

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

398 Hospital Road

July 31, 2018

6:00 p.m.

The Jackson County Board of Education met in regular session at 6:00 p.m. on Monday, July 31, 2018, at the School Board Administrative Offices, 398 Hospital Road, Sylva, NC. The following members were present:

Elizabeth Cooper
Wes Jamison
Abigail Clayton

Board Members Ali Laird-Large and Margaret McRae participated via telephone conference call.

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

CALL TO ORDER

Board Member Mrs. Elizabeth Cooper, called the business meeting to order.

Mrs. Cooper led the Pledge of Allegiance.

ELECTION OF OFFICERS

Board Attorney, Chris Campbell instructed the board members on the procedures for the election of Board of Education officers. Mr. Campbell informed the board that the terms for the chair and vice-chair are for a two-year period. The election of officers will take place at the regularly scheduled July meeting of the board on even numbered years corresponding with the non-partisan elections held at the time of the May primary. There being no objection, Mrs. Laird-Large and Mrs. McRae voted via affirmation on the telephone.

Action: *Upon a motion by Mrs. Elizabeth Cooper, the board unanimously voted to elect Mrs. Ali Laird-Large as board chair until the organizational meeting following the next school board election in 2020.*

Action: *Upon a motion by Mrs. Margaret McRae, the board voted unanimously to elect Mrs. Elizabeth Cooper as vice chair until the organizational meeting following the next school board election in 2020.*

APPROVAL OF AGENDA

Upon a motion by Mrs. Ali Laird-Large and seconded by Mrs. Abigail Clayton, 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 Mr. Wes Jamison, the board unanimously approved the consent action agenda:*

- A. Open Session Minutes of Regular Meeting on June 26, 2018

INFORMATION AGENDA

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

Dr. Elliott updated the board on the following:

1. CDBG Start up review has begun for the Blue Ridge School public water and sewer project. NCDWI has funded \$1 million for the water project estimated to cost \$1,068,400.
2. Dr. Elliott thanked the Board of Education members who attended the daylong board work session, and two complete days of JCPS Leadership Summit. She commended their dedication for these three days of service to our schools during the same week. She stated that he students, parents, staff and administration appreciate their engagement in the work of the school system.
3. Dr. Elliott congratulated Principal of the Year, Mr. Brent Speckhardt from Blue Ridge Early College. Mr. Speckhardt will be honored at the annual Principal of the Year Celebration in the Fall and will represent JCPS at the regional Principal of the Year Competition.
4. Dr. Elliott stated that we are extremely excited and grateful to the Jackson County Board of Commissioners for the six additional Student Support Specialists for our students. The hiring process is being completed and successful candidates are being notified of their hire. She said that the pool of candidates were very highly qualified with experiences and degrees in the areas of psychology, social work, counseling, mental health and behavioral health services. She said that we are pleased to have these professionals on staff and working with our students on the first day of school.
5. Dr. Elliott announced the second of our Middle School Listening Sessions. John Cort Architect will re-present information on Tuesday, August 7th at 6:00 PM in the SMHS Auditorium. The Jackson County Board of Education Members will be present to hear public comment at the end of the presentation.
6. Dr. Elliott thanked Kelli Bumgarner, administrative assistant, and Director Laura Dills, for their long hours spent to ensure the three Pre-K classrooms are developmentally appropriate, well stocked with supplies and materials, and that the program is licensed appropriately for the well-being of our students. Dr. Elliott said she is honored to serve on both the Southwestern Child Development and Region- A Partnership for Children/NC PreK Boards and she feels passionately about the work we are engaged in for the young child.

