

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

398 Hospital Drive, Sylva

January 23, 2018

6:00 p.m.

The Jackson County Board of Education met in regular session at 6:00 p.m. on Tuesday, January 23, 2018, at the School Board Administrative Offices, 398 Hospital Road, Sylva, North Carolina. The following members were present:

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

Also present were Dr. Kimberly Elliott, Interim Superintendent; Dr. Kevin Bailey, Personnel Director; Chad Donnahoo, 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.*

**SPECIAL RECOGNITION**

Dr. Elliott presented Certificates of Recognition to Mrs. Kathryn Moses, Teacher at the Jackson County School of Alternatives for receiving her National Board Certification; and to Eryn Brown, Kristina Owen, Lisa Nelson, and Wanda Crisp, for their support in obtaining licensing for the Pre-K classrooms of Jackson County Public Schools.

**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 of December 12, 2017.

## INFORMATION AGENDA

A. **Agenda Item:** Superintendent's Report

**Presenter:** Dr. Kim Elliott, Interim Superintendent

Dr. Elliott reported on the following:

1. Dr. Elliott stated that she appreciated everyone's patience with the weather and the inclement weather calls that she has made. These calls were imperative to student and employee safety. Hopefully, the worst weather is behind us. Our revised calendars will be posted to our webpage this week for your information. Additionally, minutes will be added to the day as the next strategy to ensure adequate instructional hours of 1025 per state statute, should we have to use it.
2. The District is finalizing documents and artifacts for the Accreditation Review. The Accreditation Committee will arrive on Sunday April 8, 2018 and depart on Wednesday, April 11, 2018. The Accreditation team will be finalizing the daily schedule in the next 2 weeks and will let everyone know. The team has involved JCPS stakeholders in the District Strategic Plan re-write since last July, and Dr. Elliott is confident JCPS will have a wonderful review. Dr. Elliott thanked co-chairs Angie Dills and Adam Holt.
3. Dr. Elliott stated that we are so proud of our programming in JCPS and shared the following highlights:
  - A. The District Robotics Teams are doing a wonderful job. She congratulated all the teams. The CVS, FV and SME teams did exceptionally well at state competition on Saturday.
  - B. Dr. Elliott stated that we are very proud of all our teachers and want to appreciate those who have achieved National Board status.
  - C. Dr. Elliott shared that she is very proud of the reinstatement of our Pre-K Programs. She thanked the staff who were just recognized. She also offered appreciation to Laura Dills, Director of Title I and Elem. Ed and to Kelly Doppke, Student Services Director, for their leadership.
  - D. Angie Dills hosted an excellent CTE Business Partnership Advisory Council this month. Dr. Elliott said that we have excellent business partnerships in Jackson County.
  - E. Dr. Elliott thanked Laura Cabe for an excellent SHAC (School Health Advisory Council Meeting) meeting this month.
4. Dr. Elliott received notification in the mail that the JCPS Class Size Waiver for Enhancement Classes has been approved by the State Superintendent.
5. Dr. Elliott thanked each principal for their timely Connect Ed Communications with JCPS students and families. She has heard many positive comments about our timely information, and stated that she appreciates them very much.

B. **Agenda Item:** Pre-K Update

**Presenter:** Mrs. Laura Dills, Elementary Curriculum Director

Laura Dills updated the board on the establishment of the two Pre-K classes in Jackson County Public Schools. Both Pre-K classes have received their licenses with an outstanding rating. She informed the board that we are exploring the possibility of added two additional Pre-K classrooms due to the large number of students on the wait list.

C. **Agenda Item:** Maintenance Update

**Presenter:** Mr. Jason Watson, Maintenance Director

Mr. Watson updated the board on the following maintenance projects:

**Completed or In Progress**

- Drain pan installed and Main Breaker change out complete SMHS Science Building
- Contract in place to remove and replace some of deteriorated and damaged sidewalk at FES
- Architect selected and waiting on contract for design of new roof for bus garage
- Roof Maintenance Company selected and contract pending for Cullowhee Valley and Scotts Creek.
- Working with a company that tests and maintains hot and cold water loops for boiler and chiller systems.

