

Vance County Board of Education  
Henderson, N. C. 27536  
December 12, 2011 7:00 p.m.  
Administrative Services Center

A G E N D A

- I. Call to Order
  - II. Moment of Silence
  - \* III. Approval of Minutes
  - \* IV. Reorganization of Board
  - \* V. Approval of Meeting Agenda
  - VI. Recognitions/Announcements
  - VII. Comments from the Public  
(Citizens who would like to address the Board may do so by completing Form BDDH-E, Public Participation at Board Meetings. This request must be made by noon one working day preceding the regular Board meeting. The form may be obtained by calling the Administrative Assistant to the Superintendent at 492-2127, ext. 2202.)
  - VIII. Superintendent's Report
    - A. Reclaiming Our Youth Presentation
    - B. Presentation of the Fiscal Year Ending June 30, 2011 Audit Report – Winston, Williams, Creech, Evans & Company, LLP
    - \* C. Board of Education 2012 Meeting Schedule (Attachment VIII.C)
    - \* D. Bank Signature Authority (Attachment VIII.D)
    - \* E. Teaching Fellows Scholarship Program Resolution (Attachment VIII.E)
  - IX. Board of Education Standing Committees
    - \* A. Personnel: Ronald B. Kinsley, Chair (Attachment)
    - B. Finance: Gloria J. White, Chair
    - C. Building & Grounds: Ruth M. Hartness, Chair (Attachment)
    - \* D. Policy: Darlynn P. Oxendine, Chair (Attachment)
    - E. Curriculum: Emeron J. Cash, Chair
    - F. Community Relations: Dorothy M. Williams, Chair
  - X. New Business
  - XI. Recurring Items
    - A. Overnight Field Trip Request
    - B. Out of County Transfer Request
  - \* XII. Executive Session  
Approval of Minutes, Property, Legal, Personnel Matters
  - \* XIII. Adjournment
- \* Requires Board Action

## Minutes of the Vance County Board of Education

November 7, 2011

The Vance County Board of Education met in regular session on Monday, November 7, 2011, 7:00 p.m., Administrative Services Center Board Room. Board members present were: Margaret A. Ellis, Chair, Emeron J. Cash, Ruth M. Hartness, Ronald B. Kinsley, Darlynn P. Oxendine, and Dorothy M. Williams. Gloria J. White, Vice Chair, was unable to attend. Senior staff members present were: Ronald E. Gregory, Superintendent, Dr. Trixie Brooks, Executive Director of Curriculum and Instruction, Steven Graham, Finance Officer, Terri Hedrick, Public Information Officer, Claiborne Woods, Director of Facilities, and Vivian Bullock, ILT Coordinator, represented Wil McLean, Executive Director of Human Resources.

1. Mrs. Ellis called the meeting to order at 7:00 p.m. and welcomed everyone attending. A moment of silence was observed.
2. Upon motion by Mrs. Hartness, second by Mrs. Oxendine, the Board unanimously (6-0) approved the minutes of the October 10, 2011 meeting as presented.
3. Upon motion by Mrs. Hartness, second by Mrs. Oxendine, the Board unanimously (6-0) approved the meeting agenda with the following addition.
  - Add VII.B, Resolution to Redefine the Vance County Board of Education Electoral Districts (board approval needed)
4. Recognitions/Announcements
  - (1) Patty Kennedy, Director of Exceptional Children, introduced Shannon Kelsey, as the Exceptional Children's Teacher of Excellence for Vance County Schools. Ms. Kelsey, a teacher at Eaton Johnson Middle School, was recently honored at the Annual Exceptional Children's Conference. Mrs. Kennedy presented a plaque to Ms. Kelsey for her hard work and dedication to the students of Vance County Schools.
  - (2) Mr. Gregory recognized Dr. Michael Putney, Principal of Dabney Elementary School, who has recently received his doctorate.
5. Comments from the Public – none
6. Superintendent's Report
  - (1) Eric Pierce, Principal of Western Vance High School, presented the school's 2011-2012 School Improvement Plan and Local Options ABC's Goals and Objectives to the Board for approval. The three (3) areas chosen for improvement are 1) increase parental contacts by 10% over the previous year, 2) promote a high level of achievement and have students earn credits to be promoted 5% over the previous year, and 3) increase community involvement by 10% over the previous year.

Mr. Pierce stated a total of 405 students have graduated so far from the school. There are 16 students ready for graduation on January 19, 2012.

BOARD MINUTES

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Mrs. Ellis thanked Mr. Pierce for the great job he is doing at Western Vance.

Upon motion by Mrs. Oxendine, second by Ms. Williams, the Board unanimously (6-0) approved the 2011-2012 School Improvement Plan and Local Options ABC's Goals and Objectives for Western Vance High School.

- (2) Mr. Gregory stated Board members had received a resolution for review that redefines the electoral districts. The districts are aligned with the County Commissioners. The resolution needs the Board's approval prior to being sent to the Department of Justice.

Mr. Gregory recommended the Board approve the resolution, seconded by Ms. Williams. The Board unanimously (6-0) approved a Resolution to Redefine the Vance County Board of Education Electoral Districts.

**RESOLUTION**

**by the**

**Vance County Board of Education**

**To Redefine the Vance County Board of Education Electoral Districts**

**WHEREAS**, pursuant to a Consent Judgment and Order in the matter of Margaret Ellis, et al. vs. Vance County, North Carolina, E.D.N.C., No. 87-28-CIV-5, entered on July 28, 1987 by the Honorable Franklin T. Dupree, Jr., Vance County is divided into seven electoral districts for the purpose of nominating and electing persons to the board of education; and

**WHEREAS**, paragraph 9 of the Order provides that "changes shall be made in accordance with applicable State law and the Voting Rights Act."