- 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: Mr. Jason Watson, Maintenance Director

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

1. Bids for the Bus Garage and Central Office heating and air conditioning came in much higher than expected, so they are looking at several different options.
2. Concrete work has been accomplished at the entrances to the Central Office due to trip hazards, drainage and wheel-chair access.
3. A new school sign has been created and installed at the School of Alternatives, with the help of the equipment borrowed from Smoky Mountain High School.
4. Work on the ceilings and bathroom stalls at the School of Alternatives have been completed.
5. Exterior lighting at Scotts Creek is being replaced and will be maintained by Duke Energy under a new agreement.
6. Carpeting throughout Scotts Creek Elementary School is being replaced before the start of school.
7. Carpet replacement and LED lighting is being upgraded at Smokey Mountain Elementary School.
8. Fairview Elementary School library painting will be completed prior to the start of school and plans for door replacement will be going to bid.
9. Fire alarm panels are being upgraded with network dialers at most of the schools due to old and outdated equipment.
10. Routine roof maintenance is begin conducted at Cullowhee, Scotts Creek, Smoky Mountain High School, Blue Ridge and Fairview.
11. The School of Alternatives has some minor work scheduled to improve the appearance of the school.
12. Maintenance is using Infrared scanners to discover thermal leaks in facilities.
13. The Maintenance Department employees completed two day OSHA training at WCU.

- D. Agenda Item:** Declared Surplus
Presenter: Gwen Edwards, Finance Officer

Mrs. Edwards presented the following items to be declared as surplus and will be sold on govdeals.com:

1. School Nutrition Department – Salad Bar
2. CTE Department – Refrigerator, 4 microwave ovens, air compressor, small tools
3. Maintenance Department – Small hand tools

- E. Agenda Item:** Unaudited Financial Summary
Presenter: Gwen Edwards, Finance Officer

Mrs. Edwards presented the Unaudited Financial Summary as of July 31, 2018.

ACTION AGENDA

- A. Agenda Item:** Budget Amendments
Presenter: Gwen Edwards, Finance Officer

Mrs. Edwards 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. Mrs. Edwards stated that she didn't expect the \$190,000.00 from the Commissioners for three K-3 teachers. She also stated that \$73,561.00 for safety wasn't used last fiscal year because "we didn't get around to it." This was due to purchase order cut off.

***Action:** Upon a motion by Mr. Wes Jamison and seconded by Ms. Abigail Clayton, 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 Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the Consolidated Federal Programs application.*

- C. Agenda Item:** Southwestern Community College Board of Trustees Appointment of Mr. Ken Henke to fill unexpired term of Mr. Paul Holt
Presenter: Dr. Kimberly Elliott, Superintendent

Dr. Elliott asked for board approval for the appointment of Mr. Ken Henke to the Southwestern Community College Board of Trustees to fill the unexpired term of Mr. Paul Holt.

***Action:** Upon a motion by Mr. Wes Jamison and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the appointment of Mr. Ken Henke to the Southwestern Community College Board of Trustees.*

- D. 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 Mr. Wes Jamison, and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the Microsoft Licensing Agreement renewal.*

- E. Agenda Item:** Heritage Christian Academy Easement Agreement
Presenter: Mr. Jacob Buchanan, Assistant Superintendent

Mr. Buchanan presented the board with a temporary easement agreement for utility purposes between Heritage Christian Academy and JCPS and asked for board approval.

Action: *Upon a motion by Mr. Wes Jamison, and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the temporary Easement Agreement with Heritage Christian Academy.*

F. Agenda Item: Policy Updates
Presenter: Dr. Kimberly Elliott, Superintendent

Updates:

1. Prohibition Against Discrimination, Harassment, and Bullying (1710/4021/7230)
2. Discrimination, Harassment, and Bullying Complaint Procedures (1720/4015/7225)
3. Selection of Instructional Materials (3200)
4. Title I Program Comparability of Services (3565/8307)
5. Attendance, Absenteeism and Truancy (4400)
6. Parent Organizations (5010)
7. Public Records – Retention, Release, and Disposition (5070/7350)
8. Contracts with the Board (6420)
9. Recruitment and Selection of Personnel (7100)
10. Drug-Free and Alcohol-Free Workplace (7240)
11. Gifts and Bequests (8220)
12. Fiscal Management Standards (8300)
13. Federal Grant Administration – Procurement Procedures (8305)
14. Daily Deposits (8325)
15. School Finance Officer (8510)
16. Participation by Women and Minority-Owned Businesses (9125)

