

**Vance County Board of Education
Henderson, N. C. 27536
April 11, 2016 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. Approval of Meeting Agenda
- V. Recognitions/Announcements
 - A. Pan African Dancers, Pinkston Street Elementary School
 - B. Academic/Athletic Recognitions
- VI. 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.)
- VII. Superintendent's Report
 - * A. 2000 Series Board Policies – Board Operations (Attachment VII.A)
 - * B. Early College Calendar, 2016-2017 (Attachment VII.B)
 - * C. Vance-Granville Community College Board of Trustees' Appointment (Attachment VII.C)
 - * D. Beginning Teacher Support Program for 2015-2016 (Attachment VII.D)
- VIII. Board of Education Standing Committees
 - * A. Personnel: Margaret A. Ellis, Chair (Attachment)
 - * B. Finance: Gloria J. White, Chair (Attachment)
 - * C. Building & Grounds: Ruth M. Hartness, Chair (Attachment)
 - D. Policy: Darlynn P. Oxendine, Chair
 - E. Curriculum: Emeron J. Cash, Chair
 - F. Community Relations: Dorothy W. Gooche, Chair
- IX. New Business
- X. Recurring Items
 - * A. Overnight Field Trip Request (Attachment X.A)
 - * B. Out of County Transfer Requests (Attachment X.B)
- * XI. Executive Session
Approval of Minutes, Property, Legal, Personnel Matters
- * XII. Adjournment
- * Requires Board Action

Minutes of the Vance County Board of Education

March 14, 2016

The Vance County Board of Education met in regular session on Monday, March 14, 2016, 7:00 p.m., Administrative Services Center Board Room. Board members present were: Gloria J. White, Chair, Darlynn P. Oxendine, Vice Chair, Emeron J. Cash, Sr., Margaret A. Ellis, Ruth M. Hartness and Edward B. Wilson. Senior staff members present were: Dr. Anthony D. Jackson, Superintendent, Dr. Cindy Bennett, Assistant Superintendent for Student Services/Strategic Planning, Dr. Trixie J. Brooks, Assistant Superintendent for Curriculum and Instruction, Wil McLean, Senior Executive Director for Human Resources/ Financial Operations, Joey Fuqua, Budget Manager, Terri Hedrick, Public Information Officer, and Jerry Stainback, Attorney for the Board.

1. Mrs. White called the meeting to order at 7:02 p.m. and welcomed everyone attending. A moment of silence was observed.
2. Upon motion by Mrs. Hartness, second by Mr. Wilson, the Board unanimously (6-0) approved the minutes of the February 8, 2016 meeting as presented.
3. Upon motion by Mrs. Oxendine, second by Mrs. Hartness, the Board unanimously (6-0) approved the meeting agenda with the following changes.
 - Replace calendars under VII.B with revised calendars
 - Add * to VII.F, board approval needed
 - Add Personnel Addendum to VIII.A
 - Replace Attachment II under VIII.C with revision
 - Move VIII.A, Personnel to after closed session
4. Recognitions/Announcements
 - A. Mrs. Hedrick presented North Carolina School Boards Association Academy for School Boardsmanship Certificates to Darlynn P. Oxendine, Edward B. Wilson and Ruth M. Hartness. Board members must attend workshops, seminars, and district, state and national conferences to obtain these awards. Mrs. Oxendine received the Certificate of Achievement for 101-200 cumulative hours of training. Mr. Wilson received the Certificate of Advanced Achievement for 201-300 cumulative hours of training. Mrs. Hartness received the Award of Excellence for 301-400 cumulative hours of training. Dr. Jackson assisted with the presentation.
 - B. Dr. Bennett with the assistance of Dr. Jackson and Mrs. White recognized all school social workers in connection with the observance of School Social Workers' Week. Dr. Bennett read a proclamation honoring school social workers for the vital part they play in educating our children and preparing them for the future. Social workers serve as liaisons between the home, school and community and encourage parents to take an active role in the education of their children. Social workers, Jeanette Bell, Daniel Jordan

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and Karen Reece attended the meeting and were presented a copy of the proclamation by Dr. Jackson and Mrs. White.

Dorothy Gooche, Board member, joined the meeting.

- C. Dr. Bennett recognized members of the Southern Vance High School Basketball Team for conference championship and winning the holiday classic. Dr. Bennett thanked the team members for representing the school system and community well. Congratulations were extended for their athletic ability as well as their good academic standing.

The Northern Vance High School Basketball Team was recognized by Dr. Bennett for their advancement to the first round state playoffs this year as well as the winners of the Thanksgiving Tournament. Dr. Bennett congratulated the players for not only their athletic ability but their academic standing which allows them to participate. The students not only represent the school system but the community when they play home or away.

5. Comments from the Public - none

6. Superintendent's Report

- A. Dr. Jackson presented the 1000 series Board policies, Governing Principles, to the Board for adoption following a 30 day review. The policies were placed on the website for 30 days for review by staff, parents and community. The policies are now ready for adoption.

Upon motion by Mr. Wilson, second by Mrs. Oxendine, the Board unanimously (7-0) adopted the 1000 series policies, Governing Principles.

- | | |
|--------------------|---------------------------------------------------------------|
| ▪ 1000 | Legal Status of the Board and School System |
| ▪ 1010 | Board Authority and Duties |
| ▪ 1100 | Governing Principles |
| ▪ 1200 | Governing Principle – Student Success |
| ▪ 1300 | Governing Principle – Parental Involvement |
| ▪ 1310/4002 | Parental Involvement |
| ▪ 1320/3560 | Title I Parent Involvement |
| ▪ 1400 | Governing Principle – School Initiatives |
| ▪ 1500 | Governing Principle – Safe, Orderly, and Inviting Environment |
| ▪ 1510/4200/7270 | School Safety |
| ▪ 1510/4200/7270-R | Responding to Bomb Threats |
| ▪ 1600 | Governing Principle – Professional Development |
| ▪ 1610/7800 | Professional and Staff Development |

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- 1700 Governing Principle – Removal of Barriers
- 1710/4021/7230 Prohibition Against Discrimination, Harassment, and Bullying
- 1720/4015/7225 Discrimination, Harassment, and Bullying Complaint Procedure
- 1730/4022/7231 Nondiscrimination on the Basis of Disabilities
- 1740/4010 Student and Parent Grievance Procedure
- 1742/5060 Responding to Complaints
- 1750/7220 Grievance Procedure for Employees
- 1760/7280 Prohibition Against Retaliation
- 1800 Governing Principle – Stewardship of Resources

- B. Dr. Jackson presented Academic School calendars for 2016-2017 and 2017-2018 for approval. A committee representing central office, principals, teachers, parents, etc. worked on the calendars which were posted for several weeks to gather public input.

Upon motion by Mrs. Oxendine, second by Mr. Cash, the Board unanimously (7-0) approved the calendars for 2016-2017 and 2017-2018.

The 2016-2017 calendar includes 182 student days. Teachers will begin on August 18, 2016. First day for students will be August 29, 2016. The last day for students will be June 8, 2017 with teachers ending date set for June 14, 2017.

The 2017-2018 calendar includes 182 student days. Teachers will begin August 17, 2017. First day for students will be August 28, 2017. The last day for students will be June 8, 2018 with teachers ending date set for June 13, 2018.

- C. Dr. Jackson announced the graduation dates and times for 2016.

- Early College – May 21, 2016, 10:00 a.m.
- Western Vance – June 3, 2016, 7:00 p.m.
- Southern Vance – June 4, 2016, 8:00 a.m.
- Northern Vance – June 4, 2016, 11:00 a.m.

Upon motion by Mrs. Hartness, second by Mrs. Ellis, the Board unanimously (7-0) approved the 2016 graduation dates and times.

- D. Dr. Jackson informed the Board that the State Board of Education approved the ability for school districts to use a restart model as a transformation model for schools they would like to place additional resources in and try some new innovations in our district. Dr. Jackson asked Dr. Bennett to share the framework of the restart model, and asked the Board to allow them to submit an application. Once they hear back on the application, they will bring a detailed plan back to the Board. They want to be able to pursue converting one or more of our schools to a restart model.

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Dr. Bennett shared this is a wonderful opportunity that the State Board of Education is allowing two districts across the state. Vance County Schools is one of four districts seeking this option. Under the Restart Model, local boards of education are given the same exemptions as charter schools. Dr. Bennett expressed excitement for having the flexibility of looking at one of our schools and determining which of those flexibilities they would like to use. Right now they are considering the calendar flexibility, licensure flexibility and some funding flexibility offered by the state. As Dr. Jackson stated, they are seeking the Board's approval to move forward and build out a model for restart and restructuring of a school. This is the highest level of intervention that the State Board of Education has allowed for local school districts.

Dr. Jackson asked for the Board's approval. This approval is only to submit the application, and then they will come back with a detailed plan for the Board to approve.

Upon motion by Mrs. Ellis, second by Mr. Wilson, the Board voted unanimously (7-0) to allow the administration to submit an application and pursue moving one or more of our schools to a restart model.

- E. Dr. Brooks stated with the assistance of key stakeholders, the school system was able to provide additional learning opportunities last summer for students in grades 3-12. This year the school system has the opportunity to provide summer school for students in grades 3-8 and specific high school courses. Dr. Brooks asked the Board for their support and approval to offer summer school this year.

Upon motion by Mrs. Ellis, second by Mrs. Oxendine, the Board unanimously (7-0) approved to offer summer school this year.

- F. Dr. Jackson asked the Board to support altering the hours for the month of July through August 5, 2016. All school facilities will operate four days, Monday – Thursday, 10 hour days, 7:00 a.m. – 5:30 p.m., and be closed on Friday. In addition to this request, Dr. Jackson asked the Board to consider allowing staff to take the first week of July off for their holiday. Administration will work with staff to take all vacation during the month of July in order to be able to close out in June without any problems. This will save one week's utilities. With the Board's approval, we can communicate with staff so they can begin planning their vacation.

Upon motion by Mr. Wilson, second by Mrs. Hartness, the Board unanimously (7-0) approved the summer schedule for employees.

Mrs. White stated she was thankful that we can do this. A lot of school systems do this and having the first week of July off is something different. Mrs. White announced this was Dr. Jackson's idea. She stated the Board cannot do a lot with employee's pay, and

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this is a way the Board can show its employees they value and appreciate them. Again, Mrs. White announced the first week of July the school system will be closed for everyone and employees will not have to use their vacation time. This is a way to show appreciation to our employees. The audience responded in a round of applause in appreciation for what the Board agreed to.

7. Board of Education Standing Committees

(1) Personnel – moved to after closed session

(2) Finance – Mrs. White reported the committee met on March 2, 2016.

(a) Mr. Fuqua presented an installment financing contract and resolution for the energy savings agreement. He explained that approval of these forms was the next step in the process for completing the necessary documentation needed for the energy project.

RESOLUTION APPROVING AN INSTALLMENT FINANCING CONTRACT IN ORDER TO FINANCE THE IMPLEMENTATION OF THOSE ENERGY CONSERVATION MEASURES RECOMMENDED IN A GUARANTEED ENERGY SAVINGS CONTRACT, AND RATIFYING, APPROVING AND AUTHORIZING CERTAIN DOCUMENTS AND ACTIONS TAKEN RELATING THERETO, AND AUTHORIZING CERTAIN ACTIONS IN CONNECTION THEREWITH.