**WHEREAS**, On September 12, 2011 this Board of Education found that the population among the Vance County electoral districts was not equal and the same should be redrawn so that the quotients obtained by dividing the sum of the population of each district by the number of board of education members apportioned to the district are as nearly equal as practicable, and each district shall be composed of territory within a continuous boundary; and

**WHEREAS**, North Carolina General Statute Section 115C-37 (and being in conjunction with other applicable State and Federal laws) provides that when such inequality of population among electoral districts exists, that the Board of Education may by resolution redefine the electoral districts; and

**WHEREAS**, the Vance County Board of Education did hold a work session on September 13, 2011 to discuss the proposed boundaries of the new districts and to schedule a public hearing to be held to gain public input on the boundary lines for the new electoral districts. In addition to the public input/scoping sessions,

BOARD MINUTES

November 7, 2011

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electronic copies of maps were provided to The Daily Dispatch and a local online internet site for posting public posting after this work session; and,

**WHEREAS**, on September 13, 2011 a public input/scoping session was held and convened by the Community Relations Committee of the Vance County Board of Education at the Administrative Offices of the Vance County Board of Education which is located at 1724 Graham Avenue in Henderson, North Carolina to gain public input, and did have for review, large scale maps of the current board of education districts and new proposed board of education districts boundaries; and,

**WHEREAS**, on September 27, 2011 a public input/scoping was held at the H. Leslie Perry Memorial Library which is located within the City of Henderson, which is also in the central portion of Vance County to gain public input, and did have for review, large scale maps of the current board of education districts and new proposed board of education districts boundaries; and,

**WHEREAS**, notice of a public hearing concerning redrawing Vance County Board of Education electoral district boundaries was published in the The Daily Dispatch, a newspaper of general circulation in Vance County, on October 2 and October 16, 2011, and prior to the public hearing did have posted at the library and available at the Superintendent's office large scale versions of the proposed new Vance County Board of Education Electoral Districts since the Vance County Board of Education work session; and,

**WHEREAS**, a public hearing was held on October 24, 2011 in a joint meeting with this Board's members in attendance and the Vance County Board of County Commissioners members.

**NOW, THEREFORE, BE IT RESOLVED** by the Vance County Board of Education as follows:

1. The boundaries for the seven Vance County Board of Education Electoral Boundaries are hereby amended by replacing the current descriptions with the Electoral District Boundary descriptions attached hereto and the current map showing these boundaries with the map showing these new boundaries entitled "Vance County Electoral Districts, dated November 7, 2011."
2. Within thirty days (30) after adoption of this Resolution, the School Board Attorney is directed to submit the Resolution, the proposed redistricting plan, and supporting data and documentation to the United States Department of Justice for pre-clearance under the Voting Rights Act of 1965 pursuant to North Carolina General Statute Section 120-30.9E.
3. This amendment redefining the electoral district boundaries shall be effective upon pre-clearance by the United States Department of Justice pursuant to Section 5 of the Voting Rights Act of 1965.

BOARD MINUTES

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4. This Resolution shall be published in full upon its preclearance by the United States Department of Justice.
5. Not later than ten (10) days after the date on which the Resolution becomes effective, the Secretary to the Board shall file certified true copies of the Resolution with the North Carolina Secretary of State's Office, in the office of the Vance County Register of Deeds, with the Chairman of the Vance County Board of Elections, in the North Carolina Supreme Court Library, and in the North Carolina General Assembly's Legislative Library.
6. Not later than thirty (30) days after the date on which the proposed redistricting plan is pre-cleared by the United States Department of Justice, the Clerk for the Board shall file with the Director, Office of Administrative Hearings certified true copies of all letters and other documents received by the Vance County Board of Education from the Attorney General of the United States in which a final decision is made concerning the redistricting plan submitted for pre-clearance, as is required by North Carolina General Statute Section 120-30.9H.

Adopted this 7<sup>th</sup> day of November, 2011.

Margaret Ellis, Chair for the  
Vance County Board of Education

Attest: Ronald E. Gregory, Secretary

7. Board of Education Standing Committees

- (1) Personnel – Mr. Kinsley reported the committee met November 1, 2011 to discuss personnel recommendations. Prior to the motion, Mr. Kinsley requested the Board remove the first name from the employment recommendations on page 1 of 1.

Upon motion by Mr. Kinsley, second by Mrs. Hartness, the Board unanimously (6-0) approved the following personnel recommendation with the change.

Appointments

Joselyn Kearney	Family & Consumer Science Teacher	Southern Vance	Eff. 01/19/12
Velma Robertson	Reading Mentor	Pinkston Street/ L. B. Yancey	Eff. 10/31/11

Leaves of Absence

Fredericka Dunning	Music Teacher	Clarke	Eff. 12/12/11
Kathryn Reed	Kindergarten Teacher	Dabney	Eff. 09/16/11
Kassandra Moore	E. C. Teacher	Dabney	Eff. 11/28/11
Franklin Burwell	Art Teacher	Dabney	Eff. 10/24/11
Stacey Pearson	Reading Teacher	Pinkston Street	Eff. 09/26/11
Isabella Jenkins	E. C. Teacher	E. O. Young	Eff. 11/24/11
Valerie Royster	Teacher Assistant	L. B. Yancey	Eff. 10/28/11
Michael Ward	Teacher Assistant	Zeb Vance	Eff. 10/24/11
Michael Breitenfeld	E. C. Teacher	Northern Vance	Eff. 11/07/11

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Bus Driver

Brenda Henry

Substitute Bus Driver

Flexible Benefits Provider Recommendation

Pierce Group – Plan Year: July 1, 2012 – June 30, 2015

- (2) Finance – Mr. Gregory announced that Mrs. White was unable to attend the meeting. She is with her daughter who is due to deliver at any time. He asked Mr. Graham to present the committee report.