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

Action: *Upon a motion by Mr. Wes Jamison, and seconded by Mrs. Abigail Clayton, the board voted unanimously to approve the above listed policy updates.*

CLOSED SESSION

The board unanimously approved a motion by Mr. Wes Jamison, and seconded by Mrs. Abigail Clayton, 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 Mr. Wes Jamison, and seconded by Mrs. Abigail Clayton, the board voted unanimously to return to open session.

OPEN SESSION

Action: *Upon a motion by Mr. Wes Jamison, and seconded by Mrs. Abigail Clayton, the board unanimously approved the consent action agenda:*

A. Closed Session Minutes of Regular Meeting of June 26, 2018.

PERSONNEL ACTION AGENDA

Action: *A motion was made by Mr. Wes Jamison to approve the personnel agenda as recommended by Dr. Elliott and was seconded by Mrs. Abigail Clayton. The board approved the following recommendations:*

Employee Contract Extension Recommendations:

1. Buchanan, Jacob, Assistant Superintendent

Employee Recommendations:

1. Bates, Larry – Custodian and Bus Driver, Cullowhee Valley Elementary School
2. Bell, Tasha – TA Safety Assistant, Smokey Mountain Elementary School
3. Boone, Jerrod – Teacher, Smoky Mountain High School
4. Cachine, Brittani – Student Support Specialist, Blue Ridge School
5. Cauley, Jonathan – Summer Day Camp Worker, Scotts Creek Elementary School
6. Cole, Ameka – Interim Teacher Assistant, Fairview Elementary School
7. Crawford, Wayne – Part Time Custodian and Bus Driver, Smoky Mountain High School
8. Edwards, Kimberly – Substitute School Nutrition Assistant, All Schools
9. Elmore, Megan – Teacher, Smokey Mountain Elementary School
10. Geary, Erika – Student Support Specialist, Fairview Elementary School
11. Gilchrist, Dawn – Teacher, School of Alternatives
12. Jones, Kathryn – Lead Teacher, Fairview Elementary School
13. McRae, Steven – Student Support Specialist, Smoky Mountain High School
14. Medford, Julia – Teacher Assistant, Cullowhee Valley Elementary School
15. Moore, Wanda – Student Support Specialist, Scotts Creek Elementary School
16. Prewitt, Pauline – Bus Monitor, School of Alternatives
17. Range, Ashleigh – School Counselor, Smokey Mountain Elementary School
18. Robinson, Darryl – Custodian and Bus Driver, Blue Ridge Early College
19. Sudia, Lee – Teacher, Blue Ridge Early College
20. Walawender, Cassandra – Student Support Specialist, Cullowhee Valley Elementary School
21. Whisnant-Longanecker, Crystal – EC Teacher Assistant, Scotts Creek Elementary School

Employee Resignations:

1. Bartolis, Albert – Custodian, Smoky Mountain High School
2. Buchanan, Teresa – Bus Driver, Smoky Mountain High School
3. Carpenter, Jeff – Bus Monitor, School of Alternatives
4. Cook, Ron – Teacher, School of Alternatives and Blue Ridge Early College
5. Crawford, Kevin – Technology Technician II, Central Office
6. Extine, James – Teacher, Smokey Mountain Elementary School
7. Gillett, Tabitha – Teacher, Smokey Mountain Elementary School

