

**Jackson County Board of Education
Minutes of Regular Meeting
Sylva, North Carolina
Central Office**

398 Hospital Road

July 31, 2017

6:00 p.m.

The Jackson County Board of Education met in regular session at 6:00 p.m. on Monday, July 31, 2017, at the School Board Administrative Offices, 398 Hospital Road, Sylva, NC. The following members were present:

Ken Henke, Chairman
Ali Laird-Large, Vice-Chairman
Elizabeth Cooper
Margaret McRae
Wes Jamison

Also present were Dr. Kimberly Elliott, Interim Superintendent; Chris Campbell, School Board Attorney; and Cora Fields, Board Assistant.

CALL TO ORDER

Chairman Ken Henke called the business meeting to order.

Mr. Henke led the Pledge of Allegiance.

APPROVAL OF AGENDA

Upon a motion by Mrs. Ali Laird-Large and seconded by Mrs. Margaret McRae, the board voted unanimously to approve the Agenda.

OPEN SESSION FOR PUBLIC COMMENTS

None.

CONSENT ACTION AGENDA

Action: *Upon a motion by Mrs. Ali Laird Large and seconded by Mrs. Elizabeth Cooper, the board unanimously approved the consent action agenda:*

- A. Open Session Minutes of Regular Meeting on June 19, 2017

INFORMATION AGENDA

- A. **Agenda Item:** Superintendent's Report
Presenter: Dr. Kimberly Elliott, Interim Superintendent

Dr. Elliott updated the board on the following:

- Several administrators and a dedicated teacher traveled to Raleigh to attend a Professional Development Session with Mark Sorrells, VP of Golden Leaf, on Tuesday, July 25th. Dr. Elliott thanked David Proffitt, Janet Frazier, Adam Holt, Jake Buchanan, Cindy Ensley, and Dr. Metz for accompanying her on this very important trip, and stated that we are fortunate to work with Golden Leaf, the County Commission and with the Blue Ridge Education Foundation to continue our 1:1 deployment in our District-wide Digital Initiative
- JCPS held a very successful two-day Leadership Summit with our Principals, Directors, Coordinators, Assistant Principals, Assistant Principal Interns, and our Board Chair, at WCU last week. Dr. Elliott thanked Mr. Henke for attending. The Summit continued our work with the revision of our strategic plan and centered the collaborative conversation on teaching and learning for student success.
- Dr. Elliott announced that Ricardo Navarro has received his diploma, summa cum laude, in Air Conditioning, Heating and Refrigeration Technology at Southwestern Community College
- Dr. Elliott announced that JCPS has received an NCCAT grant to attend a “Grow Your Own Leader and strategic planning session” training September 24-29, 2017. All expenses, less substitute cost, are included for participants. This event will include members from all 9 schools and the central office. We have 15 enrolled in the seminar. We have a great partnership with the North Carolina Center for the Advancement of Teaching with sites in Cullowhee and Ocracoke
- Dr. Elliott thanked our Media Partners, The Sylva Herald, and our donors who have provided a media showcase for Jackson County Public Schools. She stated her appreciation to Quintin Ellison, Editor in Chief, Margo Gray, Jim Buchanan, with the Herald, as well as WCU, SCC, Jackson County Board of Commissioners, Catch the Spirit, Jackson Parks and Recreation, and Gary H. Miller, Attorney, for this media coverage

B. Agenda Item: Capital Projects Update

Presenter: Mr. Darin Allison, Capital Projects and Facility Director

Mr. Allison provided the board with a graph showing completion of various capital projects throughout Jackson County Public Schools.