**Recommend and Research**

- Upgrades to most fire alarm panels to include cell dialer options where available
- Removal of existing underground storage tanks that are no longer in use
  - CVS
  - SMHS (2)
  - JCPS Central Office
  - JCSA
- Expand controls upgrade to SCES. SMHS and CVS will both be on same system once upgrade happens at CVS.
  - More efficient operation including occupied and unoccupied scheduling
  - Better monitoring of equipment to identify issues and help prevent additional damage or shutdowns.

**Preventive Maintenance**

- Budgeting for preventive maintenance has been relatively new for JCPS
- Preventive maintenance has been driven by the budget rather than budget driven by the need
- Issues have been prioritized to cover as much as possible with existing budget focusing on most critical needs first
- Continue to find structures and equipment that are in need of service, repairs or upgrades to provide service that is more reliable.
  - Duct cleaning
  - Controls upgrades
- Need to develop a rotation plan to replace aging equipment before it results in a catastrophic breakdown
- Need to identify systems with no alternate or back up in place and research contingency plans for those systems.
  - One single heating or cooling system that serves large space or multiple spaces
  - Single pump circulation systems

**D. Agenda Item:** Declared Surplus

**Presenter:** Mrs. Gwen Edwards, Finance Officer

Mrs. Edwards informed the board that the following items have been declared as surplus and will be sold on Govdeals.com:

Cullowhee Valley Elementary School:

Conference table

Child Nutrition:

Ice Cream Cooler

Serving line

Warmer

Mixer

Hobart Slicer

Stainless Steel Prep Table

2 - Serving Counter

Two-tiered Stainless Steel Display Table

Table-top Heated Food Warmer

Beverage Counter

Maintenance Department:

Ladder

2 - Vacuums

Floor Scrubber

School Lockers

Pallet of Bricks

Pallet of Cap Blocks

2 - Smart Boards

Office Desk

CTE Program:

Lathe Machine

**E. Agenda Item:** Unaudited Financial Summary

**Presenter:** Mrs. Gwen Edwards, Finance Officer

Ms. Edwards presented the Unaudited Financial Summary as of January 23, 2018.

**ACTION AGENDA**

**A. Agenda Item:** Budget Amendments

**Presenter:** Gwen Edwards, Finance Officer

Ms. Edwards asked for approval of budget amendments and transfers for the Federal Grants Fund, Local Current Expense Fund, Other Specific Revenue 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 to the Federal Grants Fund, Local Current Expense Fund, Other Specific Revenue Fund, and the State Public School Fund.*

**B. Agenda Item:** Anderson Smith and Wike PLLC Audit Contract

**Presenter:** Mrs. Gwen Edwards, Finance Officer

Mrs. Gwen Edwards presented the board with the Anderson Smith and Wike PLLC audit contract for 2017-2018 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 Anderson Smith and Wike PLLC audit contract for 2017-2018.*

**C. Agenda Item:** Approval of 2018-2019 School Calendars

**Presenter:** Dr. Kim Elliott, Interim Superintendent

Dr. Elliott reviewed the proposed 2018-2019 school calendars 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 2018-2019 school calendars.*

**D. Agenda Item:** Indian Policies and Procedures

**Presenter:** Mrs. Angela Dills, Secondary Curriculum Director

Mrs. Angela Dills informed the board about the Indian Policies and Procedures updates for 2018-2019 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 Indian Policies and Procedures updates for 2018-2019.*

**E. Agenda Item:** Capital Projects

**Presenter:** Mr. Darin Allison, Capital

Mr. Allison presented the board with the following items:

1. Capital Projects Update

Mr. Allison gave a brief overview of the completion of all ongoing capital projects.

2. MOU - EBCI and JCPS – Smokey Mountain Elementary School connection to Tribal Water System

Mr. Allison presented the board with a Memorandum of Understanding between the Eastern Band of Cherokee Indians (ECBI) and Jackson County Public Schools (JCPS) for connection to the Tribal Water System 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 ECBE-JCPS Memorandum of Understanding for connection to the Tribal Water System.*

3. Smoky Mountain High School - “A” North and “B” Rooftop Heat Pump Replacement

Mr. Allison presented the board with the Professional Engineer Contract for the SMHS A and B rooftop heat pump replacement 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 Professional Engineer Contract for the SMHS A and B rooftop heat pump replacement.*

4. Smokey Mountain Elementary School – New HVAC System

Mr. Allison presented the board with the Professional Engineer Contract for the new HVAC system at Smokey Mountain Elementary School.