WHEREAS, The Vance County Board of Education (the “Board of Education”), a body corporate which has general control and supervision of all matters pertaining to the non-charter public schools in the Vance County Schools, its respective school administrative unit (the “School Unit”), has previously determined to enter into an energy savings contract (“ESA”) with Schneider Electric Buildings America, Inc. (“Schneider”) pursuant to N.C. Gen. Stat. Sec. 143-64.17 for the purpose of providing energy conservation measures, and to finance the costs of such projects by entering into an installment financing contract pursuant to N.C. Gen. Stat. Secs. 143-64.17I and 160A-20;

WHEREAS, N.C. Gen. Stat. Sec. 160A-20, among other things, provides for the Board of Education (a) to finance the purchase of real or personal property by installment contracts that create in some or all of the property purchased a security interest to secure payment of the purchase price to the entity advancing moneys for such transaction, and (b) to finance the construction of fixtures or improvements on real property by contracts that create in some or all of the fixtures or improvements, or in all or some portion of the property on which the fixtures or improvements are located, or in both, a security interest to secure repayment of moneys advanced or made available for such construction or repair; and

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WHEREAS, in furtherance thereof, on November 7, 2014, the Board of Education published notice in The Daily Dispatch requesting proposals by no later than December 18, 2014, from interested and qualified energy service companies for the implementation of energy conservation measures in the School Unit; and

WHEREAS, on or before December 18, 2014, two proposals were received in response to this request for proposals, one from Schneider, and one from Pepco Energy Services (“Pepco”); and

WHEREAS, following evaluation of the proposals and oral interviews with Schneider and Pepco, the Board of Education voted at its regular meeting on March 9, 2015, in favor of Schneider as its “vendor of choice” and, on April 22, 2015, the Board of Education published notice of its intent to award an ESA at its meeting on May 11, 2015; and

WHEREAS, at its meeting on May 11, 2015, the Board of Education awarded the ESA to Schneider, which subsequently prepared an energy audit report (“Audit Report”) containing specific recommendations and documentation concerning energy conservation measures for the School Unit, consisting of retrofits at fourteen (14) school facility sites and three (3) administrative and support facilities (collectively, such measures are referred to as the “Project”); and

WHEREAS, on September 1, 2015, the Board of Education requested proposals for financing of the Project in an amount not to exceed \$6,000,000, from ten (10) financial institutions, and, after evaluating the proposals received in response, the proposal of First Security Finance, Inc. (“First Security”) was determined to be the most favorable proposal at an interest rate of 3.95%; and

WHEREAS, on November 18, 2015, the Board of Education published notice in The Daily Dispatch that it intended to file an application for approval of ESA with the North Carolina Local Government Commission (“LGC”), and that it intended to finance the Project by borrowing funds in accordance with N.C. Gen. Stat. Sec. 160A-20; and

WHEREAS, subsequently, the Board of Education also published notice that a public hearing with respect to the financing of the Project, would be held at its meeting on December 14, 2015; and

WHEREAS, on December 14, 2015, the Board of Education conducted the public hearing, at which no members of the public commented; and

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WHEREAS, on February 2, 2016, Schneider, at the direction of officials at the School Unit, submitted an application to the LGC for approval of the ESA, the Project, the financing of the Project and the award of the Project financing to First Security; and

WHEREAS, at a meeting of the Executive Committee of the LGC on March 1, 2016, the LGC approved the ESA, the Project, the financing of the Project and the award of the Project financing to First Security; and

WHEREAS, the Board of Education wishes to ratify any and all actions heretofore taken by officials of the School Unit and Schneider in furtherance of the Project and the financing of the Project; and

WHEREAS, there has been presented for consideration by the Board of Education a copy of a draft of an installment financing contract between the Board of Education and First Security (the "Installment Financing Contract"), under which First Security would advance the Amount Advanced (as defined in the Installment Financing Contract) to finance the costs of the Project, and the Board of Education would be obligated to make Installment Payments (as defined in the Installment Financing Contract) to repay the Amount Advanced and to make certain other payments, among other requirements, such obligations being subject to termination by the Board of Education under certain circumstances as provided therein.

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

Section 1. The Board of Education hereby confirms that the ESA and the Project are essential to improve energy efficiency at School Unit facilities, thereby improving the operations of the School Unit in furtherance of the Board of Education's mission.

Section 2. The Board of Education hereby finds and determines that it is in the best interest of the Board of Education to enter into the Installment Financing Contract in order to effectuate the financing of the cost of the Project as described above.

Section 3. The terms and provisions of the Installment Financing Contract are hereby approved in all respects. The Chairman and the Secretary of the Board of Education are hereby authorized and directed to execute and deliver the Installment Financing Contract in substantially the form presented to the Board of Education, together with such additions, changes, modifications and deletions as they, with the advice of counsel, may deem necessary and appropriate, and such execution and delivery shall be conclusive evidence of the approval and authorization thereof by the Board of Education; provided, however, that the due date of the final Installment Payment is

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not later than April 1, 2036 and that the Amount Advanced does not exceed \$6,000,000.

Section 4. The Board of Education hereby approves, ratifies and confirms the actions of the Superintendent and other officials of the School Unit, including but not limited to the Finance Officer, and Schneider in conducting the sale for the financing of the Project and preparing an application to the LGC for approval of the ESA and the financing.

Section 5. The officers and employees of the Board of Education are authorized and directed (without limitation except as may be expressly set forth herein) to take such other actions and to execute and deliver such other documents, certificates, undertakings, agreements or other instruments as they, with the advice of counsel, may deem necessary or appropriate to effectuate the transactions contemplated hereby.

Section 6. This resolution shall take effect immediately upon its passage.

WITNESS my hand and the official seal of said Board, this 14th day of March, 2016.

Dr. Anthony D. Jackson, Secretary

- (b) Mrs. White shared a Public School Building Fund Application for system-wide school building security enhancements in the amount of \$101,000.00. This is the third and fourth installment to install built-in door release and access security systems at all school sites.
- (c) Mrs. White shared budget amendments #1 for state public school fund, local current expense fund, federal grants fund, capital outlay fund and other restricted fund.

State Public School Fund Budget Amendment #1 in the amount of \$1,450,580.00 to amend budget to align with resources and adjust to DPI allotments. Allotment revisions #4-25.

	<u>INCREASE</u>	<u>DECREASE</u>
Revenues:		
State Public School Fund	\$1,490,405.00	
School Technology Fund	\$ 75,583.00	
Textbooks (new)		\$ 115,408.00
Expenditures:		
<i>Instructional Services:</i>		
5100 Regular Instructional Services	\$ 611,417.00	

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5200	Special Population Services	\$ 103,250.00	
5300	Alternative Programs and Services	\$ 262,385.00	
5400	School Leadership Services	\$ 69,816.00	
5800	School-Based Support Services	\$ 463,930.00	
<i>System-Wide Support Services:</i>			
6100	Support and Development Serv.	\$ 1,350.00	
6300	Alternative Programs and Services	\$ 51,252.00	
	Support and Development Services		
6400	Technology Support Services	\$ 24,308.00	
6500	Operational Support Services		\$ 136,743.00
6700	Accountability Services		\$ 385.00

Local Current Expense Fund Amendment #1 in the amount of \$0.00 to amend the budget to align resources with current needs.

		<u>INCREASE</u>	<u>DECREASE</u>
Expenditures:			
<i>Instructional Services:</i>			
5100	Regular Instructional Services		\$ 3,732.00
5200	Special Populations Services	\$ 2,727.00	
5300	Alternative Programs and Services	\$ 2,902.00	
5400	School Leadership Services	\$ 8,906.00	
5500	Co-Curricular Services	\$ 3,653.00	
5800	School-Based Support Services		\$ 135.00
<i>System-Wide Support Services:</i>			
6100	Support and Development Serv.	\$ 9,080.00	
6200	Special Populations Support and Development Services		\$ 3,280.00
6300	Alternative Programs and Services	\$ 7,669.00	
	Support and Development Services		
6400	Technology Support Services		\$ 10,854.00
6500	Operational Support Services	\$ 43,766.00	
6600	Financial and Human Resource Services	\$ 96,508.00	
6700	Accountability Services		\$ 6,559.00
6900	Policy, Leadership and Public Relations Services	\$ 132,081.00	
7000	Ancillary Services	\$ 2,221.00	
8000	Charter Schools Allocation		\$ 284,953.00

Federal Grants Fund Budget Amendment #1 in the amount of \$348,052.00 to amend budget to align with resources and needs. Allotment revisions #4-25.

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	<u>INCREASE</u>	<u>DECREASE</u>
Revenues:		
Federal Funds	\$ 348,052.00	
Expenditures:		
<i>Instructional Services:</i>		
5100 Regular Instructional Services	\$ 3,642.00	
5200 Special Populations Services	\$ 150,475.00	
5300 Alternative Programs and Services	\$ 47,824.00	
5800 School-Based Support Services	\$ 127,531.00	
<i>System-Wide Support Services:</i>		
6200 Special Populations Support and Development Services	\$ 301.00	
6300 Alternative Programs and Services Support and Development Services	\$ 965.00	
6400 Technology Support Services		\$ 4.00
6500 Operational Support Services	\$ 13,215.00	
6600 Financial and Human Resources		\$ 31.00
8000 Non-Programmed Charges	\$ 4,134.00	

Capital Outlay Fund Amendment #1 in the amount of \$211,577.00 to amend the budget to align resources with current needs.

	<u>INCREASE</u>	<u>DECREASE</u>
Revenues:		
Lease Purchase/Installment Purchase (School Buses)	\$ 97,850.00	
Fund Balance Appropriated (Carver Multipurpose Room & Cargo Van)	\$ 113,727.00	
Expenditures:		
<i>System-Wide Support Services:</i>		
6500 Operational Support Services	\$ 196,850.00	
8000 Non-Programmed Charges	\$ 14,727.00	

Other Restricted Fund Budget Amendment #1 in the amount of \$325,341.00 to amend budget to align resources with current needs.

	<u>INCREASE</u>	<u>DECREASE</u>
Revenues:		
Federal Funds	\$ 42,076.00	
State Funding	\$ 100,000.00	
Other Local Funds	\$ 143,921.00	
Appropriated Fund Balance	\$ 39,344.00	

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Expenditures:

Instructional Services:

5100	Regular Instructional Services	\$ 69,371.00	
5200	Special Populations Services		\$ 43,642.00
5300	Alternative Programs and Services		\$ 11,193.00
5400	School Leadership Services	\$ 9,403.00	
5500	Co-Curricular Services		\$ 442.00
5800	School-Based Support Services	\$106,672.00	

System-Wide Support Services:

6200	Special Populations Support and Development Services		\$ 5,000.00
6400	Technology Support Services	\$122,665.00	
6500	Operational Support Services	\$ 77,507.00	

- (d) Upon motion by Mrs. Hartness, second by Mrs. Oxendine, the Board voted unanimously (7-0) to approve the lottery application, budget amendments and the financing contract and resolution as presented.

- (3) Building and Grounds – Mrs. Hartness reported the committee met on February 25, 2016. The committee received several updates.

- a. The committee received a report from Dr. Larry Webb, NVHS principal, on a facility use agreement between the school system and the recreation department. Upon review, the committee voted to present the agreement to the full Board for approval.

Upon motion by Mrs. Hartness, second by Mrs. Ellis, the Board unanimously (7-0) approved the Facility Use Agreement between Vance County Schools and the Henderson-Vance County Recreation and Parks Commission.

- b. Mrs. Hartness reported at the meeting installation for the door access project had been completed on 54 of the 85 doors. She asked Mr. Perdue for a current update. Mr. Perdue stated completion of the doors is in the 60s. Mrs. Hartness asked the status of the door access cards. Mr. Perdue stated after Easter break, they will begin taking pictures and providing cards for everyone.
- c. Mrs. Hartness asked Mr. Perdue to share an update on the Carver multipurpose room. Mr. Perdue stated the underground plumbing and some of the electrical wiring have been completed, and we are now ready for the concrete slab to be poured.
- d. Mrs. Hartness shared the custodial inspection report in a new format. The new format makes it easy to read and asked for any questions. Mrs. Ellis stated it is getting

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better, not quite there yet. Mrs. Hartness stated all schools are above the standard set at 80%. Mrs. White added that she likes the numbers are increasing, but she would like to see the deficiencies also. She has visited schools and seen horrible conditions that don't change. She would like to see the deficiencies to see if these items are listed as a deficiency each month. This report is not a true depiction of our schools of what she wants to see. She is worried about the overall cleanliness. Our students deserve a clean building. Mrs. White stated the numbers look fine and everyone else likes the numbers. She just feels there may be a little undercurrent going on.

Mrs. Hartness recommended to Mrs. White if she sees something when she's visiting the schools, contact Dr. Jackson. Mrs. White stated she has and will continue to do.

- e. An update of maintenance items completed for February, as well as work orders received and completed were included in the Board's packet. The next meeting will be held on March 24, 2016.
- (4) Policy – Mrs. Oxendine reported the committee met on March 2, 2016. The committee reviewed the 2000 series Board policies, Board Operations, with minor changes. Policy 2500, Hearings before the Board, offered two options. The committee chose option A which provides a more detailed plan for hearings. The 2000 series was presented to the full Board for review and will be recommended for approval at the next Board meeting.
- (5) Curriculum – Mrs. Gooche reported the committee met on February 25, 2016. Several items were discussed.
 - (a) Mrs. Gooche presented the Chemical Hygiene Plan to the Board for approval. OSHA requires the plan to be updated annually.

Upon motion by Mrs. Gooche, second by Mrs. Ellis, the Board unanimously (7-0) approved the Chemical Hygiene Plan for 2016.
 - (b) An ACT Boot Camp was held on February 26, 2016 for all eleventh grade students to become familiar with what is required on the test, and the students received an ACT workbook. This is the second year the boot camp has been offered.
 - (c) Dr. Brooks expressed appreciation to the Board for the four early release days. The days are used for professional development for teachers.
- (6) Community Relations – Mrs. Gooche reported that the committee did not meet.

8. New Business - none

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9. Overnight Field Trip Request – none
10. Out of County Student Transfer Request - none
11. Upon motion by Mrs. White, second by Mrs. Oxendine, the Board voted unanimously (7-0) 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 7:42 p.m.
12. The Board returned to open session at 8:30 p.m.
13. Mrs. Oxendine made a motion to cover the H1B cost for Anna Topliceanu, second by Mrs. Hartness. The motion passed unanimously (7-0).
14. Upon motion by Mrs. Oxendine, second by Mrs. Hartness, the Board unanimously (7-0) approved the following personnel items with the removal of the interim employee.