C. Agenda Item: Maintenance Department Update

Presenter: Darin Allison

Mr. Allison provided the board with an update for the Maintenance Department as follows:

- Bottle fill water fountains have been installed at all schools
- In the process of getting quotes and ordering hardware to upgrade doors at Blue Ridge School, Fairview Elementary, the School of Alternatives and Smokey Mountain Elementary School
- Upgrades at Cullowhee Valley Elementary School in restrooms including new counter tops, sinks, and toilet seats will be done prior to the start of school
- Remaining upgrades to water fountains will be finished up at Cullowhee Valley Elementary School during the fall semester

- Fire alarms are being mapped during the summer certification process to allow for better identification of areas when alarms occur
- New awnings are being installed at the School of Alternatives and should be in prior to the start of school
- Carpet installation has occurred at Scotts Creek Elementary School
- Drop ceiling has been installed at Smoky Mountain High School B building hallway
- Cullowhee Valley Elementary School main breaker replacement is planned pending board approval

D. Agenda Item: Pre-K Update
Presenter: Laura Dills, Elementary Curriculum Director

Ms. Dills provided the board with an update on the Pre-K program. Two Pre-K classes will open: Fairview Elementary School and Blue Ridge School. 51 students have been pre-screened district-wide. Each classroom will accommodate 18 students, with a waiting list in both locations. Parents have provided positive feedback concerning the program. The Division of Child Development and Early Education consultant will be here for a walk-thru to identify issues on August 10th and 17th. JCPS will then have 6 months to make recommended changes.

E. Agenda Item: School Nutrition and SHAC Update
Presenter: Laura Cabe, School Nutrition Director

Ms. Cabe updated the board on the school nutrition program and the School Health Advisory Committee (SHAC) as follows:

- 653,763 meals were provided last year to JCPS students and faculty
- US Secretary of Agriculture is supportive of our school nutrition programs
- Have submitted and received an equipment assistance grant for new serving lines
- All cafeteria managers will be attending the professional standards training
- The SHAC is comprised of a cross section of members from the community and schools. The SHAC has assisted with the Snack Masters competition and the revision of the JCPS Wellness policy
- School Nutrition is working on an Information and Services brochure that will provide guidance on Smart Snacks, meal prices, charge policy, and student wellness.

F. Agenda Item: Unaudited Financial Summary
Presenter: Lavonda Woodring, HR Coordinator

Mrs. Woodring presented the Unaudited Financial Summary as of July 18, 2017.

ACTION AGENDA

A. Agenda Item: Budget Amendments
Presenter: Lavonda Woodring, HR Coordinator

Ms. Woodring asked for board approval of budget amendments and transfers to the Capital Outlay Fund, Federal Grants Fund, Other Specific Revenue Fund, School Nutrition Fund and the State Public School Fund.

Action: *Upon a motion by Mrs. Ali Laird-Large and seconded by Mr. Wes Jamison, the board voted unanimously to approve the budget amendments and transfers.*

B. Agenda Item: Consolidated Federal Programs Application
Presenter: Laura Dills, Elementary Curriculum Director

Ms. Dills provided the board with the Consolidated Federal Programs plan overview and asked for board approval.

Action: *Upon a motion by Mrs. Ali Laird-Large and seconded by Mrs. Margaret McRae, the board voted unanimously to approve the Consolidated Federal Programs application.*

C. Agenda Item: Microsoft Licensing Agreement Renewal
Presenter: David Proffitt, Technology Director

Mr. Proffitt presented the quote for the Microsoft license agreement renewal and asked for board approval.

Action: *Upon a motion by Mrs. Ali Laird-Large and seconded by Mrs. Elizabeth Cooper, the board voted unanimously to approve the Microsoft Licensing Agreement renewal.*

D. Agenda Item: Golden Leaf Computer Purchase Approval
Presenter: Mr. David Proffitt, Technology Director

Mr. Proffitt reviewed quotes for the purchase of 40 teacher devices and 960 student devices to be purchased with Golden Leaf Grant funds and asked for board approval.

Action: *Upon a motion by Mrs. Ali Laird-Large and seconded by Mr. Wes Jamison, the board voted unanimously to approve the Golden Leaf Computer purchase.*

E. Agenda Item: Main Breaker Replacement at Cullowhee Valley Elementary School
Presenter: Mr. Darin Allison,

Mr. Allison asked for board approval for the replacement of the main breaker at Cullowhee Valley Elementary School.