8. Jenkins, Casey – Counselor, Smokey Mountain Elementary School
9. Lawless, Molly – Teacher, School of Alternatives
10. Mace, Pam – School Nutrition Assistant, Blue Ridge School
11. Nicholson, Shayla – Teacher Assistant, Cullowhee Valley Elementary School
12. Read, Kari – Summer Camp Assistant, Cullowhee Valley Elementary School
13. Rish, Sarah – Nurse, Blue Ridge School and Scotts Creek Elementary School
14. Smith, Jodi – Teacher, Blue Ridge School and Early College
15. Updegraph, Daniel – Bus Driver, Smokey Mountain Elementary School

Staff, Non-Staff and Returning Coach Recommendations:

1. Ashe, Jimmy – Assistant Coach Junior Varsity Football, Smoky Mountain High School – Returning Non-Staff
2. Boone, Jerrod – Assistant Coach Varsity Football, Smoky Mountain High School – New Staff
3. Capps, Zebulon – Head Coach Junior Varsity Football, Smoky Mountain High School – New Staff
4. Cauley, Jeremy – Assistant Athletic Director Fall, Smoky Mountain High School – Returning Staff
5. Doolin, Ashley – Head Coach Tennis, Smoky Mountain High School – Returning Non-Staff
6. Eycler, James – Assistant Coach Tennis, Smoky Mountain High School – Returning Non-Staff
7. Fowler, Carlton – Assistant Coach Junior Varsity and Varsity Volleyball, Blue Ridge Early College – Returning Non-Staff
8. Fowler, Cindy – Head Coach Junior Varsity and Varsity Volleyball, Blue Ridge Early College – Returning Non-Staff
9. Gibson, Demetrius – Assistant Coach Baseball, Smokey Mountain Elementary School – Returning Staff
10. Mayse, Tim – Head Coach Boys Varsity Golf, Blue Ridge Early College – Returning Staff
11. Mayse, Tim – Head Coach Girls Varsity Basketball, Blue Ridge Early College – Returning Staff
12. Mireles, Cristian – Head Coach Middle School Soccer, Blue Ridge Early College – Returning Non-Staff
13. Mull, Jim – Head Coach Middle School Baseball, Blue Ridge Early College – Returning Non-Staff
14. Mull, Jim – Head Coach Middle School Boys Basketball, Blue Ridge Early College – Returning Non-Staff
15. O’Berry, James – Head Coach Middle School Girls Basketball, Blue Ridge Early College – Returning Non-Staff
16. O’Berry, Robyn – Assistant Coach Middle School Girls Basketball, Blue Ridge Early College – Returning Non-Staff
17. Phillips, Kevin – Assistant Coach Middle School Baseball, Blue Ridge Early College – Returning Non-Staff
18. Phillips, Kevin – Assistant Coach Middle School Boys Basketball, Blue Ridge Early College – Returning Non-Staff
19. Pressler, Nick – Head Coach Varsity Men’s Soccer, Blue Ridge Early College – Returning Staff

20. Provost, Michelle – Head Coach District Middle School Cross Country, District-wide – Returning Non-Staff
21. Richards, Keith - Head Coach Middle School Wrestling, Smoky Mountain High School – Returning Staff
22. Scifers, Jonathan – Assistant Coach District Middle School Cross Country, District-wide – Returning Non-Staff
23. Scifers, Jonathan – Assistant Coach Middle School Wrestling, Smoky Mountain High School – Returning Non-Staff
24. Steinel, Ashley – Assistant Coach Varsity Girls Basketball, Blue Ridge Early College – Returning Staff
25. Steinel, Ashley – Head Coach Varsity Softball, Blue Ridge Early College – Returning Staff
26. Watson, Jason – Head Coach Varsity Baseball, Blue Ridge Early College – Returning Non-Staff

ANNOUNCEMENTS

The next regularly scheduled business meeting of the Board of Education is August 28, 2018 at 6:00 p.m., at the Board of Education Administrative Offices, 398 Hospital Road, Sylva, NC.

ADJOURNMENT

There being no objection, Board Member Elizabeth Cooper adjourned the meeting at 6:45 p.m.

Mrs. Ali Laird-Large, Chair

Dr. Kimberly Elliott, Secretary