Mr. Graham reported that the committee met on October 26, 2011. Items discussed included House Bill 720 which eliminates teacher prepayment beginning in the 2012-13 fiscal year and budget amendments.

Upon motion by Mrs. Oxendine, second by Ms. Williams, the Board unanimously (6-0) approved Budget Amendments #1 to the State Public School Fund, Federal Grants Fund, and Other Restricted Fund.

State Public School Fund Budget Amendment #1 in the amount of \$50,399.00 to amend budget to align with resources and adjust to DPI allotments. Allotment revisions #28-33.

	<u>INCREASE</u>	<u>DECREASE</u>
Revenues:		
State Public School Fund	\$ 50,399.00	
Expenditures:		
<i>Instructional Services:</i>		
5100 Regular Instructional Services		\$ 22.00
5200 Special Populations Services		\$ 30,000.00
5300 Alternative Programs/Services	\$ 5,834.00	
5800 School-Based Support Services	\$ 29,000.00	
<i>System-Wide Support Services:</i>		
6300 Alternative Programs/Services Support/Development Services		\$ 598.00
6400 Technology Support Services	\$ 50,399.00	
6500 Operational Support Services		\$ 4,236.00
6700 Accountability Services	\$ 22.00	

Federal Grants Fund Budget Amendment #1 in the amount of \$442,709.00 to amend budget to align with resources and needs. Allotment revisions #9-12.

	<u>INCREASE</u>	<u>DECREASE</u>
Revenues:		
Federal Funds	\$442,709.00	

Expenditures:

*Instructional Services:*

5100	Regular Instructional Services	\$ 9,327.00	
5200	Special Populations Services		\$101,584.00
5300	Alternative Programs/Services	\$274,854.00	
5800	School-Based Support Services		\$ 13,709.00

*System-Wide Support Services:*

6100	Support and Development Serv.	\$ 3,718.00	
6200	Special Population Support and Development Services	\$ 498.00	
6300	Alternative Programs, Services Support, Development Services	\$104,382.00	
6500	Operational Support Services	\$229,979.00	
6600	Financial and Human Resource Services	\$ 200.00	
8000	Non-Programmed Charges		\$ 64,956.00

Other Restricted Fund Budget Amendment #1 in the amount of \$648,785.00 to amend budget to align resources with current needs.

	<u>INCREASE</u>	<u>DECREASE</u>
Revenues:		
State Public School Fund	\$645,866.00	
Other Local Funds	\$ 1,260.00	
Appropriated Fund Balance	\$ 1,659.00	

Expenditures:

*Instructional Services:*

5100	Regular Instructional Services	\$ 14,925.00	
5300	Alternative Programs/Services	\$633,660.00	
5800	School-Based Support Services		\$ 163.00

*System-Wide Support Services:*

6500	Operational Support Services	\$ 363.00	
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(3) Building and Grounds – Mrs. Hartness reported that the committee met on October 27, 2011. Items discussed included the Eaton Johnson Two Story Building, an increase in fluorescent lamp cost and review of the maintenance update and projects.

- a) The committee heard a presentation on use of the Eaton Johnson Two Story Building from Vincent Ragland. Mr. Ragland has sponsored a youth group for seven (7) years and would like to sponsor three (3) more youth groups. The name of the program is ROY, Reclaiming Our Youth, which focuses on teen pregnancy, improving test scores and helping to expose and prepare students for college. The group would like to preserve the building with funding provided through grants. Andrea Harris also spoke on behalf of the program.

## BOARD MINUTES

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The committee informed Mr. Ragland and Ms. Harris that the School Board had no time frame for use of the building. The time frame established was by Landmark Development to seek grants and tax credits. Mrs. Hartness stated that Mr. Ragland will present his proposal to the full Board at the December School Board Meeting.

- b) The committee received information from Mr. Woods that the fluorescent lamp cost has increased by 77% in five (5) months.
  - c) Mr. Woods gave a brief update on the multipurpose rooms. The concrete sidewalks at New Hope and L. B. Yancey will be completed this week, and they will begin pouring the concrete sidewalks at E. M. Rollins Elementary on Wednesday, November 9, 2011. The fire alarm systems are almost complete. The water storage tank will be installed this week at New Hope Elementary. The final coat of paint will be completed before the December Board Meeting.
  - d) Upon completion of the multipurpose rooms, Mr. Gregory stated a tour of the three (3) facilities as well as the bathroom renovations at New Hope Elementary will be set up for Board Members. Mr. Woods stated he had spoken to Jerry Ayscue, County Manager, regarding a joint tour of the facilities with School Board Members and County Commissioners.
- (4) Policy – Mrs. Oxendine reported that the committee met on October 26, 2011. The committee discussed three (3) new policies, JFB (also JCDB) – Gang Related Activity, JFBA (also JCDC) – Prohibition Against Discrimination, Harassment and Bullying, and JHC – Concussion and Head Injury.

Mrs. Oxendine presented the three (3) policies for a vote for continued consideration for a second reading. Mrs. Hartness seconded the motion. The motion passed 6-0.

- (5) Curriculum – Mr. Cash reported the committee did not meet.
- (6) Community Relations – Ms. Williams reported that the committee met on October 11, 2011. Several items were discussed.
- a) Ms. Williams stated three (3) schools have made the decision to become PTOs at the beginning of the 2012-2013 school year. They are E. O. Young Elementary, Eaton Johnson Middle and Western Vance High. The remaining schools have until the end of the 2011-2012 school year to decide whether to remain PTA or move to PTO. The biggest difference between PTA and PTO is the PTA is an established state and national organization. All local PTA chapters must answer to the N. C. PTA Office and are required to complete lots of paperwork. With a PTO Chapter, the school's unit operates as a separate entity and does not have to answer to a state or national office.