Employment Recommendations

Wanda Eley	Bus Driver (PT)	Zeb Vance	Eff. 02/10/16
Tiffany Harris	Kindergarten	Dabney	Eff. 02/22/16
Mieya Pettitt	Intervention Coord.	Eaton Johnson	Eff. 04/04/16
Stephanie Alston	Principal	E. M. Rollins	Eff. To be determined
Mark A. Ellis, Sr.	Custodian	Southern Vance	Eff. 03/07/16
Minka West	Custodian	Southern Vance	Eff. 03/07/16
Teresa Williams	School Nurse	Central Office	Eff. 03/14/16

Employment Recommendations – Non-Licensed Teachers

Teresa Hicks	Grade 2	L. B. Yancey	Eff. 02/02/16
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Resignations

Leandra Faines	E. C. Data Manager	ASC	Eff. 03/04/16
Joanne Griffin	School Nurse	L. B. Yancey/ Pinkston Street	Eff. 02/29/16
Justine Hightower	Grade 2	Carver	Eff. 01/25/16

Retirements

Barbara Boltz-Adcock	Driver's Education	ASC	Eff. 03/31/16
Michael Bullard	Principal	Early College	Eff. 06/30/16

Leaves of Absence

Gailrethea Barrett	Teacher Assistant	Dabney	Eff. 01/07/16
Isabella Jenkins	E. C. Teacher	Dabney	Eff. 01/08/16
Angela Miles	H. R. Assistant Dir.	ASC	Eff. 02/22/16

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Kelcey Vaughan	Teacher Assistant	Henderson Middle	Eff. 02/08/16
Deliah Dixon	Teacher	Pinkston Street	Eff. 03/02/16
Barbara Lucas	Head Custodian	Southern Vance	Eff. 02/25/16
DeVette McClary	Teacher Assistant	Eaton Johnson	Eff. 02/15/16
Nakeshia Rolle	Teacher	Eaton Johnson	Eff. 02/24/16
Ruth Stewart	Child Nutrition Asst.	Northern Vance	Eff. 02/22/16
Dean Thomas	Principal	E. M. Rollins	Eff. 03/21/16
Clara Thorpe	Admin. Asst.	ASC – E. C. Dept.	Eff. 03/03/16

Substitutes/Coaches/Interim

Joseph Perkins	Asst. Baseball Coach	Henderson Middle
Thomas Williams	Child Nutrition Asst. Sub.	All Schools

15. Being no further business, upon motion by Mr. Cash, second by Mrs. Oxendine, and unanimous (7-0) vote, the Board adjourned at 8:36 p.m.

BOARD OPERATIONS

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Vance County Schools
2016-2017 Early College Calendar

ATTACHMENT VII.B

July, 2016								January, 2017							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	2,3-Holidays / New Year's/Mem. Day
					1	2		1	H	H	4	5	6	7	4-Teacher Workday
3	H	5	6	7	8	9	4-Holiday / Independence Day	8	9	10	11	12	13	14	5-First Day of Second Semester
10	11	12	13	14	15	16		15	H	17	18	19	20	21	16-Holiday / Dr. King's Birthday
17	18	19	20	21	22	23		22	23	24	25	26	27	28	26-End of 3-weeks Grading Period
24	25	26	27	28	29	30		29	30	31					30-Interim Progress Reports
31															
August, 2016								February, 2017							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
	1	2	3	4	5	6	1,2,3-Teacher Workdays				1	2	3	4	
7	8	9	10	11	12	13	4-First Day for Students	5	6	7	8	9	10	11	
14	15	16	17	18	19	20		12	13	14	15	16	17	18	16-End of 6-weeks Grading Period
21	22	23	24	25	26	27	24-End of 3-weeks Grading Period	19	20	21	22	23	24	25	20-Report Cards
28	29	30	31				26-Interim Progress Reports	26	27	28					
September, 2016								March, 2017							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3					1	2	3	4	
4	H	6	7	8	9	10	5-Holiday / Labor Day	5	6	A	A	A	A	11	7,8,9,10-Annual Leave
11	12	13	14	15	16	17	16- End of 6-weeks Grading Period	12	13	14	15	16	17	18	15-End of 3-weeks Grading Period
18	19	20	21	22	23	24	20-Report Cards	19	20	21	22	23	24	25	17-Interim Progress Reports
25	26	27	28	29	30			26	27	28	29	30	31		
October, 2016								April, 2017							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1								1	
2	3	4	5	6	7	8	7-End of 3-weeks Grading Period	2	3	4	5	6	7	8	5-End of 6-weeks Grading Period
9	10	11	12	13	14	15	10,11-Teacher Workdays	9	10	11	12	13	H	15	7-Report Cards
16	17	18	19	20	21	22	13-Interim Progress Reports	16	17	18	19	20	21	22	14-Holiday / Good Friday
23	24	25	26	27	28	29		23	24	25	26	27	28	29	27-End of 3-weeks Grading Period
30	31							30							
November, 2016								May, 2017							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5	1-End of 6-weeks Grading Period		1	2	3	4	5	6	1-Interim Progress Reports
6	7	8	9	10	H	12	3-Report Cards	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	11-Holiday / Veteran's Day	14	15	16	17	18	19	20	23-Last Day for Students
20	21	22	23	H	H	26	23-Teacher Workday	21	22	23	24	25	26	27	24,25,26-Teacher Workdays
27	28	29	30				24,25- Holidays / Thanksgiving	28	29	30	31				
December, 2016							29-End of 3-weeks Grading Period	June, 2017							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3	1-Interim Progress Reports					1	2	3	
4	5	6	7	8	9	10	19-End of First Semester	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	20,21,22-Annual Leave	11	12	13	14	15	16	17	
18	19	A	A	A	H	24	23,26,27-Holidays / Christmas	18	19	20	21	22	23	24	
25	H	H	A	A	A	31	28,29,30-Annual Leave	25	26	27	28	29	30		

184 School Days
10 Teacher Workdays
10 Annual Leave Days
11 Holidays

March 7, 2016

Ms. Gloria J. White, Chair
Vance County Board of Education
1724 Graham Avenue
Henderson, NC 27536

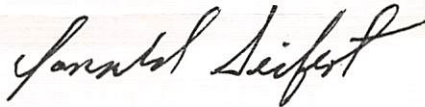
Dear Ms. White:

My current term as your appointed trustee on Vance-Granville Community College Board of Trustees expires June 30, 2016. It is a privilege and my pleasure to represent you on this board. I have always endeavored to be an active Board member having chaired several committees including one Presidential Search Committee; attending state and national trustee conferences; and have chaired VGCC's Board of Trustees. All of this I believe has provided me with the experience to continue to be an effective board member.

Please accept this letter as my formal request to be reappointed as a member of the Vance-Granville Community College Board of Trustees effective July, 2016. If reappointed I will continue to use my best efforts to promote the mission of the college. I believe that Vance-Granville truly is a "Gateway to Endless Possibilities."

Thank you for your consideration and continued support in this appointment.

Sincerely,

A handwritten signature in black ink, appearing to read "Donald C. Seifert, Sr.", written in a cursive style.

Donald C. Seifert, Sr.

pc: ~~Dr. Anthony Jackson~~
Dr. Stelfanie Williams

Vance County Schools
Beginning Teacher Support Program

2015-2016



1724 Graham Avenue
Henderson, NC

**Vance County Schools
Beginning Teacher Support Program
2015-2016**

I. Introduction

Many teachers are faced with challenges as they begin their career. It is the commitment of Vance County Schools to provide support to its new teachers. The Beginning Teachers' Orientation is designed to reduce the intensity of transition into teaching, improve teacher effectiveness and increase the retention of more highly qualified teachers.

In accordance with the State Board of Education Policy: TCP-A-004 (4.120), Vance County Schools has developed a comprehensive program for the induction of beginning teachers as well as a plan for supporting new teachers. Beginning Teachers (BTs) are defined as all teachers with an initial (Standard Professional 1) licenses with fewer than three years of appropriate teaching experience 1) licenses are required to participate in a three year induction period with a formal orientation, mentor support, program requirements, observations and evaluation prior to the recommendation for continuing (Standard Professional 2) licensure. Lateral Entry teachers will be granted a provisional license and be required to participate in the Beginning Teacher Support Program for three years. Lateral Entry teachers will have three years to complete licensure requirements to obtain Standard Professional I license.

II. Describe adequate provisions for efficient management of the program.

The Beginning Teacher Support Coordinator reports to the Human Resource Director. The coordinator works collaboratively with central office staff, principals, instructional facilitators and mentors to ensure that guidelines and procedures outlined in TCP-A-004 are followed.

All employment, licensure, professional development, observations and evaluation records are maintained in the office of Human Resources for security purposes. Documentation of BT requirements are maintained in the BT Coordinator's office.

III. Designate, at the local level, an official to verify eligibility of beginning teachers for continuing license.

Consultation occurs between the Licensure Specialist, BT Coordinator and the Human Resource Officer to verify eligibility of initially licensed teachers and to determine if all requirements have been met for recommendation of a Standard Professional License II. Eligibility for a continuing

license is based on the North Carolina Educator Evaluation System process conducted by the principal as well as completion of the Beginning Teacher Support Program.

Each May, through an automated process, the Licensure Section converts from initial (Standard Professional I) to continuing (Standard Professional II) the license of those who are employed in LEAs and who may be eligible for conversion. Once approved, the Human Resource Director is responsible for the acceptance of the continuing license issued through this process. If a teacher has not taught three years, or if the designated official has knowledge of any reason related to conduct of character to deny the individual teacher a continuing license, then the automatic conversion license cannot be accepted.

IV. Provide for a formal orientation for beginning teachers which includes a description of available services, training opportunities, the teacher evaluation process, and the process for achieving a continuing license.

A formal three (3) day orientation session for beginning teachers, hired prior to the beginning of the school year will be scheduled before the students arrive. This orientation will provide an opportunity for new employees to meet and interact with administrative officials. Local businesses and civic organizations will also participate in the Beginning Teachers (BT) Orientation. This orientation will be conducted by veteran teachers, the BT Coordinator and Curriculum Instructional Personnel. Also, representatives from the Finance, Health and Student Services, Testing and Accountability, Technology, Human Resources and Exceptional Children Departments will assist with orientation.

Educators hired after the beginning of school are also given an orientation session, however it may not be three consecutive days. Educators hired after March may attend the three day orientation at the beginning of the next school year.

Lateral entry teachers may satisfy requirements by participating in course EDUC 225 offered through Chowan University.

The orientation topics may include

- Overview of goals, policies and procedures
- Overview of the Beginning Teacher Support Program
- Overview of the observation instrument
- Overview of the state and local curriculum
- Overview of the testing program
- Overview of Blood borne Pathogens Training/Diabetes
- Description of available services and training opportunities
- Seclusion and Restraint

V. Address compliance with the optimum working conditions for beginning teachers identified by the SBE.

Vance County Schools recognizes that it is important for beginning teachers to have optimum working conditions as identified by the State Board of Education.

As such, administrators are made aware of the following guidelines:

- Assign beginning teachers in the area of licensure
- Assign mentors early, in the licensure area, and in close proximity to the beginning teacher
- Provide orientation that includes state and school expectations
- Assign a limited number of exceptional or difficult students
- Require no extra duty or extracurricular responsibilities, the BT must submit their intent of participation in writing to their principals (Required by GS115C-47 (18a))
- Minimal non-instructional duties (Required by GS115C-47 (18a))

VI. Address compliance with the mentor selection, assignment, and training guidelines identified by the SBE.

Principals will identify and select teachers to serve as mentors based on their demonstration, commitment and willingness to support novice teachers. When possible, a mentor will be a teacher who:

- Demonstrates on a regular basis the same competencies expected of the BT
- Is in close proximity of the BT
- Is familiar with the overall school program and the community
- Has received appropriate training to be a mentor
- Has been highly recommended by the principal
- Whenever there are not enough trained mentors within a school a mentor may be assigned from another school and release time given for mentor and mentee will be arranged.
- Involvement of the principal or the principal's designee in support

The principal will determine whether to involve additional personnel such as a director, curriculum specialist, or assistant principal, in offering support to the BT.

In order to have an effective Beginning Teacher Support Program its focus must be on the following five (5) standards:

1. Systematic Support for High Quality Induction Programs
2. Mentor Selection, Development and Support
3. Mentoring for Instructional Excellence
4. Beginning Teacher Professional Development
5. Formative Assessment of Candidates and Programs

During the academic year, meetings will be held. These sessions equip novice teachers with practical information regarding the Standards, Elements, Descriptors and the development of the Professional Development Plan. The topics covered during these meetings may include:

- Behavior Strategies
- Diversity
- Working with Paraprofessionals
- Classroom Management
- Instructional Planning
- Analyzing Test Data
- Core Curriculum
- Essentials
- Integrating Technology into the Curriculum

The North Carolina Mentors Standards will be taught to all mentors serving and additional training as needed:

1. Mentors Support Beginning Teachers to Demonstrate Leadership
2. Mentors Support Beginning Teachers to Establish a Respectful Environment for Diverse Population of Students
3. Mentors Support Beginning Teachers to Know the Content They teach
4. Mentors Support Beginning Teachers to Facilitate Learning for their Students
5. Mentor Support Beginning Teachers to Reflect on their Practice

Each school is assigned a lead mentor. The lead mentor distributes information to other mentors. Timeline check sheets documenting the interaction between mentors and their mentees are completed at the end of each month and submitted to the BT Coordinator for pay approval.