Action: *Upon a motion by Mrs. Ali Laird-Large and seconded by Mrs. Margaret McRae, the board voted unanimously to approve the Main Breaker replacement at Cullowhee Valley Elementary School.*

F. Agenda Item: 2017/2018 Student Handbooks – All Schools
Presenter: Dr. Kim Elliott, Interim Superintendent

Dr. Elliott reviewed the 2017-2018 on-line student handbooks for all Jackson County Public Schools and asked for board approval.

Action: *Upon a motion by Mrs. Ali Laird-Large and seconded by Mrs. Elizabeth Cooper, the board voted unanimously to approve the on-line student handbooks.*

G. Agenda Item: Policy Updates
Presenter: Dr. Kim Elliott, Interim Superintendent

Policy Updates:

1. Students at Risk of Academic Failure (3405)
2. School Meal and Competitive Foods Standards (6230)

Dr. Elliott reviewed the above listed policy updates and asked for board approval.

Action: *Upon a motion by Mrs. Ali Laird-Large and seconded by Mr. Wes Jamison the board voted unanimously to approve the above listed policy updates.*

CLOSED SESSION

The board unanimously approved a motion by Mrs. Ali Laird-Large and seconded by Mrs. Margaret McRae to enter into closed session pursuant to G.S. 143.318.11 for the following purposes: under subsection; (a) (1) to prevent the disclosure of privileged or confidential personnel information pursuant to G.S. 115C-319-32 and (a) (3) to discuss matters protected by attorney-client privilege.

Upon a motion by Mrs. Ali Laird-Large and seconded by Mrs. Elizabeth Cooper, the board voted unanimously to return to open session.

OPEN SESSION

Action: *Upon a motion by Mrs. Ali Laird-Large and seconded by Mrs. Margaret McRae, the board unanimously approved the consent action agenda:*

- A. Closed Session Minutes of Regular Meeting of June 19, 2017.

PERSONNEL ACTION AGENDA

Action: *A motion was made by Mrs. Ali Laird-Large to approve the personnel agenda as recommended by Dr. Elliott and was seconded by Mrs. Elizabeth Cooper. Mrs. Cooper recused herself from employee recommendation #8. The board approved the following recommendations:*

Employee Recommendations:

1. Adams, RB – School Nutrition Assistant, Fairview Elementary School
2. Agoo, Tia – School Nutrition Assistant, Fairview Elementary School
3. Alday, Robin – Teacher, Smokey Mountain Elementary School
4. Bailey, Amber – Teacher, Scotts Creek Elementary School
5. Bailey, Dr. Kevin – Personnel Director, Central Office

6. Brodof, Emily – Interim Teacher, Fairview Elementary School
7. Cabe, Pam – Instructional Technology Facilitator, Smoky Mountain High School
8. Cooper, Natalie – Teacher, Cullowhee Valley Elementary School
9. Elgin, Alexandria “Alex” – Teacher, Cullowhee Valley Elementary School
10. Elkins, Brittany – Teacher, Blue Ridge Early College
11. Golden, Tori – Teacher, Fairview Elementary School
12. Gonzales, Alex – Bookkeeper, Fairview Elementary School
13. Harris, Megan – Pre-K Teacher Assistant, Fairview Elementary School
14. Johnson, James “Jake” – Teacher, Smokey Mountain Elementary School
15. Krause, Roxanne – EC Teacher, Scotts Creek Elementary
16. McGaha, Edward Harold – School Bus Driver, Smokey Mountain Elementary School
17. Moore, Lauren – School Nutrition Assistant, Fairview Elementary School
18. Noran Nicole – Media Coordinator, Smokey Mountain Elementary School
19. Quinlan, Megan – Teacher, Smokey Mountain Elementary School
20. Saghy, Caitlin – Teacher, Cullowhee Valley Elementary School
21. Smith, Steven – Teacher, Fairview Elementary School and Cullowhee Valley Elementary School
22. Speir, Paige – Interim Teacher, Fairview Elementary School
23. Stewart, Anna – Teacher, Cullowhee Valley Elementary School
24. Updegraph, Dan – School Bus Driver, Smokey Mountain Elementary School