BOARD MINUTES

November 7, 2011

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- b) During the second semester of the school year, the Digital Media students at Southern Vance High School will begin producing a 5-10 minute monthly broadcast about services, programs and activities in the school system. The broadcast will also be linked to the VCS website and possibly posted on YouTube. Mrs. Ellis stated this is a wonderful program.
- c) The committee agreed to hold a public hearing to receive input on the future use of the Eaton Johnson Two Story Building. The hearing was held on October 20, 2011.

8. New Business

Mr. Gregory invited Board Members to attend the Retirement Banquet on November 8, 2011 at Southern Vance High School. There are 24 retirees that contributed a total of 445 years of educational service.

9. Overnight Field Trips - none

10. Out-of-County Transfer Requests - none

11. Upon motion by Mrs. Ellis, second by Mrs. Oxendine, the Board voted unanimously (6-0) to go into closed session pursuant to the provisions of North Carolina General Statutes 143-318.11 for the purpose of approving executive session minutes and discussing legal, personnel, and property issues pursuant to subsection (a) of said statute at 7:35 p.m.

12. The Board returned to open session at 7:41 p.m.

13. Being no further business, upon motion by Mrs. Hartness, second by Mrs. Oxendine, and unanimous (6-0) vote, the Board adjourned at 7:41 p.m.

**VANCE COUNTY BOARD OF EDUCATION**

**2012 MEETING SCHEDULE**

**ADMINISTRATIVE SERVICES CENTER BOARD ROOM**

**7:00 p.m.**

**January 9, 2012 – Second Monday**

**February 13, 2012 – Second Monday**

**March 12, 2012 – Second Monday**

**April 2, 2012 – First Monday (Changed due to Holiday on April 9<sup>th</sup>)**

**May 14, 2012 – Second Monday**

**June 11, 2012 – Second Monday**

**July 9, 2012 – Second Monday**

**August 13, 2012 – Second Monday**

**September 10, 2012 – Second Monday**

**October 8, 2012 – Second Monday**

**November 12, 2012 – Second Monday**

**December 10, 2012 – Second Monday**

**Adopted by the Board of Education on \_\_\_\_\_.**

**VANCE COUNTY SCHOOLS  
BANK SIGNATURE AUTHORITY  
2011-2012 FISCAL YEAR**

**Board Approval Date:**

**December 12, 2011**

**Effective Date:**

**Replaces Bank Signature Authority Approved by the Board on September 12, 2011**

**AUTHORIZED SIGNATURES**

<u>Individual School Accounts</u>	<u>Principal</u>	<u>Treasurer</u>	<u>Finance Officer</u>	<u>Bank</u>
Aycock Elementary School	Laura Rigsbee	Felicia Lawrence	Steven C. Graham	BB&T
Carver Elementary School	Harold Thompson	Larhesa Grimes	Steven C. Graham	BB&T
Clarke Elementary School	John Hargrove	Constance Pettaway	Steven C. Graham	BB&T
Dabney Elementary School	Michael Putney	Carolyn Koonce	Steven C. Graham	BB&T
New Hope Elementary School	Crystal Richardson	Lisa Edwards	Steven C. Graham	BB&T
EO Young Elementary School	Adrienne Morton	Carol Shockley	Steven C. Graham	BB&T
Pinkston St. Elementary School	Sherri Bowers	Diana McCann	Steven C. Graham	BB&T
EM Rollins Elementary School	Dean Thomas	Teresa Fuqua	Steven C. Graham	BB&T
LB Yancey Elementary School	Clarence Hicks	Valesia Neal	Steven C. Graham	BB&T
Zeb Vance Elementary School	Anne Garrison	Rita Pierce	Steven C. Graham	BB&T
Eaton-Johnson Middle School	Larry Webb	Stephanie Bobbitt	Steven C. Graham	BB&T
Henderson Middle School	David Westbrook	Ayana Lewis	Steven C. Graham	BB&T
Northern Vance High School	Brian Creasman	Delia Jones	Steven C. Graham	BB&T
Southern Vance High School	Willa Clark	Kim Pegram	Steven C. Graham	BB&T
Western Vance High School	Eric Pierce	Jeanette Noel	Steven C. Graham	BB&T
Early College High School	Mike Bullard	Melonie Gupton	Steven C. Graham	BB&T
 <u>Departments</u>				
Community Relations	Terri Hedrick	Linda Hicks	Steven C. Graham	BB&T
 <u>Central Accounts</u>				
Current Expense	Ronald E. Gregory	Steven C. Graham		BB&T
Insurance	Ronald E. Gregory	Steven C. Graham		BB&T
Direct Deposit	Ronald E. Gregory	Steven C. Graham		BB&T
State/Federal	Ronald E. Gregory	Steven C. Graham		State Treasurer
STIF	Ronald E. Gregory	Steven C. Graham		State Treasurer
Finistar	Ronald E. Gregory	Steven C. Graham		Gateway Bank & Trust
Child Nutrition	Ronald E. Gregory	Steven C. Graham		RBC Centura

**Resolution in Support of the Restoration  
of the  
North Carolina Teaching Fellows Program**

***Adopted by Vance County Board of Education***

**WHEREAS**, the NC Teaching Fellows Program was established in 1986 by the North Carolina General Assembly to address the shortage of high quality teacher candidates as well as the recruitment of more minority and male candidates; and

**WHEREAS**, for the past twenty-five years, the NC Teaching Fellows Commission has received almost 50,000 applications for the Teaching Fellows scholarship, thereby showing an increased interest in teaching as a career by high quality high school seniors; and

**WHEREAS**, research by Dr. Gary Henry at the UNC-Chapel Hill Carolina Institute for Public Policy has found that:

- Overall, the Teaching Fellows Program provides an effective source of teachers to the state of NC.
- Teaching Fellows appear to a much more able group of students and have higher SAT scores than any other group of teachers.
- On average, Teaching Fellows score higher on Praxis II licensure exams than all other sources of teacher preparation.
- Teaching Fellows are much less likely to exit NC public schools in their first three years of teaching.
- Teaching Fellows tend to stay longer after a five-year period.