Each Beginning Teacher is assigned a mentor by the supervising principal as soon as possible after employment. The principal may discuss the mentor assignment with the BT Coordinator or Curriculum and Instruction Specialist prior to making the mentor assignment.

Beginning with the 2011-2012 academic year all mentors received training using the North Carolina Mentor standards. During the year additional training will be provided for interested persons to become mentors. This training will consist of six hours offered by our Regional Facilitator or the use of the modules on our Wikispace page.

The following guidelines for mentor teacher training selection are:

- A. Successful teaching in the area of licensure
Appraisal ratings among the highest in the school regardless of instrument process used:
- B. Commitment;
Willingness to participate in on-going annual professional development related to mentoring;
- C. Other
Mentors are chosen from a group of teachers who have successfully completed a mentor training program.

Mentor Expectations

- Provide support, encouragement, and assistance
- Meet with the Beginning Teacher on a consistent basis
- Informally observe the Beginning Teacher to give formative feedback and ideas
- Acquaint the Beginning Teacher with the school or district objectives and expectations including routines and procedures of the school
- Be familiar with the expectations of the Beginning Teacher and requirements for licensure
- Facilitate reflections of the Beginning Teacher
- Serve as an advocate for the Beginning Teacher
- Serve as a liaison for the Beginning Teacher whenever necessary
- Provide technical assistance whenever needed or as deemed appropriate
- Attend any necessary district-wide meetings
- **Mentor may not conduct peer observation for the mentee in which they are serving**

VII. Provide for the involvement of the Principal or the Principal's designee in supporting the beginning teachers.

The Principal will provide support to the BT by:

- Conducting observations/evaluations using the North Carolina Educator Evaluation System
- Conferencing with BTs
- Assisting the mentor and BTs in the development and implementation of a Professional Development Plan
- Conduct pre-conferences for all announced formal observations
- Conduct post-conferences with substantive feedback for all formal observations
- Designate a peer to conduct a fourth observation
- Share feedback within ten workdays
- Collaborate in the preparation of the Professional Development Plan
- Ensure that Observation Rubrics, Summary Evaluation Conference Forms, and PDPs are signed and dated by the appropriate parties within established timelines

VIII. Provide for a minimum of 4 observations per year in accordance GS115C-333, using the instruments adopted by the SBE for such purposes. The plan must address the appropriate spacing of observations throughout the year, and specify a date which the annual summative evaluation is to be completed.

Beginning with the 2009-2010 academic year Vance County Schools will utilize the North Carolina Teacher Evaluation. This evaluation instrument is based on the Framework for the 21st Century Learning and the North Carolina Standards. The instruments are designed to promote effective leadership, quality teaching, and student teaching while enhancing professional practice and leading to improved instruction. Each observation will be at least one continuous period of

instructional time that is a class period or a lesson. Each observation will be followed by a post conference.

- A. A formal observation shall last at least forty-five minutes or an entire class period.
- B. The principal shall conduct at least three formal observations of all probationary teachers.
- C. A peer shall conduct one formal observation of a probationary teacher. The peer observer may be conducted by a veteran teacher. During observations, the principal and peer shall note the teacher's performances in relationship to the applicable Standards of the Rubric for Evaluating North Carolina. **The mentor may not conduct one of the required observations**

Pre-Observation

Before the first formal observation, the principal shall meet with the teacher to discuss the teacher's self assessment based on the Rubric for Evaluating North Carolina Teachers, the teachers most recent professional growth plan, and the lesson(s) to be observed. (The teacher will provide the principal with a written description of the lessons). The goal of this conference is to prepare the principal for the observation. Pre-observation conferences are not required for subsequent observations.

Post-Observation

The principal shall conduct a post-observation no later than ten school days after each formal observation. During the post-observation conference, the principal and teacher shall discuss the document on the Rubric the strengths and weaknesses of the teacher's performance during the observed lesson.

- IX. **Provide for the preparation of a Professional Development Plan (PDP) by each beginning teacher in collaboration with the principal or the principal's designee, and the mentor teacher**

Individual Growth Plan

Teachers who are rated at least "Proficient" on all the Standards on the Teacher Summary Rating Form shall develop an individual Growth Plan designed to improve performance of specifically identified Standards and Elements.

Monitored Growth Plan

A teacher shall be placed on a Monitored Growth Plan whenever he or she:

- A. Is rated "Developing" on one or more Standards on the Teacher Summary Rating Form:
and
- B. Is not recommended for dismissal, demotion or nonrenewal

- C. A Monitored Growth Plan shall, at minimum identify the Standards and Elements to be improved, the goals to be accomplished and the activities the teacher should undertake to achieve Proficiency, and timeline which allows the teacher one school year to achieve Proficient. A monitored Growth Plan that meets those criteria shall be deemed to satisfy the requirements of NC General Statute 115C-333(b)

Directed Growth Plan

A teacher shall be placed on a Directed Growth Plan whenever he or she:

- A. Is rated
1. Not Demonstrated on any Standard on the Teacher Summary Rating Form; or
 2. "Developing" on one or more Standards on the Teacher Summary Rating Form for two sequential years; and
- B. Is not recommended for dismissal, demotion or nonrenewal.

The Directed Growth Plan shall, at a minimum, identify the Standards and Elements to be improved, the goals to be accomplished, the activities the teacher shall complete to achieve Proficiency, a timeline for achieving Proficiency within one school year or such shorter time as to satisfy the requirements of NC General Statute 115C-33 (b)

X. Provide for formal means of identifying and delivering services and technical assistance needed by beginning teachers

All services and assistance will be delivered by the Beginning Teacher Support Coordinator and Teacher Talk Support Coaches.

The kinds of services to be delivered include orientation meetings, individualized activities generated on the basis of the PDP's (professional development plans), small group workshops which deal with specific needs common to applicable beginning/lateral entry teachers, and large group meetings based on needs

The Coordinator will also visit/meet with each beginning/lateral entry teacher throughout the year to provide support. Documentation will be kept on each meeting.

XI. Provide for the maintenance of a cumulative beginning teacher file that contains the PDP and evaluation report(s)

A cumulative initially licensed teacher file will be maintained by the Principal and BT coordinator on each BT.

The cumulative file may contain the following:

- Data Sheet Copy
- Documentation of Orientation
- Documentation of Extra Curricular Activity Request
- Professional Development Plan

- XII. Provide for the timely transfer of the cumulative beginning teacher file to successive employing LEAs, charter schools, or non-public institutions within the state upon the authorization of the beginning teacher.**

It is the duty of the BT Coordinator to ensure a timely transfer of the cumulative beginning teacher file to successive employing LEA's, charter schools, or non-public institutions within the state upon the authorization of the beginning teacher.

- XIII. Describe a plan for the systematic evaluation of the Beginning Teacher Support Program to assure program quality, effectiveness, and efficient management.**

Principals, teachers and other administrators are invited to attend monthly Teacher Talk sessions and complete a ticket out the door reflection sheet. The program will also be evaluated through a series of surveys sent to beginning teachers, mentors and principals. Surveys include the Teacher Working Condition Survey and BT Survey.

Initially licensed teachers and mentors will provide feedback concerning their 2015-2016 and system-wide training and support sessions. These assessments will be used to prepare a total program evaluation summary for improvement to assure program quality, effectiveness, and efficient management. Recommendations will be presented to all appropriate personnel

- XIV. Document that the local board of education has adopted the LEA plan, or that the charter school or non-public institution plan has been approved by the SBE.**

On April 11, 2016 the Beginning Teacher Support Coordinator will present this plan to the Vance County Board of Education members. The plan will be submitted to DPI following its approval.

- XV. Evaluation of Beginning Teacher Support Program**

Evaluation of the Beginning Teacher Support Program is an important component of the program's overall success. The Human Resources Department will survey beginning teachers, mentors and principals to receive feedback and suggestions during May.



North Carolina Beginning Teacher Program
Annual Report Information
2015-2016

LEA/School Contact Information

LEA/School Name: Vance County Schools
LEA/Address: 1724 Graham Avenue, Henderson, NC 27536
Courier Number (if needed) 07-22-04

Initial Licensure Program Coordinator Information Program

Coordinator/Title Vivian L. Bullock, BT Coordinator
Coordinator Telephone: 252-492-2127, ext. 2002
Coordinator Email vbullock@vcs.k12.nc.us

Eligibility Verification Official information

Eligibility Verification Official Name: Wil McLean
Eligibility Verification Official Telephone 252-492-2127
Eligibility Verification Official E-mail wmclean@vcs.k12.nc.us

Beginning Teacher (BT) Information

Year 1	39
Year 2	37
Year 3	<u>19</u>
	95

Date local board of Education adopted the Beginning Teacher Program Plan:
April 11, 2016

Signature of Superintendent _____

**Vance County Schools
Board of Education
Personnel Committee**

Minutes

The Personnel Committee of the Vance County Board of Education did not meet for the month of April.

The next meeting of the Personnel Committee will be on Tuesday, May 3, 2016. 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
APRIL 11, 2016, BOARD MEETING
PERSONNEL SUMMARY SHEET**

I. EMPLOYMENT RECOMMENDATIONS (S) – Temporary/Interim/Substitute

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>
Bryant Alston	B/M	Sub Bus Driver	All Schools
Charlene Talley	B/F	Sub Bus Monitor	All Schools

II. RESIGNATION(S)

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
Adam Vanderpool (NCDPS)	W/M	Custodian	Aycock	03/25/2016

III. LEAVE(S)

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>
Latonya Bunch (FMLA)	B/F	Counselor	Southern Vance	03/03/2016
Cynthia Crane (FMLA)	W/F	Teacher Asst.	E.M. Rollins	02/25/2016
Laura Stewart (FMLA)	W/F	Teacher	E.M. Rollins	02/01/2016
Tammy Yancey (FMLA)	B/F	Bus Monitor	Northern Vance	03/09/2016

Budget Amendments #2

State Public School Fund

Local Current Expense Fund

Federal Grants Fund

Other Restricted Fund

Budget Amendment # 2
VANCE COUNTY SCHOOLS
State Public School Fund

The Vance County Board of Education at a meeting on the 11th day of April, 2016 passed the following resolution.

BE IT RESOLVED that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

		Amount	
Code Number	Description of Code	Increase	Decrease
Revenues:	State Public School Fund	\$ 218,173	
	School Technology Fund	\$ 613	
	Unallocated Revenue		
	Textbooks (New)		
	Textbooks (Carryover)		
Expenditures:			
	<i>Instructional Services:</i>		
5100	Regular Instructional Services		\$ 38,550
5200	Special Population Services		
5300	Alternative Programs and Services	\$ 188,903	
5400	School Leadership Services		
5800	School-Based Support Services	\$ 3,010	
	<i>System-Wide Support Services:</i>		
6100	Support and Development Services		\$ 471
6200	Special Population Support and Development Services		
6300	Alternative Programs and Services Support and Development Services		
6400	Technology Support Services	\$ 44,976	
6500	Operational Support Services		\$ 15,082
6600	Financial and Human Resource Services		
6700	Accountability Services	\$ 36,000	
6800	System-Wide Pupil Support		
6900	Policy, Leadership and Public Relations Services		
7000	Ancillary Services		
8000	Non-Programmed Charges		

Explanation: To amend budget to align with resources and adjust to DPI allotments. Allotment Revision #26-29.
 PRC 001 (\$740); PRC 003 \$400; PRC 015 \$613; PRC 016 \$218,513

Total Appropriation in Current Budget	\$ 43,630,482
Amount of Increase/(Decrease) of above Amendment	\$ 218,786
Total Appropriation in Current Amended Budget	\$ 43,849,268

Passed by majority vote of the Vance County Board of Education on the 11th day of April, 2016.

 Chairman, Board of Education

 Secretary, Board of Education

VANCE COUNTY SCHOOLS
State Public School Fund
Budget Amendment #2

PRC	PRC DESCRIPTION	REVISION NOTE	AMOUNT	PRC TOTAL
001	CLASSROOM TEACHERS	NCVPS Reduction	(740)	(740)
003	NON-INSTRUCTIONAL SUPPORT	January & February Sub Pay	400	400
015	SCHOOL TECHNOLOGY FUND	Interest	108	
		Fines, Forfeitures, Interest	505	613
016	SUMMER READING CAMPS	Summer Camp Allocation	218,513	218,513
		Amount of Increase/Decrease		\$ 218,786

Budget Amendment # 2
VANCE COUNTY SCHOOLS
Local Current Expense Fund

The Vance County Board of Education at a meeting on the 11th day of April, 2016 passed the following resolution.