Employee Resignations:

1. Beckett, Susan Darlene – Virtual School Facilitator, Blue Ridge School
2. Bruegger, Sarah – Teacher, Cullowhee Valley Elementary School
3. Bulluck, Ana – Band Director, FES, CVES, and SMES
4. Fitzgerald, Ashley – EC Teacher Assistant, School of Alternatives
5. Frese, Jamie – Teacher, Smokey Mountain Elementary School
6. Gunter, James Jeffery – Mechanic, Bus Garage
7. Lindsey, Jennifer – Media Coordinator, Smokey Mountain Elementary School
8. McMahan, Sandra – Teacher, Cullowhee Valley Elementary School
9. Pierson, Kenneth – Teacher, Blue Ridge Early College
10. Rowan, Holly – Teacher, Fairview Elementary School
11. Rowland, Lindsey – Teacher, Blue Ridge Early College
12. Wright, Lori – Teacher, Cullowhee Valley Elementary School

Employee Retirements:

1. Dalton, Betty – Teacher Assistant, Smokey Mountain Elementary School
2. Mathis, Jacquelyn “Lynn” – Teacher Assistant, School of Alternatives

Summer Employee Recommendations:

1. Hornbuckle, Dawn – Substitute Summer School Bus Driver, Scotts Creek Elementary School
2. Inez, LeeAnn Cantrell – Substitute Summer School Bus Driver, Cullowhee Valley Elementary School
3. McDaniel, Erin – Teacher for Kindergarten Academy, Cullowhee Valley Elementary School

4. Powell, Jennifer – Teacher Assistant for Kindergarten Academy, Cullowhee Valley Elementary School
5. Rogers, Christie – Substitute Teacher for Reading Camp, Smokey Mountain Elementary School

Coach Recommendations – Staff, Non-Staff and Returning:

1. Addertion, Chandler – Assistant Coach Junior Varsity Football, Smoky Mountain High School
2. Cagle, Curtis – Assistant Coach Varsity Football, Smokey Mountain High School
3. Cauley, Lindsi – Assistant Coach Junior Varsity Cheer, Smoky Mountain High School
4. Davis, Megan – Head Coach Varsity Softball, Smoky Mountain High School
5. Winchester, Mike – Assistant Coach Varsity Football, Smoky Mountain High School
6. Young, Cole – Assistant Coach Junior Varsity Men’s Soccer, Smoky Mountain High School

Transfers Requiring Action:

1. Smith, Brandon Shane – From Custodian and School Bus Driver at Fairview Elementary School to Custodian and School Bus Driver at Blue Ridge School
2. Stephens, Rita – From Custodian at Fairview Elementary School to Custodian at Cullowhee Valley Elementary School
3. Wheatley, Leann – From Student Data Manager at Scotts Creek Elementary School to Student Data Manager at Fairview Elementary School
4. Wilson, Lisa – From Secretary/Bookkeeper at Fairview Elementary School to EC Teacher Assistant at School of Alternatives

ANNOUNCEMENTS

Mr. Henke announced the process for selection of a new Superintendent. Acceptance of applications will begin in mid-August with a deadline of December 1, 2017. He stated that interviews will take place during the month of January 2018, and that the start date of the new Superintendent is undetermined at this time.

The next regularly scheduled business meeting of the Board of Education is August 29, 2017 at 6:00 p.m., at the Board of Education Administrative Offices, 398 Hospital Road, Sylva, NC.

ADJOURNMENT

There being no objection, Chairman Henke adjourned the meeting at 7:55 p.m.

Ken Henke, Chairman

Dr. Kim Elliott, Secretary