**WHEREAS**, Teaching Fellow graduates are not only master teachers, but also serve their schools and communities and the State as public school and community leaders; and

**WHEREAS**, the NC Teaching Fellows Program is a one-of-a-kind teacher preparation program that has a systemic, sequential, four full years of training and expanded opportunities beyond the regular college program; and

**WHEREAS** in 2010-11, 4,000 Teaching Fellow graduates were teaching in 99 of North Carolina's 100 counties, in rural, urban, low performing, high performing, rich, and poor school systems bringing the potential for every child in North Carolina to be taught by a NC Teaching Fellows graduate;

**NOW, THEREFORE, BE IT RESOLVED**, that the **Vance County Board of Education** hereby acknowledges the significant contributions made by the North Carolina Teaching Fellows Scholarship Program to school systems and the State of North Carolina, and respectfully requests that the North Carolina General Assembly restore the Teaching Fellows Program and provide a 2012-13 Freshman Class so that the seventeen college/university campus programs will have a full four-year contingency of Teaching Fellows who will enter the public schools as classroom teachers upon graduation from college.

Executed this day, December 12, 2011

By \_\_\_\_\_

\_\_\_\_\_

# PERSONNEL

Vance County Schools  
Board of Education  
December 6, 2011  
Personnel Committee Meeting  
Minutes

The Personnel Committee of the Vance County Board of Education met on Tuesday, December 6, 2011 at 8:30 a.m. at the Vance County Schools' Administrative Office.

**Board Members Present**

Mr. Ronald Kinsley, Chairperson  
Ms. Ruth Hartness  
Ms. Margaret Ellis

**Staff Members Present**

Mr. Ronald Gregory, Superintendent  
Mr. Wil McLean, Executive Director, HRM

**Not Present**

**Call to Order**

The meeting was called to order at approximately 8:30 a.m.

**Action Items:**

Employment Recommendations(s)  
Resignation(s)/Retirement(s)  
Leaves of Absence(s)

A motion was made that the recommendations are presented to the full Board on December 12, 2011.

**Discussion Items:**

1. Qualified Observers
2. Interim Teacher Assistant situation at Carver
3. Requiring better reference verifications on applicants
4. Administrators seeking to find better qualified applicants for vacant positions

The meeting was adjourned at approximately 9:15 a.m.

The next meeting of the Personnel Committee will be determined later. You may contact any member of the Personnel Committee for further details of discussion items or you may contact Wil McLean in the Human Resource Management Office.

**VANCE COUNTY BOARD OF EDUCATION  
DECEMBER 12, 2011, BOARD MEETING  
PERSONNEL SUMMARY SHEET**

**I. EMPLOYMENT RECOMMENDATION(S)**

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
Dorothy Perry (replacing Brandalyn Bryant – B/F – resigned)	B/F	Interim Media Specialist	Carver	12/01/2011	State
Mary Beth Riley (replacing Alison Brower – W/F - transferred)	W/F	3 <sup>rd</sup> Grade Teacher	Zeb Vance	11/15/2011	State
Debra Newman (new position – interim)	W/F	E. C. Teacher Asst (Interim)	Zeb Vance	11/28/2011	State
Graham Batson (replacing Clarence White – B/M – transferred)	W/M	E. C. Teacher	Southern Vance	11/17/2011	State
Cathy Ringley (replacing Shelia Stanley – B/F - resigned)	W/F	CTE Teacher	Southern Vance	12/12/2011	State
Marie Tunstall (retired teacher returning)	W/F	Health Occupations Teacher (Part-Time)	Southern Vance	01/19/2012	State

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
Thomas McGhee	W/M	Head Baseball Coach	Southern Vance	01/19/2012	Local

**APPOINTMENT - For Information Only:**

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
David Westbrook (Interim Period – 12/01/2011 – 06/30/2012)	W/M	Interim Principal	Henderson Middle	12/01/2011	State

**VANCE COUNTY BOARD OF EDUCATION  
DECEMBER 12, 2011, BOARD MEETING  
PERSONNEL SUMMARY SHEET**

**II. RESIGNATION(S)**

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
<b>Brandlyn Bryant</b> (Durham County Schools)	<b>B/F</b>	<b>Media Specialist</b>	<b>Carver</b>	<b>11/22/2011</b>	<b>State</b>
<b>Andrew Finch</b> (Warren County Schools)	<b>W/M</b>	<b>ESL Teacher</b>	<b>Eaton Johnson</b>	<b>11/15/2011</b>	<b>State</b>
<b>Victor Fenner</b> (Halifax County Schools)	<b>B/M</b>	<b>Principal</b>	<b>Henderson Middle</b>	<b>11/30/2011</b>	<b>State</b>
<b>Tina Rippe</b> (personal reasons)	<b>W/F</b>	<b>Band Director</b>	<b>Henderson Middle</b>	<b>11/18/2011</b>	<b>State</b>
<b>Amanda Waite</b> (Wake County Schools)	<b>W/F</b>	<b>English Teacher</b>	<b>Northern Vance</b>	<b>11/28/2011</b>	<b>State</b>
<b>Shelia Stanley</b> (Wake County Schools)	<b>B/F</b>	<b>Family &amp; Consumer Science Teacher</b>	<b>Southern Vance</b>	<b>12/09/2011</b>	<b>State</b>
<b>Wendi Leas</b> (Granville County Schools)	<b>W/F</b>	<b>Science Teacher</b>	<b>Southern Vance</b>	<b>12/28/2011</b>	<b>State</b>
<b>Darian Harris</b> (Durham Co. Schools)	<b>B/M</b>	<b>Math Teacher/ Head Football Coach</b>	<b>Northern Vance</b>	<b>12/30/2011</b>	<b>State</b>