BE IT RESOLVED that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

		Amount	
Code Number	Description of Code	Increase	Decrease
Revenues:	Federal Funding		
	State Funding		
	County Appropriations		
	Interest and Indirect Cost		
	Other Local Funds		
	Transfer In		
	Appropriated Fund Balance		
Expenditures:			
	Instructional Services:		
5100	Regular Instructional Services	\$ 270	
5200	Special Population Services		
5300	Alternative Programs and Services		
5400	School Leadership Services		\$ 5,425
5500	Co-Curricular Services		
5800	School-Based Support Services		
	System-Wide Support Services:		
6100	Support and Development Services	\$ 2,745	
6200	Special Population Support and Development Services		
6300	Alternative Programs and Services Support and Development Services		
6400	Technology Support Services		
6500	Operational Support Services		
6600	Financial and Human Resource Services		
6700	Accountability Services		
6800	System-Wide Pupil Support		
6900	Policy, Leadership and Public Relations Services	\$ 47,809	
7000	Ancillary Services		
8000	Non-Programmed Charges		\$ 45,399

Explanation: To amend the budget to align resources with current needs.
 PRC 002 \$75,307; PRC 067 (\$5,425); PRC 801 (\$24,483); PRC 802 (\$45,399)

Total Appropriation in Current Budget	\$ 7,402,440
Amount of Increase/(Decrease) of above Amendment	\$ -
Total Appropriation in Current Amended Budget	\$ 7,402,440

Passed by majority vote of the Vance County Board of Education on the 11th day of April, 2016.

 Chairman, Board of Education

 Secretary, Board of Education

VANCE COUNTY SCHOOLS
Local Current Expense Fund
Budget Amendment #2

PRC	PRC DESCRIPTION	REVISION NOTE	AMOUNT	PRC TOTAL
002	CENTRAL OFFICE ADMINISTRATION	Cover Salary & Benefits	75,307	75,307
067	ASSISTANT PRINCIPAL INTERN	Cover Salary & Benefits	(5,425)	(5,425)
801	GENERAL OPERATIONS	Cover Salary & Benefits	(24,483)	(24,483)
802	OPERATION OF PLANT	Cover Salary & Benefits	(45,399)	(45,399)
		Amount of Increase/Decrease	\$ -	\$ -

Budget Amendment # 2
VANCE COUNTY SCHOOLS
Federal Grants Fund

The Vance County Board of Education at a meeting on the 11th day of April, 2016 passed the following resolution.

BE IT RESOLVED that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

		Amount	
Code Number	Description of Code	Increase	Decrease
Revenues:	Federal Funds	\$ 88,583	
Expenditures:			
	<i>Instructional Services:</i>		
5100	Regular Instructional Services	\$ 141	
5200	Special Population Services	\$ 47,935	
5300	Alternative Programs and Services		\$ 743
5800	School-Based Support Services		\$ 4,948
	<i>System-Wide Support Services:</i>		
6100	Support and Development Services		\$ 749
6200	Special Population Support and Development Services	\$ 33,944	
6300	Alternative Programs and Services Support and Development Services	\$ 4,083	
6400	Technology Support Services		
6500	Operational Support Services	\$ 5,603	
6600	Financial and Human Resource Services	\$ 1	
6700	Accountability Services		
7000	Ancillary Services		
8000	Non-Programmed Charges	\$ 3,316	

Explanation: To amend budget to align with resources and needs. Allotment Revision #26-29.
 PRC 050 (\$2); PRC 060 \$89,571; PRC 103 (\$748); PRC 118 (\$238)

Total Appropriation in Current Budget	\$ 7,354,371
Amount of Increase/(Decrease) of above Amendment	\$ 88,583
Total Appropriation in Current Amended Budget	\$ 7,442,954

Passed by majority vote of the Vance County Board of Education on the 11th day of April, 2016.

 Chairman, Board of Education

 Secretary, Board of Education

VANCE COUNTY SCHOOLS
Federal Grants Fund
Budget Amendment #2

PRC	PRC DESCRIPTION	REVISION NOTE	AMOUNT	PRC TOTAL
050	TITLE I - BASIC PROGRAMS	Difference between planning & initial allotments	(2)	(2)
060	IDEA VI-B HANDICAPPED	Difference between planning & initial allotments	89,571	89,571
103	IMPROVING TEACHER QUALITY	Final Installments	(748)	(748)
118	SPECIAL NEEDS-TARGETED	Final Reversion	(238)	(238)
		Amount of Increase/Decrease		\$ 88,583

Budget Amendment # 2
VANCE COUNTY SCHOOLS
Other Restricted Fund

The Vance County Board of Education at a meeting on the 11th day of April, 2016 passed the following resolution.

BE IT RESOLVED that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2016.

		Amount	
Code Number	Description of Code	Increase	Decrease
Revenues:	Federal Funding		
	State Funding	\$ 762	
	County Appropriations		
	Interest and Indirect Cost		
	Other Local Funds	\$ 7,500	
	Transfer in		
	Appropriated Fund Balance		
Expenditures:			
	<i>Instructional Services:</i>		
5100	Regular Instructional Services	\$ 48,262	
5200	Special Population Services		
5300	Alternative Programs and Services		
5400	School Leadership Services		
5500	Co-Curricular Services		
5800	School-Based Support Services		
	<i>System-Wide Support Services:</i>		
6100	Support and Development Services		
6200	Special Population Support and Development Services		
6300	Alternative Programs and Services Support and Development Services		
6400	Technology Support Services		\$ 40,000
6500	Operational Support Services		
6600	Financial and Human Resource Services		
6700	Accountability Services		
6800	System-Wide Pupil Support		
6900	Policy, Leadership and Public Relations Services		
7000	Ancillary Services		
8000	Non-Programmed Charges		

Explanation: To amend the budget to align resourcees with current needs.
 PRC 449 \$762; PRC 545 \$800; PRC 551 \$5,000; PRC 849 \$1,700

Total Appropriation in Current Budget	\$ 3,568,020
Amount of Increase/(Decrease) of above Amendment	\$ 8,262
Total Appropriation in Current Amended Budget	\$ 3,576,282

Passed by majority vote of the Vance County Board of Education on the 11th day of April, 2016.

 Chairman, Board of Education

 Secretary, Board of Education

VANCE COUNTY SCHOOLS
Other Restricted Fund
Budget Amendment #2

PRC	PRC DESCRIPTION	REVISION NOTE	AMOUNT	PRC TOTAL
449	GOLDEN LEAF FOUNDATION GRANT	Carryover From Prior Year	762	762
545	FUND BALANCE-WALMART DONATION	Wal-Mart Distribution Center Grant	800	800
551	SVHS THEATER GRANT	Lowe's Home Improvement Grant	5,000	5,000
849	SCHOOL OF EXCELLENCE	Wal-Mart Distribution Center Grant	1,700	1,700
		Amount of Increase/Decrease		\$ 8,262

BUILDING AND GROUNDS

Minutes of the Vance County Schools' Building & Grounds Committee Meeting Thursday, March 24, 2016

The Vance County Schools' Building and Grounds Committee met on Thursday, March 24, 2016, at 8:30 a.m. in the Superintendent's Conference Room.

Present:	Ruth Hartness	Anthony Jackson	Ed Wilson
	Trixie Brooks	Kevin Perdue	Dorothy Gooche

Ruth Hartness, committee chairperson, called the meeting to order at 8:30 a.m.

Agenda Item No. 1

SRO Memorandum of Understanding

Dr. Anthony Jackson - Vance County Schools

Dr. Jackson presented the memorandum to the committee and explained that with approval of the memorandum, sworn School Resource Officers will be placed at the Secondary Schools. As a bonus, the Sheriff has added an additional officer who is stationed at our Administrative Services Center to supervise the SRO program. The current school security officers will be reassigned to other positions in the system. This will actually save money and allow the kids to become comfortable with having the same officer on a daily basis. Dorothy Gooche made a motion to carry to the full board for approval with Ed Wilson seconding the motion. (Attachment I)

Agenda Item No. 2

Lease Agreement for Kerr Tar

Dr. Anthony Jackson - Vance County Schools

Dr. Jackson presented a lease agreement for consideration by the committee. The agreement details the terms and conditions of the space in which Kerr Tar occupies at the Administrative Services Center. The agreement also calls for the Kerr Tar Regional Council of Governments to provide help on several grant writing projects on an annual basis. The agreement if approved would run until December 30, 2020. Ruth Hartness made a motion to carry the agreement to the full board with Ed Wilson seconding the motion. (Attachment II)

Agenda Item No. 3

Door Control Update

Kevin Perdue - Vance County Schools

Kevin Perdue informed the committee that all of the hardware installation has been completed and the next step is to start issuing badges in order to begin the pilot program at five schools for the remainder of the school year with all locations being active in August of 2016 for the new school year.

Agenda Item No. 4

Multipurpose Room Update-Carver

Kevin Perdue - Vance County Schools

Kevin Perdue informed the committee that the underground electrical and plumbing has been completed. The concrete slab has also been completed.

Agenda Item No. 5

Spring Fire Marshal Report

Kevin Perdue - Vance County Schools

Kevin Perdue informed the committee that the Fire Marshal had completed the Spring inspections with no violations being reported.

Agenda Item No. 6

Custodial Inspections / Work Order Reports

Kevin Perdue - Vance County Schools

Kevin Perdue presented the custodial inspections and work orders for March. (Attachment III)

Agenda Item No. 7

Monthly Updates

Kevin Perdue - Vance County Schools

The monthly updates were also presented in the package with no discussions. (Attachment IV)

After a motion, the Building and Grounds Committee Meeting was adjourned. The next Building and Grounds Committee Meeting will be held on Wednesday, April 27, 2016 at 2:00 p.m.

Building & Grounds Committee Meeting

Thursday, March 24, 2016

8:30 am

Superintendent's Conference Room

Agenda

- | | | |
|------|-----------------------------------|---------------------|
| I. | SRO Memorandum of Understanding | Dr. Anthony Jackson |
| II. | Lease Agreement for Kerr Tar | Dr. Anthony Jackson |
| III. | Door Access Control Update | Kevin Perdue |
| IV. | Multipurpose Room Update - Carver | Kevin Perdue |
| V. | Spring Fire Marshal Report | Kevin Perdue |
| VI. | Work Order/Custodial Report | Kevin Perdue |
| VII. | Monthly Updates | Kevin Perdue |

(Attachments)

The next B & G meeting will be held on April 27, 2016 at 2:00 pm.

**School Resource Officers' (SRO) Program
Memorandum of Understanding**

This Memorandum of Understanding (hereinafter "MOU") is made and entered into by and between the Vance County Schools (hereinafter "VCS") and the Vance County Sheriff's Department (hereinafter "VCSD").

Purpose

The prosperity of a community depends, in large measure, upon the community's ability to properly educate its children. The Vance County Schools (VCS) and the Vance County Sheriff's Department recognize that the safety and security on school campuses are paramount to an environment conducive with learning. The school/law enforcement approach attempts to instill good values, self-control, and accountability while supporting students to achieve their academic goals and be successful throughout their elementary and secondary education.

The purpose of this Memorandum of Understanding (MOU) is to clarify the roles and responsibilities of the School Resource Officers (SROs) while establishing guidelines for handling violations of the law that are committed on the school campus.

SROs are primarily assigned to middle and high schools, but this MOU will apply to any incidents that may occur on a VCS school campus.

The policies and procedures as outlined in this MOU are applicable to incidents involving students, faculty members, and staff of VCS who are on a VCS campus during regular instructional days. It is also applicable to incidents that occur on any VCS school bus, at extra-curricular events, and at school-sanctioned athletic events.

This MOU does not apply to any incidents involving non-students on school property. This MOU does not apply to any incidents involving students committed off of school property.

Goals and Objectives

It is understood and agreed that the VCS and the VCSD share the following goals and objectives with regard to the SRO Program in the schools:

- To promote a safe, inclusive and positive learning environment for students and faculty members.
- To provide security to the school from outside threats by maintaining a visible police presence on campus, assessing threats to school security, reducing and eliminating such threats, and swiftly responding to any immediate threats and breaches of security.
- To promote adherence to school policy and respect for the law by the students through educational programs, prevention activities, supporting positive behavior incentives, and positive mentorship.
- To maintain open communications among school officials and law enforcement to best meet the needs of the students and the school as a whole.
- To treat all students with respect, dignity and fairness regardless of race, ethnicity, gender, religion, age, sexual orientation, disability, or socio-economic circumstances.
- To aid and support all students to be successful in school and in life.

Assignment of the SROs

The VCSD has agreed to employ four (4) full-time SROs to be assigned to the following schools:

- Eaton-Johnson Middle School
- Henderson Middle School
- Northern Vance High School
- Southern Vance High School

SROs are employees of the VCSD, and therefore shall remain subject to the rules, regulations, policies and procedures of the Sheriff's Department and Vance County. SROs are assigned to the Sheriff's Department and report directly to the Sheriff or his designee.

Sheriff's Deputies assigned as SROs will be certified by the NC Criminal Justice Education and Training Standards Commission. SROs will complete the basic SRO training course offered by the NC Justice Academy and Crisis Intervention Team (CIT) training course through the local mental health entity when available. SROs are subject to the same mandatory training requirements as all NC certified law enforcement officers.

School officials may be consulted prior to the selection of a new SRO to determine any special needs or concerns of their school; however, the assignment of the SRO is the decision of the Sheriff.

SROs shall wear their department-issued uniform while working in the capacity of an SRO and while providing security at school events. Any exception to this rule must be approved by both the school administrator and the Sheriff or his designee.

SROs are issued and certified to carry the same equipment as all other Vance County Sheriff's Deputies including OC Spray, Tasers, and firearms.

SROs are issued a marked patrol vehicle. It is recommended that the patrol vehicle be parked at the front of the school to be visible to the public. The SRO is not authorized to transport students in their patrol vehicle unless the student is party to an active criminal investigation (i.e. victim, witness or offender). The SRO will notify the School Administrator before removing a student from campus.

SROs shall not be utilized for any other assignment during the designated workday except in emergency situations that necessitate an SRO to respond to assist another officer. In the event an SRO is temporarily unavailable on campus due to training, illness, approved leave, court hearing, or other reasons, the VCSD shall provide a replacement officer whenever possible. When a replacement officer is not readily available, patrol officers working in the area of the school will be notified to provide an extra watch on the campus and to respond to any incidents at the school.

When school is closed or there is shortened school day due to inclement weather, teacher's workdays, early release, scheduled holiday, or summer break, the SRO may be assigned to supplement patrol operations or be placed on special assignment.

The parties to this Agreement acknowledge that the requirements of G.S. 11SC-332.1 apply. The VCSD shall conduct an annual check of all sworn law enforcement officers assigned as SROs on the North Carolina Sex Offender and Public Protection Registration Program, the North Carolina Sexually Violent Predator Registration Program, and the National Sex Offender Registry per the requirements of G.S. 11SC-332.1. The VCSD shall certify that no individual may provide services to the VCS under this Agreement if he/she appears on any of the sex offender registries.

Responsibilities of the School Administrator

The School Administrator will provide the SRO with suitable accommodations to conduct business to include a secured, private office space with office furniture, telephone, and computer. In addition, the school will provide appropriate keys to the building and a school radio.

The School Administrator will facilitate effective communications with the SRO to include sharing any safety and security concerns, any significant disciplinary issues, and any upcoming extra-curricular events.

The School Administrator shall be solely responsible for implementing the student Code of Conduct and discipline policies. The school administration, not the SRO, has primary responsibility for maintaining order in the school environment and for investigating and responding to school disciplinary matters.

The SRO should generally not have any further involvement in routine disciplinary matters such as tardies, loitering, noncompliance, the use of inappropriate language, dress code violations, minor classroom disruptions, and disrespectful behaviors and other similar minor infractions of school rules. School Administrators shall only request SRO assistance when necessary to protect the physical safety of staff, students, or others in the school environment.

The School Administrator shall handle minor violations of the law (non-reportable offenses) by a student, faculty member or staff person. The School Administrator shall report all serious violations of the law (reportable offenses) to the SRO. *See Response to Crime on Campus.*

Responsibilities of the SRO

The SRO will provide coverage in and around the campus during the school day and provide high visibility patrol during the peak hours including when school begins and ends; during class changes; and during lunch periods. Work hours are 7:30 a.m. until 3:30 p.m.

The SRO will facilitate effective communication with the School Administrator to include sharing any safety and security concerns and any violations of the law. The SRO shall confer with the school administrator to develop plans and strategies to prevent/minimize dangerous situations on or near the campus.

The SRO will make himself/herself available to the faculty to provide law-related educational presentations to students.

The SRO will make himself/herself available to students and parents to discuss any concerns or needs they have and to make referrals to resources within the school or the community.

The SRO will defer all disciplinary issues and minor violations of the law by a student, faculty member or staff person to the School Administrator. The SRO will investigate all serious violations of the law (reportable offenses). *See Response to Crime on Campus.*

The SRO will consult with the School Administrator as to the security needs of the school including any extra-curricular activities and athletic events. The SRO will maintain the schedule of off-duty officers to work at these events. Per a mutual aid agreement with the Henderson City Police Department, SROs from HCPD may serve in the capacity of a law enforcement officer at any athletic event at schools within Vance County but outside the city limits.

See Response to Crime on Campus

The School Administrator will handle any disciplinary issues. Minor violations of the law (non-reportable offenses) may be handled through the use of school sanctions and diversion programs and may involve the SRO when deemed necessary. The principal and the SRO shall work together to determine the best course of action.

Minor violations of the law may include but are not limited to:

- Simple affray
- Disorderly conduct
- Simple assault
- Criminal trespass
- Communicating threats
- Minor theft (under \$1000)
- Minor damage to property (under \$1000)
- Possession of drug paraphernalia
- Cyberbullying
- Bullying
- Aggressive behavior
- Verbal harassment

This provision does not preclude a student or a parent/guardian from seeking a criminal warrant through a magistrate or a petition through a juvenile court counselor.

Per the Safe School Act (NCGS 15C-288(g)) and Board policy, the School Administrator shall report the commission of the following crimes committed on the school campus to law enforcement:

- Homicide
- Assault resulting in serious bodily injury
- Assault involving the use of a weapon
- Rape
- Sexual offense
- Sexual assault
- Kidnapping
- Robbery with a dangerous weapon
- Taking indecent liberties with a minor
- Assault on school personnel
- Bomb threat
- Burning of a school building
- Possession of alcoholic beverage
- Possession of a controlled substance in violation of law
- Possession of a firearm or powerful explosive
- Possession of a weapon

The SRO will investigate all serious violations of the law and request the assistance of the Criminal Investigations Division when a felony crime against persons is alleged. The SRO may consult with the Juvenile Court Counselors (for offenses committed by a juvenile) or the District Attorney's office (for offenses committed by an adult) before a petition is sought or an arrest is made.

Any violations of the law that is committed on campus during regular school hours by a non-student or an unknown offender will be investigated by the SRO.

The School Administrator will turn over any confiscated weapon or contraband to the SRO as soon as possible for appropriate disposition and disposal.

Investigations and Arrest Procedures

Police interviews and interrogations shall be conducted out of public view. Prior to a police interview or interrogation of a student, the School Administrator will be notified. When interrogating a suspect of a crime, the SRO will read the suspect his/her Miranda Warnings. Interrogation of those under the age of 14 requires that the youth be allowed to consult with a parent or guardian if no attorney is present prior to questioning. If the School Administrator is questioning the suspect in the presence of the SRO, the suspect must be read his/her Miranda Warnings.

The School Administrator is responsible for notifying any parent/guardian of any student involved in a crime on campus.

For felony crimes against persons, the SRO will contact the Criminal Investigations Division for assistance.

The arrest of a student or employee of the school should be coordinated with the School Administrator as to cause the least disruption to the school environment.

The SRO will submit a written offense report per departmental policy, and the report and any supplemental reports will be submitted electronically for review and approval by a supervisor. Pursuant to the Safe Schools Act, police report information may be shared with the School Administrator in the interest of creating a safe school environment.

Search and Seizure

The School Administrator or his/her designees may conduct searches of students' property and person under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated the law.

The SRO shall not become involved in administrative (school related) searches unless specifically requested by the school to provide security, protection, or for handling of contraband. These searches must be at the direction and control of the School Administrator. At no time shall the SRO request that an administrative search be conducted for law enforcement purposes or have the administrator act as his/her agent.

The School Administrator may request the use of the K-9 Unit for the purpose of an administrative search. The search shall be conducted in accordance with departmental policy and the law. The request must be in writing addressed to the Chief of Police. The K-9 Unit may conduct a walk-through of the school without a search with permission of the School Administrator. Prior approval by the Sheriff is not required. The walk-through should be used as a visible deterrent to keep contraband off campus.

The SRO shall not become involved in random "wandering" of students or their possessions with a metal detector unless specifically requested by the school to provide security, protection, or for handling of contraband. These searches must be at the direction and control of the School Administrator.

Response to Rumors or Threats Involving Schools

With the proliferation of social media and texting, information can spread quickly, regardless as to whether the information is based on truth or fallacy. It is critical that the rumors of pending violence and threats towards persons or schools are taken seriously and are investigated promptly to determine the legitimacy of the information. Any rumor or threat involving a student, school employee, or toward a school must be forwarded to the VCSD for investigation to determine if the rumor or threat is legitimate. The VCSD will be in communication with the Superintendent's office to determine if any course of action is required.

Confidentiality of Information

Investigative information contained in a police report shall be kept confidential, especially when it involves a juvenile. Pursuant to the Safe Schools Act, police report information may be shared with school officials in the interest of creating a safe school environment. All other requests for copies of police reports shall be referred to the Records Unit at the police department.

The release of student records is governed by the Family Educational Rights and Privacy Act (FERPA). The SRO shall have access to and only disclose confidential student records or any personally identifiable information of any student in connection with a health or safety emergency as defined in 34 CFR 99.3, only to the extent allowed under FERPA and applicable VCS policies and procedures.

Financing the SRO Program

The VCS and the VCSD agrees to enter into a separate service contract to address the payment for SRO services during the fiscal year. The terms of the service contract shall not be inconsistent with the terms of the MOU. Notwithstanding the foregoing, continuation of the School Resource Officer Program shall be contingent upon available funding from the VCS.

Termination of MOU

This Memorandum of Understanding remains in force until such time as either party withdraws from the agreement by delivering a 90-day written notice of such rescission to the other party. The MOU shall be reviewed annually and amended as necessary to meet the needs of the signatory agencies.

This Memorandum of Understanding shall not be construed to create or substantiate any right to claim on the part of any person or entity, which is not party hereto.

In testimony whereof, the parties hereto, have caused this agreement to be duly executed this
day of , 2016.

VANCE COUNTY BOARD OF EDUCATION

BY: _____
Darlynn Oxendine, School Board Vice-Chair

BY: _____
Anthony D. Jackson, Superintendent

VANCE COUNTY SHERIFF'S DEPARTMENT

BY: _____
Peter White, Sheriff

NORTH CAROLINA

COUNTY OF VANCE

LEASE AGREEMENT

THIS LEASE AGREEMENT ("LEASE AGREEMENT") is made and entered into as of the 1st day of January 1, 2016, by and between **Vance County Board of Education**, (Landlord) and **Kerr-Tar Regional Council of Governments**, (Tenant).

Certain Definitions. The following definitions and specifications shall apply in this Lease Agreement:

1. **Building:** The structure located at 1724 Graham Avenue, Henderson, North Carolina, said building being outlined on the floor plan attached hereto as Exhibit A-1 and by reference made a part hereof.
2. **Demised Premises:** shall be approximately Five Thousand, Six Hundred, Sixty-one (5,661) square feet.
3. **Term:** From the Commencement Date through December 30, 2020.
4. **Annual Rent** shall be as follows:
8.50 per square foot
5. **Rental Commencement Date:** January 1, 2016
6. **Security Deposit:** \$ n/a No security deposit shall be required nor has a security deposit been given.
7. **Use:** Tenant may use the Demised Premises for office purposes related to the stated goals and operations of **Kerr-Tar Regional Council of Governments**, but for none other without Landlord's prior written consent, but in no event shall Tenant make use of the property which is in violation of any lawful governmental laws, rules or regulation insofar as they might relate to Tenant's use and occupancy of the premises, or which is or might constitute a nuisance or trespass to the other occupants of the building, or which increases the fire insurance premiums (or makes such insurance unavailable to Landlord) on the building.

Lease of Premises. Landlord, in consideration of the covenants and agreements to be performed by Tenant, and upon the terms and conditions hereinafter stated, does hereby rent and lease to Tenant, and Tenant does hereby rent and lease from Landlord, the Demised Premises, which includes use of the common areas of access and parking of the building in common with other tenants of the building. The occasional use of all other common areas, including but not limited to additional conference rooms, cafeteria, restroom facilities, reception and meeting areas shall be permitted after the coordination of the availability and approval by the Vance County School System.

Up-fitting. Tenant shall construct and install and bear all associated costs thereto for all required Tenant improvements ("Tenant Improvements"). Landlord, at any time or times may, at its election and upon reasonable notice to Tenant, construct additional improvements to the

building which do not substantially interfere with Tenant's use of the building. Landlord, without liability of any kind to Tenant, after reasonable notice to Tenant, may also install or replace in or through the Premises wiring, piping, ducts, or conduits for service of the Premises or other parts of the building so long as such installations or replacements do not substantially impair Tenant's ability to use the Demised Premises.

Rent. Tenant shall pay to Landlord as rent, in legal tender of the United States, in the manner hereinafter provided, Annual Rent specified herein above, which shall be payable in equal monthly installments of one-twelfth of the Annual Rent in advance on the first day of every calendar month from and after the Rental Commencement Date and throughout the remainder of the Lease Term.

Services to be Provided by Tenant. Tenant shall pay for all its own utilities and services which it requires for its purposes, and shall further negotiate its pro-rata share of such shared expenses and utilities with the Vance County School System.

1. Utilities, services and supplies

a. Vance County Schools shall maintain all accounts for the provision of utilities, extermination services, solid waste storage and removal, and custodial supplies in its name and shall be responsible for the payment of all said accounts.

b. On or before the fifteenth (15th) day of each month, Vance County Schools shall present to the COG an itemized bill for said utilities, services, and supplies which shall show the total amount of said utilities, services, and supplies purchased for the previous month and the COG's portion of said utilities, services, and supplies which shall be fifteen percent (15%) of the total. The COG shall pay its fifteen percent (15%) share on or before the first day of the month following. Payment shall be made to Vance County Schools at P. O. Box 7001, Henderson, NC 27536. If the COG disputes any amounts owed under said itemized bill, the COG shall withhold payment for said disputed amount and shall state in writing why it believes the disputed amount is not owed. The parties shall use their best efforts to resolve the dispute within sixty (60) days. If the dispute has not been resolved within sixty (60) days, the dispute shall be submitted to mediation/arbitration as provided herein below.

2. Custodial Services.

a. Vance County Schools shall provide custodial services to the COG for the COG's portion of the building. Vance County Schools shall be responsible for insuring that custodial services are provided to the COG in a manner consistent with the provision of custodial services to the remainder of the building and in accordance with the standards generally expected of those providing similar custodial services.

b. The parties understand and agree that Vance County Schools has increased its current custodial staff assigned to the building from 1.5 to 2 full time custodians in part to service the COG's portion of the building.

c. In consideration for providing custodial services to the COG, the COG will pay Vance County Schools a sum not to exceed fifteen percent (15%) of the salary, health insurance premium, FICA, and retirement benefits (the "Benefits") of two custodians servicing the building payable in twelve installments per year at the time and in the manner stated in paragraph 1.b above. This amount shall be increased or decreased effective every July 1 by a percentage equal to the increase or decrease in the benefits paid by Vance County Schools to the two custodians. Unless the parties shall agree to the contrary, the hiring of additional custodial staff will not change the COG's obligation to fund fifteen percent (15%) of the benefits of the two custodians with the longest service at the building.

d. This agreement is entered into strictly by and between COG and Vance County Schools. None of the custodians working for Vance County Schools shall be considered to be employees of the COG nor shall the COG be deemed to have any obligations to said custodians under the terms of this agreement. Vance County Schools shall be responsible for supervising the performance of said custodians and for directing the activities of said custodians.

3. Grants

a. The COG will provide annual grant writing and technical support to the Vance County School System.

Late Charges. Any rent or other amounts payable to Landlord under this Lease Agreement, if not paid by the tenth day of the month for which such rent is due, shall incur a late charge of five percent (5%) of the amount of the payment due. In addition, any amount past due shall accrue interest at the rate of one and one-half percent (1.5%) per month from an after the due date for such payment until paid in full, which amount shall in no event be less than Fifty Dollars (\$50.00). In no event shall the rate of interest payable on any late payment exceed the legal limits for such interest enforceable under applicable law.

Use. Tenant shall have the right to use and occupy the Demised Premises for the purpose described herein. In addition, the Demised Premises shall be used only in accordance with all applicable laws, ordinances, rules and regulations of governmental authorities. Tenant agrees not to disturb other tenants in the building. Landlord may determine in Landlord's reasonable discretion if Tenant's activities constitute a disturbance under this lease.

Maintenance by Landlord. Landlord shall maintain the roof, foundation, exterior walls, HVAC systems and common areas of the building. Tenant agrees that it shall promptly notify Landlord of need for any such maintenance and repairs.

Notwithstanding anything in the Lease to the contrary, Tenant shall be solely responsible for all repairs, maintenance and replacement of the Demised Premises, Building and Common Areas, occasioned by the gross negligence or willful misconduct of Tenant, its servants, agents or employees to the extent not paid to Landlord or Landlord's lender under the terms of any fire, extended coverage, public liability or other insurance policy. If any repairs are required because

of the gross negligent treatment or willful misconduct by Tenant, its agents, or employees, then Landlord may at its option (i) perform the repairs and charge the cost of such repairs to Tenant, or (ii) require Tenant to promptly perform such repairs.

Insurance. Tenant shall, at no cost to Landlord, during the term of this Lease and any extensions thereto, keep in full force and effect a policy of public liability and property damage insurance with respect to the Premises, in which the public liability coverage shall not be for less than One Million and No/100 Dollars (\$1,000,000.00) per person and incident; and in which the property damage liability shall not be for less than Five Hundred Thousand and No/100 Dollars (\$500,000.00). Such policy(ies) shall include Landlord and/or Landlord's mortgagee as additional insured, as their interest may appear. Prior to possession, Tenant agrees to deliver certificates of such insurance to Landlord and said coverage may not be canceled without at least ten (10) days written notice being given to Landlord by Tenant and/or Tenant's insurance broker.

Non-liability of Landlord. Landlord and/or its agents shall not be responsible or liable to Tenant for any loss or damage that may be occasioned by or through the acts or omissions of persons occupying any part of the Building adjacent to or connected with the Demised Premises hereby leased or any other part of the Building or any persons transacting any business in the Building or present in the Building for any purpose, or for any loss or damage resulting to Tenant or its property from burst, stopped or leaking water, gas sewer, sprinkler or steam pipes or plumbing fixtures or from any failure of or defect in any electric line, circuit, or facility unless due to the acts or omissions of Landlord, its agents, employees or representatives or the failure of Landlord to fulfill its obligation under this Lease. In addition, Landlord shall not be liable for any property stolen or taken from the Premises by any person or persons, except any agent, servant, or employee of Landlord.

Default. The following events shall be deemed to be events of default by Tenant under this Lease Agreement: (i) if Tenant shall fail to pay within ten (10) days of when due, any installment of rent or any other charge or assessment against Tenant pursuant to the terms hereof, (ii) Tenant shall fail to comply in any material respect with any term, provision, covenant or warranty by Tenant under this Lease Agreement, other than the payment of the rent or any other charge or assessment payable by Tenant, and shall not cure such failure within thirty (30) days after written notice thereof to Tenant, unless such matter cannot reasonably be cured within thirty (30) days, in which event Tenant shall not be in default so long as Tenant undertakes such cure within thirty (30) days and completes such cure in a timely and diligent manner thereafter. Upon the occurrence of any of the aforesaid events of default, Landlord shall have the option to pursue any one or more of the following remedies upon notice to the Tenant: (i) terminate this Lease Agreement, in which event Tenant shall immediately surrender the Demised Premises to Landlord; (ii) enter upon and take possession of the Demised Premises and expel or remove Tenant and any other person who may be occupying said Demised Premises or any part thereof, without being liable for prosecution or any claim of damages therefore with respect to any reasonable action taken by Landlord, and, if Landlord so elects, make such alterations, redecoration and repairs as, in Landlords' reasonable judgment, may be necessary to relet the Demised Premises, and relet the Demised Premises on such terms as Landlord may reasonably deem advisable, without advertisement, and by private negotiations, and receive the rent

therefore, Tenant hereby agreeing to pay to Landlord the Deficiency, if any, between all rent reserved hereunder and the rent obtained by Landlord upon re-letting, if any, for each month of the period that otherwise would have constituted the balance of the Term hereunder; (iii) enter upon the Demised Premises by force if necessary, without being liable for prosecution or any claim of damages for any reasonable actions taken by Landlord, and do whatever Tenant is obligated to do under the terms of this Lease Agreement; and Tenant agrees to reimburse Landlord on demand for any reasonable expenses. Pursuit of any of the foregoing remedies by Landlord shall not preclude pursuit of any other remedy herein provided or any other remedy provided by law or at equity, nor shall pursuit of any remedy herein provided constitute an election of remedies, thereby excluding the later election of an alternate remedy, or a forfeiture or waiver of any rent or other charges and assessments payable by Tenant and due to Landlord. Forbearance by Landlord to enforce one or more of the remedies herein provided upon an event of default shall not be deemed or construed to constitute a waiver of such default. No exercise by Landlord of any right or remedy granted herein shall constitute or effect a termination of this Lease unless Landlord shall so elect by written notice delivered to Tenant. No waiver by Landlord or any covenant or condition shall be deemed to imply or constitute a further waiver of the same at a later time, and acceptance of rent by Landlord, even with knowledge of a default by Tenant, shall not constitute a waiver of such default.

Assignment – Sublease. Tenant may not encumber this Lease, and may not assign this Lease, sublet any part or all of the Demised Premises without the written consent of Landlord first had and obtained. Any assignment or sublease to which Landlord may consent (one consent not being any basis to contend that Landlord should consent to a further change) shall not relieve Tenant of its obligations hereunder. In no event shall this Lease be assignable by operation of any law, and Tenant's rights hereunder may not become, and shall not be listed by Tenant as an Asset under any bankruptcy, insolvency or reorganization proceedings. Tenant is not, may not become, and shall never represent itself to be an agent of Landlord, and Tenant expressly recognizes that Landlord's title is paramount, and that it can do nothing to affect or impair Landlord's title.

Attorney's Fees and Exemptions. Should either Landlord or Tenant prevail in any legal or arbitration proceedings instituted for a breach of any provision of this Lease, the prevailing party shall be entitled to recover from the other party the costs and expenses incurred by the prevailing party with respect to that proceedings, including the prevailing party's reasonable attorney's fees at hourly rates customarily charged.

Time. Time is of the essence of this Lease Agreement, and whenever a certain day is stated for payment or performance of any obligation of Tenant or Landlord, the same enters into and becomes a part of the consideration hereof.

Subordination, Attornment and Non-disturbance. Tenant, upon request of any party in interest, shall execute promptly an instrument as is reasonably required to carry out the intent hereof, whether said requirements is that of Landlord or any other party in interest, including without limitation, mortgages.

Surrender of Premises. Upon the expiration or other termination of this Lease Agreement, Tenant shall quit and surrender to Landlord the Demised Premises, broom clean, in the same condition as at the Rental Commencement Date, reasonable wear and tear, damage by fire or other casualty and omitted repairs of the Landlord only excepted, and Tenant upon written notice from Landlord shall remove all of its personal property from Demised Premises. Tenant's obligation to observe or perform this covenant shall survive the expiration or other termination of this Lease Agreement. Landlord may require Tenant to restore the Premises so that the Premises shall be as they were on the commencement date except ordinary wear and tear, provided that Tenant shall in no event be required to remove floor coverings, wall coverings, demising walls or other improvements constructed as part of the Tenant Improvements. Any personal property of the Tenant which shall remain in the Premises after the expiration or termination of the term or the Tenant's right of possession shall be deemed to have been abandoned by the Tenant and may be retained by the Landlord as its property or disposed of in such manner as Landlord may see fit; any proceeds from the sale thereof shall belong to the Landlord.

Early Termination. Tenant may have the option of early termination of this agreement provided Tenant has such a significant expansion in the employment of staff wherein the space presented leased, combined with any additional space available for rent at the then current rental rate will not be sufficient to accommodate such expansions in staff. Tenant shall, in accordance with the notice provisions as set forth herein, provide notice at least six (6) months in advance of Tenant intention to exercise this option, and shall also include the final date of occupancy. Should Tenant exercise such option, all other terms and conditions as set forth herein shall apply.

Notices. All notices required or permitted to be given hereunder shall be in writing and shall be deemed given, whether actually received or not, on the third day after the date deposited, postage prepaid, in the United States Mail, certified, return receipt requested, and addressed to Landlord or Tenant at their respective address set forth hereinabove or at such other address as either party shall have theretofore given to the other by notice as herein provided or upon receipt if hand-delivered to such address.

Damage or Theft of Personal Property. All personal property brought into Demised Premises by Tenant, or Tenant's employees or business visitors, shall be at the risk of Tenant only, and Landlord shall not be liable for theft thereof, or any damage thereto, occasioned by any act of co-tenants, occupants, invitees or other users of the Building.

Landlord's Liability. Landlord's personal liability with respect to the provisions of this Lease Agreement shall be limited only to the extent of the fair market value of the Building net of the amount owned by Landlord on any mortgage or mortgages in a commercially reasonable principal amount secured by the Building.

Severability. If any clause or provision of the Lease Agreement is illegal, invalid or unenforceable under present or future laws, the remainder of this Lease Agreement shall not be affected thereby.

Entire Agreement. This Lease Agreement contains the entire agreement of the parties and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. No failure of either party to exercise any power given either party hereunder, or to insist upon strict compliance by either party with any obligation of the other party hereunder, and no custom or practice of the parties at variance with the terms hereof, shall constitute a waiver of each party's right to demand exact compliance with the term hereof.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the day and year first above written.

Landlord: Vance County Board of Education, Henderson, North Carolina

By: _____ (SEAL) Date: _____

Tenant: Kerr-Tar Regional Council of Governments

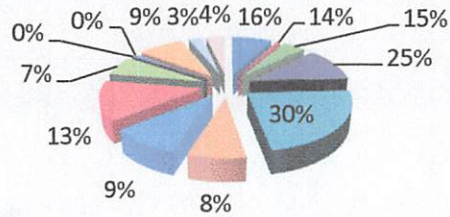
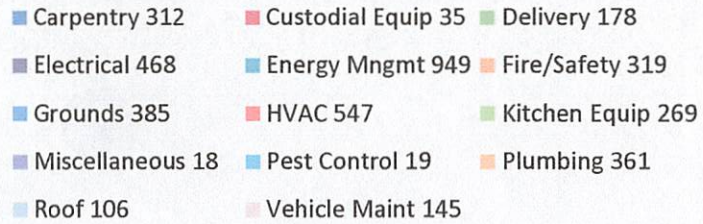
By: _____ (SEAL) Date: _____

Pre-Audit Statement. This lease agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

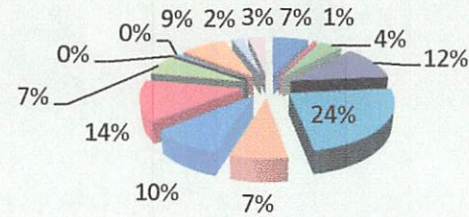
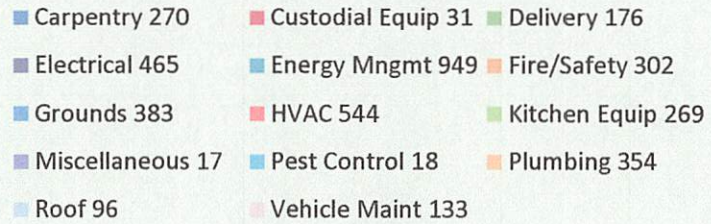
Name:

Kerr-Tar Regional Council of Governments Finance Director

Work Orders Received (4111)

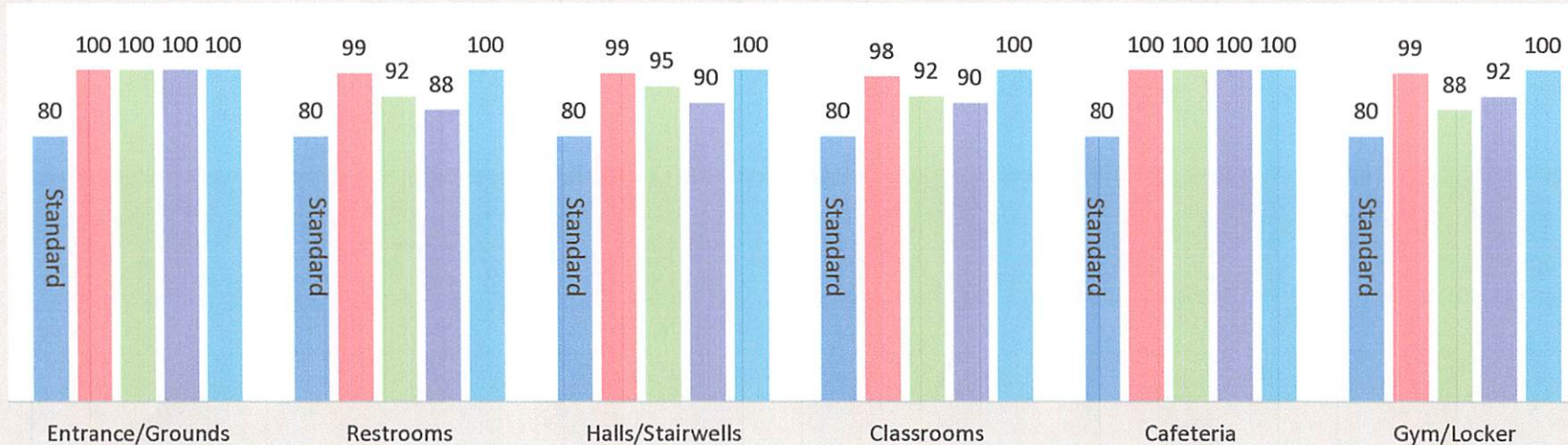


Work Orders Completed (4007)



Custodial Inspections

Standard Elementary Middle High ASC



CUSTODIAL INSPECTIONS2015-2016

	SEP			OCT			NOV			DEC			JAN	FEB	MAR	APR			MAY		
SCHOOLS	A	IP	U	A	IP	U	A	IP	U	A	IP	U	Score	Score	Score						
ASC	77		7	71.5		0	73		1	73	1	0	100%	100%	100%						
AYCOCK	79		5	84		0	74		11	70		14	94%	100%	100%						
CARVER	79		5	80		4	74		10	80	1	3	98%	100%	100%						
CLARKE	71		13	84		0	83		1	83		1	98%	100%	100%						
DABNEY	75		9	78		6	80		4	69		15	92%	98%	98%						
EATON-JOHNSON	75		9	80		4	84		0	82	1	1	96%	93%	95%						
HENDERSON MIDDLE	73		20	82		11	69		24	80	6	7	84%	93%	93%						
NEW HOPE	76		8	71		13	76		8	82	1	1	96%	100%	100%						
E. O. YOUNG	80		4	81		3	78		6	78		6	94%	99%	97%						
PINKSTON STREET	84		0	84		0	84		0	84		0	100%	100%	100%						
E. M. ROLLINS	78		6	84		0	75		9	79		5	96%	97%	98%						
SOUTHERN VANCE	56		28	55		29	57	10	17	61	2	21	82%	85%	87%						
NORTHERN VANCE	78		15	79		14	87		6	68	9	16	86%	90%	92%						
STEM SCHOOL	65		20	66		19	71		14	60		25	85%	96%	95%						
WESTERN VANCE	93		0	93		0	93		0	93		0	100%	100%	100%						
L. B. YANCEY	75		9	84		0	81		3	79		5	96%	98%	99%						
ZEB VANCE	84		0	84		0	84		0	84		0	100%	100%	100%						

BUILDINGS AND GROUNDS REPORT
(March 2016)

ATTACHMENT IV

1. Aycock
 - A. Assisted the fire Marshal with the fire inspections.
 - B. Assisted the insurance inspector with the building inspections.
 - C. Had Pye-Barker service the kitchen hood.
2. Carver
 - A. Assisted the fire marshal with the fire inspections.
 - B. Assisted the insurance inspector with the building inspections.
 - C. Had Pye-Barker service the kitchen hood.
3. Clarke
 - A. Assisted the fire marshal with the fire inspections.
 - B. Assisted the insurance inspector with the building inspections.
 - C. Had Pye-Barker service the kitchen hood.
4. Dabney
 - A. Assisted the fire marshal with the fire inspections.
 - B. Assisted the insurance inspector with the building inspections.
 - C. Had Pye-Barker service the kitchen hood.
5. E. M. Rollins
 - A. Assisted the fire marshal with the fire inspections.
 - B. Assisted the insurance inspector with the building inspections.
 - C. Had Pye-Barker service the kitchen hood.
6. Eaton-Johnson
 - A. Install new bi-level water cooler.
 - B. Assisted the fire marshal with the fire inspections.
 - C. Assisted the insurance inspector with the building inspections.
 - D. Had Pye-Barker service the kitchen hood.
7. E. O. Young
 - A. Assisted the fire marshal with the fire inspections.
 - B. Assisted the insurance inspector with the building inspections.
 - C. Had Pye-Barker service the kitchen hood.
8. Henderson Middle
 - A. Assisted the fire marshal with the fire inspections.
 - B. Assisted the insurance inspector with the building inspections.
 - C. Had Pye-Barker service the kitchen hood.
9. L. B. Yancey
 - A. Assisted the fire marshal with the fire inspections.
 - B. Assisted the insurance inspector with the building inspections.
 - C. Had Pye-Barker service the kitchen hood.

10. New Hope

- A. Had contractor cover 3 broken sky lights with caps.
- B. Assisted the fire marshal with the fire inspections.
- C. Assisted the insurance inspector with the building inspections.
- D. Replaced the compressor in the walk-in freezer.
- E. Had the contractor repair the canopy by the bus parking lot.
- F. Had Pye-Barker service the kitchen hood.

11. Northern Vance

- A. Covered old broken windows in carpentry lab new siding.
- B. Removed trash and clean carpentry lab.
- C. Replaced ceiling tiles in carpentry classroom.
- D. Assisted the fire marshal with the fire inspections.
- E. Assisted the insurance inspector with the building inspections.
- F. Had Pye-Barker service the kitchen hood.
- G. Had the carpentry shop painted.

12. Pinkston Street

- A. Assisted the fire marshal with the fire inspections.
- B. Assisted the insurance inspector with the building inspections.
- C. Had Pye-Barker service the kitchen hood.

13. Southern Vance High

- A. Assisted the fire marshal with the fire inspections.
- B. Assisted the insurance inspector with the building inspections.
- C. Had Pye-Barker service the kitchen hood.

14. Western Vance

- A. Assisted the fire marshal with the fire inspections.
- B. Assisted the insurance inspector with the building inspections.

15. Zeb Vance

- A. Assisted the fire marshal with the fire inspections.
- B. Assisted the insurance inspector with the building inspections.
- C. Had Pye-Barker service the kitchen hood.

**OVERNIGHT FIELD TRIP REQUEST
SUBMITTED FOR BOARD APPROVAL**

April 11, 2016

Dates

April 14-16, 2016

School/Class or Club

STEM Early High School
STEM Career Club

Field Trip Destination

NC State University, Raleigh

VANCE COUNTY SCHOOLS OVERNIGHT FIELD TRIP APPROVAL REQUEST

Prepare one copy of this form and forward to the school principal for approval. Overnight field trips require Board of Education approval and must be submitted to the Superintendent at least 30 days prior to the date of the trip. A copy of the Parent Permission Form and the appropriate Transportation Request Form must be completed and attached. If a substitute is needed, the appropriate Professional Leave Form must be attached. No Field Trip is considered as "approved" until you have received a copy of this request approved by the Board of Education.

School STEM Early High School Class/Club/Group STEM Career Club

Purpose of Field Trip Overnight Stay and Tour of NC State University

How does this purpose meet the "educational needs" of the students and the N. C. Standards Course of Study?

The students will receive first hand experiences with campus life. Students will stay in dorms. Students will be introduced to different technologies and opportunities in the STEM fields of study.

Location NC State's Campus City Raleigh

Date/Time of Departure 4.14.16 / 3:00 pm Date/Time of Return 4.16.16 / 4:00 pm

Number of Students 25 Number of Chaperones 5 (Staff 3 Parents/Other 2)

Names of Chaperones Mary Soriano, Melonee Hunter, Clarence White, Chiquita Eaton, Earlene Thomas

If needed, how will substitutes be provided? Reimbursement through NC State

FINANCIAL, TRANSPORTATION, AND MEAL CONSIDERATIONS: (If private vehicle is used, complete special form and attach to this request.)

Method of Transportation Activity Bus

All transportation arrangements completed and attached. ☒ Yes ☐ No

Total Cost of the Trip Cost To Each Student \$0

What does this cost include? N/A

How will students get the money to attend? N/A

What provisions have been made to assure that every eligible student will attend? Students with the best attendance at STEM Career Club Meetings will have first choice. The second criteria will be grade level and if they will have a chance to attend next year.

What provisions have been made for students who do not accompany their class on the trip? N/A

Will lunches be obtained from the cafeteria? No Have arrangements been made with the cafeteria staff? N/A

Request Submitted By	<u>Alphonso Ray Hower</u>	Date	<u>3/16/16</u>
Principal Approval	<u>[Signature]</u>	Date	<u>3/16/16</u>
Superintendent Approval	<u>[Signature]</u>	Date	<u>3/21/16</u>
Board of Education Approval	<u>[Signature]</u>	Date	<u> </u>

STEM Career Club
NCSU Visitation Weekend
Schedule Outline

Thursday, April 14, 2016		
Time	Activity	Location
3 – 4 p.m.	Leave school	Conway Middle, Rocky Mount Middle, Early STEM High School, and Warren County Middle School
4 – 5 p.m.	Arrival on campus	WolfRidge Apartments – Centennial Campus
4:15 – 5:30 p.m.	Check-in	WolfRidge Apartments
6:00 – 7:15 p.m.	Dinner	Fountain Dining Hall – West Campus
7:15 – 9:00 p.m.	Activity with College of Education	Poe Hall
9 – 9:30 p.m.	Return to WolfRidge Apartments	WolfRidge Apartments
10:00 p.m.	Lights Out	WolfRidge Apartments
Friday, April 15, 2016		
6:30 a.m.	Wake-up	WolfRidge Apartments
7:30 – 8:30 a.m.	Breakfast	Fountain Dining Hall
9:00 – 12 noon	Tours of NCSU STEM Departments	NCSU Main & Centennial Campuses
12 – 1	Lunch	Fountain Dining Hall
1:30 – 4:30	Tours of NCSU STEM Departments	NCSU Main & Centennial Campuses
4:30 – 5:30	Campus Tour	Main Campus
6 – 7	Dinner	Fountain Dining Hall
7:30 – 11	Social Activity	NCSU Main Campus
Saturday, April 16, 2016		
7 a.m.	Wake-up	
8 – 9 a.m.	Breakfast	
9 – 11 a.m.	Admissions & Financial Aid Presentations	Poe Hall, room 216
11:30 – 12:30 p.m.	Lunch	Fountain Dining Hall
12:30 – 1 p.m.	Check-out	WolfRidge Apartments
1 p.m.	Departure	WolfRidge Apartments

Out of County Student Transfer Requests

April 11, 2016

2016 – 2017 School Year

Recommendation to Approve (*Employee Status*)

<u>Student's Name</u>	<u>Parent/Guardian</u>	<u>County/School Permanent Residence</u>	<u>Requested County/School</u>
Abbott, Catherine Miller	JoAnn Abbott	Vance Co./New Hope Elem.	Wake Co./Millbrook Elem.
Abbott, John Wesley	JoAnn Abbott	Vance Co./New Hope Elem.	Wake Co./Millbrook Elem.