL REPORT
December 19, 2022**

- 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
Caleb Chapman, Interim Teacher, BHS, effective January 23, 2023 through June 15, 2023
Michele Turner, Interim Teacher, BES, effective January 3, 2023 through June 9, 2023

Classified Personnel
Haley Owen, Teacher Assistant, PFES, effective January 3, 2023
Simia Robertson, Teacher Assistant, BES, effective January 3, 2023

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

Licensed Personnel
Alyse Sheppard, from Teacher Assistant, PFES, to Digital Learning Specialist, BES, effective March 6, 2023
Breana Murfin, from Teacher, BES, to Instructional Coach, PFES, effective January 9, 2023

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
Elizabeth Ward

Substitute School Nutrition Workers
None