**III. RETIREMENT(S)**

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
<b>JoAnne Allen</b>	<b>B/F</b>	<b>2<sup>nd</sup> Grade Teacher</b>	<b>Clarke</b>	<b>01/01/2012</b>	<b>State</b>
<b>Cynthia Harris</b>	<b>B/F</b>	<b>E. C. Teacher Assistant</b>	<b>Eaton Johnson</b>	<b>01/01/2012</b>	<b>State</b>

**VANCE COUNTY BOARD OF EDUCATION  
DECEMBER 12, 2011, BOARD MEETING  
PERSONNEL SUMMARY SHEET**

**IV. LEAVE(S)**

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
Jamella White-Russell (FMLA)	B/F	Benefits Specialist	Central Office	11/04/2011	State
Cassandra Evans (FMLA)	B/F	Title I Director	Central Office	12/01/2011	Federal
Jeanette Bell (FMLA)	B/F	Social Worker	Aycock	11/15/2011	State
Deborah Shearon (FMLA)	W/F	Cafeteria Manager	Aycock	11/22/2011	Local
Constance Seward (FMLA)	B/F	Teacher Assistant	Clarke	11/22/2011	State
Lori Kirkland (FMLA)	W/F	1 <sup>st</sup> Grade Teacher	E. O. Young	11/14/2011	State
Anne Garrison (FMLA)	W/F	Principal	Zeb Vance	11/01/2011	State
Doris Hargrove-Swann (FMLA)	B/F	6 <sup>th</sup> Grade Teacher	Eaton Johnson	10/28/2011	State
Kerry Piper (FMLA)	W/F	Science Teacher	Northern Vance	10/27/2011	State
Glenn Garrison (FMLA)	W/M	Art Teacher	Southern Vance	11/01/2011	State
Rachel Dempsey (FMLA)	W/F	Science Teacher	Southern Vance	01/04/2012	State

## Qualified Observers

Elementary Schools	Names
Aycock Elementary	Donna Smith
Carver Elementary	Juanita Wilkerson
Clarke Elementary	Lanisha Daye
Dabney Elementary	Susan Hughes, Stephanie Brooks
E.M. Rollins Elementary	Faye Crawford
E.O. Young Elementary	Christina Welch
L.B. Yancey Elementary	Razvan Tegean
New Hope Elementary	Jessie Rice
Pinkston Street Elementary	Peggy Price, Magnus Hemans
Zeb Vance Elementary	Sharon Hopper

Middle Schools	Names
Eaton Johnson	Dr. Priscilla Chavis -Lockley
Henderson Middle	India Kingsberry

High Schools	Names
Northern Vance	Connie Johnson
Southern Vance	Jackie Boyd, Elaine Webb
Western Vance	Laura Richardson, Sheree Osbourne-Dixon, Donald Evans
Early College	Tracy Jones-Allen

## BUILDING AND GROUNDS REPORT (November 2011)

1. Aycock
  - A. All HVAC units have been switched over to heat mode.
  - B. Replaced the igniter on the convection oven in the kitchen.
  
2. Carver
  - A. All HVAC units have been switched over to heat mode.
  - B. Repaired refrigeration leak on the walk-in cooler.
  
3. Clarke
  - A. Cleaned the drain line on the dishwasher.
  
4. Dabney
  - A. Replaced the drain pan on the walk-in cooler.
  - B. Assisted the school with the new playground installation.
  - C. Replaced the condenser motor on the walk-in freezer.
  - D. Replaced the thermostat on the milk box in the cafeteria.
  - E. Replaced broken belts on air handler #11.
  - F. Replaced the motor on the grease trap in the kitchen.
  - G. All HVAC units have been switched over to heat mode.
  
5. E. M. Rollins
  - A. Replaced the indoor blower motor assembly on the heat pump for MC-8.
  - B. All HVAC units switched over to heat mode.
  
6. Eaton-Johnson
  - A. Replaced the timer on the steamer in the kitchen.
  - B. All the HVAC units have been switched over to the heat mode.
  - C. Replaced the thermostat on the convection oven in the kitchen.
  - D. Replaced window broken in E-wing due to vandalism.
  
7. E. O. Young
  - A. All the HVAC units have been switched over to the heat mode.
  - B. Changed all air filters building wide.
  
8. L. B. Yancey
  - A. Replaced the vent for the bathroom fan in the kitchen.
  - B. All HVAC units have been switched over to the heat mode.
  - C. Installed underground drainage for roof drains in area of new side walk for multipurpose room.
  - D. Removed three trees from campus, one struck by lightning.
  - E. Planted crepe myrtles and mulched the front of school.
  - F. Re-landscaped the entire area after the removal of the FRC unit.

9. New Hope

- A. All HVAC units have been switched over to the heat mode.

10. Northern Vance

- A. Changed all air filters building wide.
- B. Replaced a 50 VA transformer on the ventilator in room D-102.
- C. Repaired the drain line on the ventilator in A-hall.
- D. All HVAC units have been switched over to the heat mode.
- E. Covered walls in room L-117 with fiberglass panels.

11. Pinkston Street

- A. All HVAC units have been switched over to the heat mode.
- B. Replaced the temperature gauge on the walk-in freezer.

12. Southern Vance High

- A. Repaired the door gasket on the walk-in freezer.
- B. All HVAC units have been switched over to the heat mode.

13. Western Vance

- A. Replaced the steam vent in room #108.
- B. Replaced the act controls board in the main office.

14. Zeb Vance

- A. All HVAC units have been switched over to the heat mode.
- B. Replaced the door bell for the cafeteria.

15. Administrative Services Center

- A. Changed air filters building wide.