**Action:** *Upon a motion by Mrs. Ali Laird-Large and seconded by Mr. Wes Jamison, the board voted unanimously to approve the Professional Engineer Contract for the new HVAC system at Smokey Mountain Elementary School.*

F. **Agenda Item:** Policy Updates

**Presenter:** Dr. Kim Elliott, Interim Superintendent

First Reading of Policy Updates: Teacher Contract (7410)

Dr. Elliott presented the first reading of Teacher Contract 7410 for consideration by the board.

**Action:** *No Action Taken.*

G. **Agenda Item:** Field Trips

**Presenter:** Dr. Kim Elliott, Interim Superintendent

1. Camp Greenville - Fairview Elementary School, Grade 7, Cleveland, SC, April 25 to 27, 2018, TT 4342.
2. Carowinds Park - CVES, FES, SCES, SMES, Grades 7-8, Charlotte, NC, May 12, 2018, TT 4314.
3. Charlotte Motor Speedway – Cullowhee Valley Elementary School, Grade 5, Concord, NC, Feb. 23, 2018, TT 4321.
4. Ripley's Aquarium - Fairview Elementary School, Grade 4, Pigeon Forge, TN, April 5-6, 2018, TT 4308.

Dr. Elliott reviewed the above listed field trip requests 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 above listed field trips.*

**CLOSED SESSION**

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

## OPEN SESSION

### PERSONNEL ACTION AGENDA

**Action:** *Upon a motion made by Mrs. Ali Laird-Large and seconded by Mr. Wes Jamison, the board voted unanimously to approve the personnel agenda as recommended by Dr. Elliott. The board unanimously approved the following recommendations:*

#### **Employee Recommendations:**

1. Ashe, Joshua Brandon – Custodian and Bus Driver, Fairview Elementary School
2. Brown, Alicia – Teacher, Fairview Elementary School
3. Brown, Eryn – Teacher, Cullowhee Valley Elementary School
4. Buchanan, Emily – Testing and Accountability Specialist, Central Office
5. Cherry, Gina – Teacher, Smokey Mountain Elementary School
6. Golden, Dr. Alan – Interim Teacher, Fairview Elementary School
7. Helton, Matthew – Custodian and Bus Driver, Smokey Mountain Elementary School
8. Hicks, Ashley – School Nutrition Assistant, Fairview Elementary School
9. Holt, Kristin – AIG Specialist, Smoky Mountain High School, Blue Ridge School, Blue Ridge Early College
10. Holt, Krystle – Teacher, Smoky Mountain High School
11. Kittle, Tyler – Tutor, School of Alternatives
12. McCardle, Judy – School Psychologist, JCPS
13. Montgomery, Kaylee – After School Assistant, Fairview Elementary School
14. Myers, Abigail – After School Assistant, Fairview Elementary School
15. Pitcher, Beth – Teacher, Cullowhee Valley Elementary School
16. Pollack, Brad – Teacher, Cullowhee Valley Elementary School
17. Simmons, Georgeanne – Part time Tutor, School of Alternatives
18. Stafford, Becky – Custodian and Bus Driver, Smoky Mountain High School
19. Walker, Deyana – Teacher, Fairview Elementary School
20. Ware, Paula – After School Assistant, Fairview Elementary School
21. Winchester, Michael – Computer Lab Facilitator and ISS Coordinator, Smoky Mountain High School

#### **Employee Resignations:**

1. Barringer, Katherine – Assistant Coach Junior Varsity Women’s Basketball, Smoky Mountain High School
2. Clement, Joni – Teacher, Fairview Elementary School
3. Corsair, Mary – Tutor, Fairview Elementary School
4. Estes, Candace – Teacher, Fairview Elementary School
5. Massengill, Rose – School Nutrition Assistant, Fairview Elementary School
6. McDaniel, Erin – Teacher, Cullowhee Valley Elementary School
7. Phipps, Josh - Head Coach Boys Basketball, Cullowhee Valley Elementary School
8. Young, Stacy – Teacher, Cullowhee Valley Elementary School

## ANNOUNCEMENTS

**The next regularly scheduled business meeting of the Board of Education is February 27, 2018, at 6:00 p.m., at the Board of Education Administrative Offices, 398 Hospital Road, Sylva, North Carolina.**

**ADJOURNMENT**

There being no objection, Chairman Henke adjourned the meeting at 7:27 p.m.

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Ken Henke, Chairman

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Dr. Kim Elliott, Secretary