16. Facilities Department

- A. Completed 11 month warranty inspection and generated the final punch list for Clarke Elementary.
- B. Started the Capital Outlay school visits.
- C. Attachment included this month on multipurpose room progress.
- D. Received work orders through October 31, 2011 - 2,079
- Completed work orders through October 31, 2011 - 1,909
- Incomplete work orders through October 31, 2011 - 170
- Prior year outstanding work orders - 127

Vance County Schools MP Room Additions  
Monthly Progress Meeting  
November 10th, 2011  
GC Agenda

Work to Date

**Rollins-**

OH Rough In Plumbing 100%, Mechanical 100%, Electrical 100%, Sprinkler 100%

Wall Panels/Gutter 95% *100%*

Set Mechanical Equipment 100%

Paint Finish Coats 100%

storefront/FRP doors 95%

Hard tile 100%

Sidewalks/Sitework 80%

Plumbing Tie in, Set Fixtures 80%

Electrical, Fire Alarm & Division 17 Devices/Trim out 95%

Next 30 days

**Rollins-**

Ceiling Tile

VCT

Rubber Gym Flooring — *Nov. 23*

Sprinkler Trim out

Window Sills

Interior Doors/HW

Fencing

Work to Date

**Yancey**

Existing FA Rough In 60%

OH Rough In Plumbing 100%, Mechanical 100%, Electrical 100%, Sprinkler 100%

Wall Panels/Gutter 95%

Set Mechanical Equipment 95%

Paint Finish Coats 100%

storefront/FRP doors 95%

Hard tile 100%

Sidewalks/Sitework 80%

Plumbing Tie in, Set Fixtures 80%

Electrical, Fire Alarm & Division 17 Devices/Trim out 95%

Next 30 days

**Yancey**

Install Jockey Pump

Ceiling Tile

VCT

Rubber Gym Flooring

Sprinkler Trim out

Window Sills

Interior Doors/HW

Work to Date

**New Hope**

Wall Rough In Plumbing 100%, Electrical 100%, Sprinkler 100%, Mechanical 100%

OH Rough In Plumbing 100%, Electrical 35%, Sprinkler 100 %, Mechanical 100%

Wall Panels,Gutters 100%

Finish Drywall 100%

Set Mechanical Equipment 100%

Complete storefront/FRP doors 95%

Existing Building Rough In 95%

Paint Primer Coat 100%

Ceiling Grid 100%

Sprinkler Tank 100%

Sidewalks 100%

Hard Tile 100%

Next 30 days

**New Hope**

Mechanical Start Up

Ceiling Tile

Fire Pump

Sitework/Fencing

Set Fixtures

Electrical, Fire Alarm & Division 17 Devices/Trim out

VCT

Rubber Gym Flooring

Sprinkler Trim out

Interior Doors/HW

EIFS

Toilet Partitions & Accessories

Open Items from 10/12

1. Signage NEED COLOR SELECTION

**RFI's**

**Status of Changes to the Work**

**Recommended for Approval:**

- **JFB (also JCDB): Gang-Related Activity**
- **JFBA (also JCDC): Prohibition Against Discrimination, Harassment and Bullying**
- **JHC: Concussion and Head Injury**

## **GANG-RELATED ACTIVITY**

The Vance County Board of Education strives to create a safe, orderly, caring and inviting school environment. Gangs and gang-related activities have proven contrary to that mission and are prohibited within the schools. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols. The violence and crime that accompany gangs pose a serious threat to the safety of students and employees of the school system. Even absent acts of violence or crime, the existence of gang-related activity within the schools creates an atmosphere of fear and hostility that obstructs student learning and achievement. Thus, the Board condemns the existence of gangs and will not tolerate gang-related activity in the school system.

### **A. PROHIBITED BEHAVIOR**

Gang-related activity is strictly prohibited within the schools. For the purposes of this policy, "gang-related activity" means: (1) any conduct that is prohibited by another Board policy and is engaged in by a student on behalf of an identified gang or as a result of the student's gang membership; or (2) any conduct engaged in by a student to perpetuate, proliferate or display the existence of any identified gang.

Conduct prohibited by this policy includes:

1. wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey membership or affiliation in a gang;
2. communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
3. tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang
4. requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity
5. inciting others to intimidate or to act with physical violence upon any other person related to gang activity
6. soliciting others for gang membership; and
7. committing any other illegal act or other violation of school system policies in connection with gang-related activity.

**B. NOTICE**

The superintendent or designee shall regularly consult with law enforcement officials to maintain current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators including symbols, hand signals, graffiti, clothing, accessories and behaviors. Each principal shall maintain a list of current examples of gang-related activities to assist students, parents and teachers in identifying gang symbols and practices. The list shall be available in an easily accessible location in the main office of the school. Parents, students and school employees may, upon request, access the list, which shall include a warning that wearing or displaying clothing, hand signs or symbols identified in the list with the intent to convey membership or affiliation in any gang may subject a student to discipline under this policy.

In addition, the Student Code of Conduct (Policy JFC) and all student handbooks (or such other similar materials distributed to parents and students in lieu of a student handbook) shall contain notice that (1) current information on gang-related activities is maintained in the main office at each school; (2) information on gang-related activities is subject to change and the principal should be consulted for updates; and (3) wearing or displaying clothing, hand signs or symbols identified in the list with the intent to convey membership or affiliation in any gang may subject a student to discipline under this policy. The Student Code of Conduct and student handbook (or such other similar materials) also shall provide the addresses of websites that contain additional information identifying gang signs, symbols, clothing and other gang indicators.

In providing this information for students and parents, the Board acknowledges that not all potential gang indicators connote actual membership in a gang.

**C. CONSEQUENCES**

Before being punished for a violation of subsection A.1 or A.2, above, a student shall receive an individualized warning as to what item or conduct is in violation of this policy and shall be permitted to immediately change or remove any prohibited items. A student may be punished only if he or she previously received notice that the specific item or conduct is prohibited.

The superintendent or designee shall list in the Student Code of Conduct the specific range of consequences that may be imposed on a student for violations of these subsections. (Policy JFC and JFC-R)

In a situation where a student has violated this policy or is otherwise suspected of gang affiliation through other circumstantial evidence, the principal shall conduct an intervention involving the principal and/or assistant principal, the

**FILE: JFB (also JCDB)**

student and the student's parent. Such intervention also may include the school resource officer and others as appropriate. The purpose of an intervention is to discuss school officials' observations and concerns and to offer the student and his or her parent's information and an opportunity to ask questions or provide other information to the school officials.

This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

Legal References: G.S. 115C-390.2

Adopted:

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING**

The Vance County Board of Education acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The Board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

### **A. PROHIBITED BEHAVIORS AND CONSEQUENCES**

#### **1. Discrimination, Harassment and Bullying**

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The Board expressly prohibits unlawful discrimination, harassment and bullying.

Students are expected to comply with the behavior standards established by Board policy and the Student Code of Conduct. Employees are expected to comply with Board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with Board policy and established school rules and procedures.

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the Board's Policy JFC, Student Code of Conduct. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide response is necessary. Such classroom, school-wide or school system-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation

The Board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

**B. APPLICATION OF POLICY**

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

**C. DEFINITIONS**

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race,

ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and

students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

- b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
  - 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
  - 3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

- c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

**D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT OR BULLYING**

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with Board Policy JFC, Student Code of Conduct and JFC-R, Rules for Student Conduct. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

**E. TRAINING AND PROGRAMS**

The Board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

As funds are available, the Board will provide additional training for students, employees and volunteers who have significant contact with students regarding the Board's efforts to address discrimination, harassment and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, and on cell phones and the Internet.

**F. NOTICE**

The superintendent is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy must be posted on the school system website, and copies of the policy must be readily available in the principal's office, the media center at each school and the superintendent's office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

**G. COORDINATORS**

The superintendent or designee shall publish the names, office addresses and phone numbers of the "Title IX coordinator" (for sex discrimination) and the "Section 504" and "ADA coordinator(s)" (for discrimination on the basis of

disability) in a manner intended to ensure that students, employees, applicants, parents and other individuals who participate in the school system's programs are aware of the coordinators. The coordinators shall coordinate the school system's efforts to comply with and carry out its Title IX, Section 504 and ADA responsibilities, which include investigating any complaints communicated to school officials alleging noncompliance with Title IX, Section 504 or the ADA or alleging actions which would be prohibited by those laws.

#### **H. RECORDS AND REPORTING**

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action or other steps taken by the school system to provide an environment free of discrimination, harassment and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

#### **I. EVALUATION**

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and shall share these evaluations periodically with the board.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 115C-335.5, -407.15 through -407.18; 126-16; State Board of Education Policy HRS-A-007

Adopted:

Vance County Schools, Henderson, N. C. 27536

## CONCUSSION AND HEAD INJURY

The Vance County Board of Education recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. The Board is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the Board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by G.S. 115C-12(23) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies for middle and high schools. The superintendent or designee shall develop a plan consistent with state requirements and shall implement and monitor compliance with this policy. The superintendent is authorized to investigate the use of baseline testing for student-athletes and require that student-athletes undergo such testing prior to their participation in any interscholastic athletic competition.

### A. DEFINITION OF CONCUSSION

A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in a loss of consciousness.

### B. SCHOOL HEAD INJURY INFORMATION SHEET

Each year, all coaches, school nurses, athletic directors, first responders, volunteers, student-athletes, and parents of student-athletes must be provided with a concussion and head injury information sheet that meets the requirements of the State Board. Before any student, school employee, volunteer or first responder will be allowed to participate in interscholastic athletic activities, including tryouts, practices or competitions, he or she must sign the head injury information sheet and return it to the coach. Parents also must sign the sheet and return it to the coach before their children may participate in any interscholastic athletic activity. The principal of each school shall ensure that a complete and accurate record of the returned signed sheets is maintained in accordance with law and State Board policy.

### C. REMOVAL FROM AND RETURN TO PLAY

Any student-athlete who is exhibiting signs or symptoms consistent with a concussion must be removed from athletic activity immediately. Further, the student-athlete must not be allowed to return to play or practice that day or on any subsequent day until he or she has been evaluated and has received written clearance for participation that complies with the requirements of G.S. 115C-12(23) and any other applicable law or State Board policy.

**D. EMERGENCY ACTION PLANS**

Each principal or designee shall develop a venue-specific emergency action plan to respond to serious medical injuries and acute medical conditions in which the condition of the injured student may deteriorate rapidly. All such plans must include a delineation of roles, methods of communication, available emergency equipment and a plan for emergency transport. The plans must be (1) in writing, (2) reviewed by an athletic trainer who is licensed in North Carolina, (3) approved by the principal if developed by a designee, (4) distributed, posted, reviewed and rehearsed in accordance with G.S. 115C-12(23), and (5) compliant with any other requirements of state law and State Board policy.

**E. RECORD KEEPING**

The superintendent shall require each principal to maintain complete and accurate records of actions taken in his or her school to comply with this policy and applicable legal authority. Records shall include accounts of any education or training as may be required by law or State Board of Education policy.

Legal References: G.S. 115C-12(23); S.L. 2011-147

Other Resources: Matthew Gfeller Sport-Related TBI Research Center at UNC website [http://tbicenter.unc.edu/MAG\\_Center/Home.html](http://tbicenter.unc.edu/MAG_Center/Home.html); *Report to the North Carolina General Assembly: Study of Sports Injuries at Middle School and High School Levels*, N.C. Department of Public Instruction (2011)

Adopted: