

**NORTH CAROLINA
LINCOLN COUNTY**

**LINCOLN COUNTY BOARD OF EDUCATION
Minutes of July 10, 2018**

The Lincoln County Board of Education held their regular monthly meeting on **Tuesday, July 10, 2018 at 6:30 PM** in the Board Conference Room. The meeting was called to order by Mr. Mark Mullen, Chairperson, who declared a quorum was present consisting of Ms. Heather Rhyne, Vice-Chairperson, Ms. Joan Avery, Ms. Candy Burgin, Ms. Cathy Davis, Mr. Kirk Herbertson, and Mr. Todd Wulfhorst. Mr. Dean Shatley, School Board Attorney, was also in attendance.

Administrative staff members present were Dr. Lory Morrow, Superintendent-Secretary to the Board; Dr. Aaron Allen, Associate Superintendent; Dr. Rhonda Hager, Assistant Superintendent for Curriculum and Instruction; Dr. Heath Belcher, Chief of Human Resources; Ms. Pam McBryde, Director of Financial Operations; Mr. Eric Eaker, Chief of Operations; Ms. Samantha Campbell, Director of Secondary Education; Ms. Melanie Huss, Director of Elementary Education; Mr. Rusty Saine, Director of Accountability; Ms. Shelly Rhyne, Director of Child Nutrition; and Ms. Cathy Gates, Clerk to the Board.

Committee meetings were held prior to the Board meeting. The Board observed a moment of silence and Chairperson Mullen led the Board in the Pledge of Allegiance prior to the Committee meetings.

Approval of Agenda

The following agenda was submitted for approval:

PROPOSED AGENDA

- 1. Call to Order**
- 2. Opening of Meeting/Moment of Silence/Pledge of Allegiance**
- 3. Budget & Finance Committee Meeting-** Mr. Todd Wulfhorst, Chairperson
 - Approval of Minutes- May 1, 2018, June 5, 2018
 - Enterprise Fleet Management and Leasing
 - 2018-2019 Student Fee Requests
 - Budget Update
 - School Sponsored Sales
- 4. Building & Site Committee Meeting-** Ms. Candy Burgin, Chairperson
 - Approval of Minutes- June 5, 2018
 - F.D. Kiser Intermediate School / Battleground Elementary School Update
 - Norris S. Childers Elementary School Track Update
 - Facility Needs/Projects Report

- School Facility Use Report
 - School Renovations /Projects Report
 - Technology Needs / Projects Report
5. **Curriculum Committee Meeting-** Ms. Heather Rhyne, Chairperson
 - Approval of Minutes- June 5, 2018
 - Latin Honors Conversion Information
 - 2019-2020 School Calendar
 6. **Policy Committee Meeting-** Ms. Cathy Davis, Chairperson
 - Approval of Minutes- May 1, 2018, June 5, 2018
 - Policies Required to Stand Open for 25 Days
 - Policy 7100 *Recruitment and Selection of Personnel*
 - Policy 7240 *Drug-Free and Alcohol-Free Workplace*
 - Policies not Required to Stand Open
 - Regulation 9220-R *Security*
 7. **Break- 6:00 PM – 6:30 PM**
 8. **Call to Order- Regular Board Meeting**
 9. **Additions/Deletions to the Agenda- Approval of the Agenda**
 10. **Consent Agenda Items- Part 1**
 - Approval of Minutes: May 8, 2018 (closed session only); June 12, 2018; June 28, 2018
 - Extended Field Trips- Curricular
 11. **Special Presentations/Recognitions**
 - IGNITE Awards
 - 2018 Science and Technology Camp
 12. **Individuals and/or Groups Appearing Before the Board**
 - Tim Johnson
 13. **Action Items**

2017-2018 REMINDERS and ANNOUNCEMENTS			
DATE	EVENT	LOCATION	TIME
Aug 6-7	Administrative Academy	NLM	8:00 AM - 5:00 PM
Aug 7	Special Called Board Meeting and Committee Meetings	NLM Media Center	5:30 PM
Aug 14	Monthly Board Meeting	BOE Office	6:30 PM
Aug 16	Optional Teacher Workday		

Aug 17, 20-24	Mandatory Teacher Workdays (Aug 20-22 District Professional Development Days)		
Aug 27	First Day of School for Students		

14. Closed Session, if needed

15. Consent Agenda Items- Part 2

- Personnel Recommendations

16. Plus/Delta

17. Adjournment

The agenda was amended to add action items/recommendations from the Budget and Finance Committee meeting, Curriculum Committee meeting, and the Policy Committee meeting which include 2018-2019 Student Fee Requests, Latin Honors Conversion, Policy 7100 *Recruitment and Selection of Personnel*, Policy 7240 *Drug-Free and Alcohol-Free Workplace*, and Regulation 9220-*R Security*.

A motion was made by Ms. Burgin, seconded by Ms. Avery, that the agenda be approved as amended. The motion carried.

Consent Agenda Items- Part I

Chairperson Mullen entertained a motion to approve the Consent Agenda Items-Part 1 which contain approval of minutes, budget amendments, and extended field trips-curricular.

A motion was made by Ms. Avery, seconded by Ms. Davis, that minutes of the May 8, 2018 Board meeting (closed session only), the June 12, 2018 Board of meeting, the June 28 Special Called Board meeting, and extended field trips-curricular under Consent Agenda Items- Part 1 be approved as submitted. The motion carried.

Special Presentations/Recognitions

IGNITE Awards

Dr. Allen reported that the IGNITE award is an academic recognition program that honors scholastic achievers in district athletic and performing arts programs. The following schools/teams were recognized for their scholastic achievement:

North Lincoln High School:	Men’s Tennis Team	Spring Athletics	GPA 3.75
East Lincoln High School:	Theater Arts	Spring Performing Arts	GPA 3.13
North Lincoln Middle School:	Boys Soccer Team	2017-2018	GPA 3.94
Lincolnton High School:	Women’s Swim Team	2017-2018	GPA 3.80
West Lincoln High School:	Marching Band	2017-2018	GPA 3.40

2018 Science and Technology Camp

Dr. Hager recognized Ms. Melissa Dellinger, the district's Lead Science Teacher, and director of the 2018 Science and Technology Camp, "Mad Scientists at Work." Ms. Dellinger reported that 100 students participated in the summer camp which was held at G.E. Massey Elementary School. Ms. Dellinger invited students to share with Board members their favorite part of the summer camp and provided a PowerPoint presentation highlighting activities that were made available to campers.

Individuals/Groups Appearing Before the Board

Board Policy 2310 *Public Participation at Board Meetings* states that anyone desiring to appear before the Board shall notify the Superintendent's office by noon on Wednesday prior to the regular scheduled Board meeting. Mr. Tim Johnson met these requirements to appear at the July 10, 2018 Board meeting. Mr. Johnson, addressed Board members regarding a situation that does not allow him to attend athletic events as a radio broadcaster for KTC Broadcasting at West Lincoln High School.

Board Policy 2310 *Public Participation at Board Meetings* also allows, by majority vote of the Board, individuals to appear before the Board without following the established procedures if the matter is of an emergent nature. No requests were received.

Action Items

Budget and Finance Committee Recommendations/Report

Mr. Wulfhorst made the following recommendation on behalf of the Budget and Finance Committee:

- That the Board approve the 2018-2019 student fee requests as submitted by each school

The motion carried.

Curriculum Committee Recommendations/Report

Ms. Rhyme made the following recommendation on behalf of the Curriculum Committee:

- That the Board approve the conversion to the Latin Honors system in addition to the current system of a valid valedictorian and salutatorian beginning with the class of 2019-2020

The motion carried.

Policy Committee Recommendations/Report

Ms. Davis made the following recommendation on behalf of the Policy Committee:

- That the Board approve the following policies required to stand open 25 days for input:
 - Policy 7100 *Recruitment and Selection of Personnel*
 - Policy 7240 *Drug-Free and Alcohol-Free Workplace*

The motion carried.

- That the Board approve the following regulation not required to stand open 25 days for input:
 - Regulation 9220-R *Security*

2018-2019 REMINDERS & ANNOUNCEMENTS

Mr. Mullen reviewed the reminders and announcements calendar, noting that the Administrative Academy on August 6-7, 2018 would be held at North Lincoln Middle School. Mr. Mullen added that the Special Called Board meeting and Committee meetings would also be held at North Lincoln Middle School on August 7, 2018. Mr. Mullen also reminded Board members that the next regular scheduled Board meeting would be held on August 14, 2018 and that the first day of school for students will be August 27, 2018.

2018-2019 REMINDERS and ANNOUNCEMENTS			
DATE	EVENT	LOCATION	TIME
Aug 6-7	Administrative Academy	North Lincoln Middle School	8:00 AM - 5:00 PM
Aug 7	Special Called Board Meeting and Committee Meetings	North Lincoln Middle School Media Center	5:30 PM
Aug 14	Monthly Board Meeting	BOE Office	6:30 PM
Aug 16	Optional Teacher Workday		
Aug 17, 20-24	Mandatory Teacher Workdays (Aug 20-22 District Professional Development Days)		
Aug 27	First Day of School for Students		

Closed Session

A motion was made by Ms. Burgin, seconded by Ms. Avery, that the board adjourn into closed session to prevent the disclosure of privileged information under N.C.G.S. 143-318.11 (a)(1) to discuss matters that are confidential, under North Carolina law particularly personnel matters under G.S. 115C-319-321 and student matters under FERPA, and (a)(3) to discuss matters that are protected by attorney client privilege. The motion carried.

Return to Open Session

A motion was made by Ms. Rhyne, seconded by Ms. Burgin, to return to open session. The motion carried unanimously.

Mr. Mullen reported that no action was taken in closed session.

Consent Agenda Items- Part 2

Personnel Recommendations

A motion was made by Ms. Burgin, seconded by Ms. Rhyne, that the personnel recommendations, including the addendum, be approved as submitted. The motion carried with Ms. Avery opposed.

Plus/Delta

+ Science and Technology Camp

Adjournment

Mr. Mullen entertained a motion to adjourn. A motion was made by Ms. Avery, seconded by Ms. Rhyne, that the meeting be adjourned. The motion unanimously carried.

The meeting was adjourned at 8:01 PM.

Respectfully submitted,

Mark Mullen, Chairperson

Lory D. Morrow, Ed.D, Secretary

Cathy Gates, Clerk to the Board

Superintendent's Recommendations for Human Resources- July 10, 2018

NEW EMPLOYEES:

NAME	CERT/ CLASS	SCHOOL	POSITION	REPLACING	REASON	DEGREE	TEACHING EXP	LICENSE	START DATE	END DATE
Lowery, Stefanie	CERT	IS	Teacher (5)	Kristen Karr	Transfer	BA- Elem Ed	9 Years	Valid	8/16/2018	
Santos, Laura	CERT	IS	Teacher (2)	Sarah Martin	Transfer	BA - Elem Ed	1 Year	Valid	8/16/2018	
George, Charles Mack	CLASS	LH	Office Support I: In-School Suspension Coordinator	Lisa Smith	Resigned	N/A	N/A	N/A	8/16/2018	
Heil, Gretchen Marie	CERT	LM	Speech Language Pathologist	Katherine Wilson/ Growth	Resigned	MA- Speech Lang Path	0 Years	Initial	8/16/2018	
Fisher, Jacqueline	CERT	PCI	Homebound/ESY	N/A	N/A	MA- Behavioral Emotional Handicap, Learning Disabled, Cross Cat	28 Years	Valid	6/18/2018	8/2/2018
Sain, Hanna	CERT	WLH	Teacher (CTE) (FACS)	Camille Sain	Transfer	BA -English	1 Year	Valid	8/16/2018	

CHANGE OF STATUS:

NAME	CERT/ CLASS	SCHOOL	POSITION	ADD/ NEW	CHANGED ASSIGNMENT	SCHOOL	START DATE	END DATE
Reynolds, Kelly	CERT	AA	Online Facilitator/ ISS Coordinator/ Sub Bus Driver	NEW	Teacher (Middle School ELA)	AA	8/16/2018	
Barnes, Robert Terrell	CLASS	AA/WLH	Teacher Assistant (EC)/Substitute Bus Driver	ADD	Men's JV Head Coach (Soccer)	WLH	8/16/2018	11/14/2018
Dellinger, Loney	CLASS	BG	Head Custodian	NEW	Head Custodian	CO	7/1/2018	
Houser, Nicole	CERT	BG	Teacher (1)	NEW	Teacher (4)	IS	8/16/2018	
Campbell, Melissa	CLASS	CO	Temporary Receptionist	NEW	Temporary Receptionist	CO	7/2/2018	9/30/2018
Williams, Cynthia	CLASS	CO	Temporary Receptionist	NEW	Temporary Receptionist	CO	7/2/2018	9/30/2018
Domangue, Pauline	CLASS	CO/MAINT	Courier/Head Custodian	NEW	Courier/Preventative Maint Tech	MAINT	7/1/2018	
Griffie, Stacey	CERT	CS/PCP	Teacher (EC)	NEW	Teacher (EC)	CS	8/16/2018	
McLean, Deloris	CLASS	ELH	Sub Teacher/Bus Driver/Sub Bus Driver/Activity Bus Driver	ADD	Read to Achieve Bus Driver	TRANSP	7/9/2018	7/27/2018

Elmore, Amanda	CERT	IS	Teacher (K)/Reading Camp Teacher	NEW	Teacher (1)	IS	8/16/2018	
Saunders, Allison	CERT	IS	Teacher (2)/Reading Camp Teacher	NEW	Teacher (3)	IS	8/16/2018	
Norcutt, Amie	CERT	IS	Teacher (1)	NEW	Teacher (K)	IS	8/16/2018	
Thompson, Rhonda	CLASS	FDK	Office Support II: Elementary PowerSchool	NEW	Office Support II: Elementary PowerSchool	BG	8/1/2018	
Wolf, Jane	CLASS	FDK	Office Support II Elementary School Bookkeeper	NEW	Office Support II: Elementary School Bookkeeper	BG	8/1/2018	
Ray, Sandra	CLASS	FDK	Teacher Assist/Bus Driver/ Substitute Bus Driver	NEW	Teacher Assist/Bus Driver/ Substitute Bus Driver	BG	8/16/2018	
Prater, Tanya	CLASS	FDK	Teacher Assist/Sub Bus Driver/ Summer Bus Driver	NEW	Teacher Assist/Sub Bus Driver	BG	8/16/2018	
Kelly, Kerry	CERT	LCS	Substitute Teacher	NEW	Teacher (1)	BG	8/16/2018	
Oreamuno, Anna	CLASS	LCS	Substitute Teacher	NEW	Teacher Assist (1)/Sub Bus Driver	IS	8/16/2018	
Mashburn, Danizza	CLASS	LCS	Substitute Teacher	NEW	Online Facilitator / Drivers Education	LH	8/16/2018	
Leonhardt, Wesley	CLASS	LCS/ITS	Temporary ITS Technician	NEW	Temporary ITS Technician	LCS/ITS	7/2/2018	8/15/2018
Canipe, Kelly	CERT	LM	Teacher (EC)/Afterschool Tutor	NEW	Teacher (4)	NSC	8/16/2018	
Belk, Andrew	CERT	LM	Teacher (Health/PE)/ Men's Head Coach (Baseball)/ Men's Head Coach (Football)/Sub Bus Driver	ADD	Athletic Director/Men's Assistant Coach (Basketball)	LM	7/1/2018	
Carmichael, Kayda	CERTIFIED	LM	Teacher (Math) (8)	ADD	Men/Women Head Coach (Golf)	LM	9/14/2018	12/13/2018
Mathis, Adriane	CLASSIFIED	LM/TRANSP	Teacher Assist (EC)/Bus Driver/ Sub Bus Driver	NEW	Teacher Assist (EC)/Sub Bus Driver	LM/TRANSP	8/16/2018	
Rice, Andrea	CERT	LOVE/SRL	Assistant Principal		Assistant Principal	LOVE	7/1/2018	
Bowman, Haley	CLASS	NSC	Teacher Assist (Pre-K)/ Sub Bus Driver/Afterschool Tutor	NEW	Teacher Assist/Sub Bus Driver	IS	8/16/2018	
Heape, Cynthia	CLASS	PCI	Teacher Assist (EC)/Sub Bus Driver	NEW	Teacher Assist (EC)/Sub Bus Driver	IS	8/16/2018	
Young, Alison	CERT	PCI	Teacher (EC)	ADD	Homebound/ESY	PCI	7/30/2018	8/10/2018
Carpenter, Elizabeth	CERT	PCI/PCP	Assistant Principal	NEW	Assistant Principal	PCI	7/1/2018	
Foster, Brittany	CERT	SRL	Teacher (K)	NEW	Teacher (1)	SRL	8/16/2018	
Ballard, Kasey	CLASS	SJ	Custodian (Part-Time)(4.75 hrs.)	ADD	Custodian (PM)(3 hrs.)	SJ	8/16/2018	
Morris Jr. William	CLASS	TRANSP	Bus Driver Substitute/Activity Bus Driver/Read to Achieve Bus Driver	NEW	Bus Driver/Activity Bus Driver	TRANSP	7/9/2018	
Hartsell, Deborah	CLASS	UN	Teacher Assistant/Bus Driver/Bus Driver Substitute	NEW	Teacher Assist/Bus Driver Sub	UN	8/16/2018	
Childers, Katelyn	CLASS	WLH	Women's Non-Faculty JV Assistant Coach (Soccer)	ADD	Men's Non-Faculty Varsity Assistant Coach (Soccer)	WLH	8/16/2018	11/14/2018
Helton, Martha	CERT	WLH	Assistant Principal	NEW	Assistant Principal	WLH	7/1/2018	

Hallman, Jennifer	CERT	WLM	Teacher (Science/Social Studies) (7)	NEW	Teacher (Sci/Social Studies) (8)	WLM	8/16/2018	
Detter, Hannah	CERT	WLM	Teacher (Science) (8)	NEW	Teacher (Science)(7)	WLM	8/16/2018	
Warlick, Deanna	CERT	WLM	Teacher (Math) (8)/Women's Assistant Coach (Track)	NEW	Teacher (Math) (7)/Women's Assistant Coach (Track)	WLM	8/16/2018	
Poole, Vickie	CERT	WLM	Teacher (EC General)	NEW	Teacher (EC Self-Contained)	WLM	8/16/2018	
Lingerfelt, Jennifer	CERT	WLM	Teacher (EC Self-Contained)/ Activity Bus Driver/ Men's Assistant Coach (Track)	NEW	Teacher (EC General)/ Bus Driver Substitute/ Men's Assistant Coach (Track)	WLM	8/16/2018	
Green, Robert Brandon	CERT	WLM	Teacher (EC)/Men's/Women's Assistant Coach (Soccer)	ADD	Women's Assistant Coach (Basketball)	WLM	12/14/2018	3/14/2018
Cornwell, Kyle	CERT	WLM	Teacher (Health/Physical Education)/Activity Bus Driver	ADD	Men's Varsity Head Coach (Soccer)	WLH	8/16/2018	11/14/2018
May, Carla	CERT	WLM	Tutor (Math)	NEW	Teacher (Science) (9-12)	AA	8/16/2018	
May, Fred	CERT	WLM/MAINT	Teacher (Math) (7)/Women's Head Coach (Track)/Furniture Mover	NEW	Teacher (Math) (8)/ Women's Head Coach (Track)	WLM	8/16/2018	

NON-CONTINUING:

NAME	CERT/ CLASS	SCHOOL	POSITION	EFFECTIVE DATE	REASON
Rosche, Thomas	CERT	ELH	Teacher (Science)	6/13/2018	Resigned
Woodard, Dustin	CERT	ELH/LH	Teacher (Science)	6/13/2018	Resigned
Lockridge, Allison	CERT	GEM	Teacher (4)	6/13/2018	Resigned
Gregory, John	CLASS	IS	Custodian/Substitute Bus Driver	6/18/2018	Resigned
Bright, Michelle	CLASS	LCS	Substitute Teacher	6/19/2018	Resigned
Smith, Lisa Annette	CLASS	LH	ISS Coordinator	6/13/2018	Resigned
Cochrane, Deborah	CERT	PCI	Reading Camp Teacher Assistant	6/21/2018	Resigned
Cole, Michael	CLASS	TRANSP	Safety Attendant/Safety Attendant Subs/Bus Driver Sub	6/8/2018	Resigned
Mathis, Adriane	CLASS	TRANSP	Bus Driver	6/27/2018	Resigned
Morris Jr., William	CLASS	TRANSP	Read to Achieve Bus Driver	7/9/2018	Resigned
Anthony Jr., Howard George	CLASS	UN	Custodian	7/1/2018	Retired

LEAVE OF ABSENCE- INFORMATION ONLY:

NAME	DATES/FROM-TO
Mallon, Vickie	6/14/2018-7/23/2018

Superintendent's Recommendations for Human Resources- July 10, 2018- Addendum

NEW EMPLOYEES:

NAME	CERT/ CLASS	SCH	POSITION	REPLACING	REASON	DEGREE	TEACHING EXP	LICENSE	START DATE	END DATE
Williams, DeMise	CLASS	AA	Teacher Assistant (EC)	Robert Barnes	Transfer	N/A	N/A	N/A	8/16/2018	
Stone, Kelton	CERT	BG/NSC	Teacher (Music)	Callie Hix	Resigned	BA - Music	0 Years	Lateral Entry	8/16/2018	
Young, Garrett	CLASS	ELH	Men's Non-Faculty Varsity Volunteer Assist Coach (Football)	N/A	N/A	N/A	N/A	N/A	8/16/2018	11/14/2018
Fletcher, Max	CLASS	ELH	Men's Non-Faculty Varsity Assist Coach (Soccer)	N/A	N/A	N/A	N/A	N/A	8/16/2018	11/14/2018
Allison, Jennifer	CLASS	ELH	Women's Non-Faculty JV Head Coach (Volleyball)	Cathy Rogers	Transfer	N/A	N/A	N/A	8/16/2018	11/14/2018
Hart, Deborah	CERT	GEM	Teacher (4)	Allison Lockridge	Resigned	MA- Elementary Education	8 Years	Valid	8/16/2018	
Carpenter, Julie	CERT	LH	Teacher (FACS)	Bonnie Hellams	Retire	BA- Hosp Mgmt	0 Years	Lateral Entry	8/16/2018	
Koperski, Lisa	CERT	LH	Teacher (CDC)	Alyson Spencer	Transfer	MA-Instruct Tech	25 Years	Valid	8/16/2018	
Sullivan, Mike	CLASS	NLH	Men's Non-Faculty Var Assist Coach (Football)	N/A	N/A	N/A	N/A	N/A	8/16/2018	11/14/2018
Welch, John David	CERT	NLH	Teacher (Chorus/Theatre Arts)	Daniel Pietruszka	Resigned	BA - Music	1 Year	Lateral Entry	8/16/2018	
Wayne, Jennifer	CERT	PCP	Teacher (2)	Kristen Reynolds	Transfer	MA- Elem Ed/ Birth- K (UNCC)	14 Years	Valid	8/16/2018	
Towery, Dalton	CERT	WLH	Teacher (Social Studies)	Tiffany Dalton	Resigned	BA – Physical Ed	0 Years	Provisional	8/16/2018	
Beane, Jesse	CERT	WLM	Teacher (Title1)/ Instructional Facilitator	Kelly Saine	Transfer	MAEd -Gardner Webb University	1 Year	Initial	8/1/2018	6/12/2019
Beane, Jesse	CERT	WLM	Instructional Coach	Kelly Saine	Transfer	MAEd -Gardner Webb University	1 Year	Initial	6/13/2019	7/11/2019

CHANGE OF STATUS:

NAME	CERT/ CLASS	SCHOOL	POSITION	ADD/ NEW	CHANGED ASSIGNMENT	SCHOOL	START DATE	END DATE
Barnes, Robert Terrell	CLASS	AA/WLH	Teacher Assist (EC)/Sub Bus Dr/ Men's JV Head Coach (Soccer)	NEW	Office Support I: ISS Coord/ Online Facilitator/Sub Bus Driver/ Men's JV Head Coach (Soccer)	AA/WLH	8/16/2018	

Reese, Wanda	CLASS	BG	Custodian/Bus Driver/ Activity Bus Driver	NEW	Custodian/Bus Driver/ Activity Bus Driver	LOVE/SRL	8/16/2018	
Shull, Camellia	CLASS	CO	Data Manager (EC)	ADD	Data Mgr (EC) (20 hrs./per week)	CO	7/16/2018	7/31/2018
Walker, Amy	CLASS	CN-FDK/ MAINT	Child Nutrition Manager/ Furniture Mover	NEW	Child Nutrition Manager	CN/BG	8/20/2018	
Givens, Melanie	CLASS	CN/FDK	CN Manager/Sub Bus Driver/ Activity Bus Driver	NEW	Child Nutrition Manager	CN/BG	8/23/2018	
Proffitt, Emma	CLASS	CN/FDK	Child Nutrition Assist/Bus Driver	NEW	Child Nutrition Assist/ Bus Driver	CN/BG	8/23/2018	
Robinson, Catherine	CLASS	CN/FDK	CN Assist/Bus Driver	NEW	CN Assist/Bus Driver	CN/BG	8/23/2018	
Shanklin, Mark	CERT	ELH	Teacher (Social Studies)	ADD	Men's JV Assist Coach (Football)	ELH	8/16/2018	11/14/2018
Roseboro, Jadarious	CLASS	ELH	Men JV Vol Assist Coach (Football)	NEW	Men Non-Faculty JV Assist Coach (Football)	ELH	8/16/2018	11/14/2018
Barrett, Michael	CLASS	ELH	Men's Non-Faculty JV Assistant Coach (Football)	NEW	Men's Volunteer JV/Varsity Assistant Coach (Football)	ELH	8/16/2018	11/14/2018
Cole, Kelly	CERT	ELM	Guidance Counselor/Women's Assist Coach (Cheer)(Football)	ADD	Women's Head Coach (Cheer) (Basketball)	ELM	12/14/2018	3/14/2018
Thompson, Joshua	CLASS	ELM/ELH	CIS Teacher Assist/ Men's JV Assist Coach (Football)/ Women's Varsity Assist Coach (Track)/Sub Bus Driver/Activity Bus Driver	ADD	Men's Varsity Head Coach (Weight Training)	ELH	8/16/2018	11/14/2018
Green, Jamie	CLASS	FDK	Custodian (Head)/Sub Bus Driver	NEW	Custodian (Head)/Sub Bus Driver	BG	8/16/2018	
Harkey, Tommy	CLASS	FDK/ MAINT	Custodian/Subs Bus Driver/ Furniture Mover	NEW	Custodian/Sub Bus Driver	BG	8/16/2018	
Goins, Wanda	CLASS	FDK/NSC	Custodian/Bus Driver	NEW	Custodian/Bus Driver	BG	8/16/2018	
Harmelink, Mark	CERT	LH/ TRANSP	Teacher (Social Studies)/ Summer Transportation Worker	ADD	Men's Assistant Coach (Soccer)	LM	9/14/2018	12/13/2018
Harrill, Rhonda	CERT	LOVE	Assistant Principal	NEW	Assistant Principal (part-time)	PCP	8/1/2018	6/19/2019
Arias, Carlos	CLASS	NLH	Women's Non-Faculty Varsity Head Coach (Soccer)	ADD	Men's Non-Faculty Varsity Head Coach (Soccer)	NLH	8/16/2018	11/14/2018
Brown, Danneil	CLASS	NLH	Men's Non-Faculty Varsity Assistant Coach (Football)	NEW	Men's Non-Faculty JV Assist Coach (Football)	NLH	8/16/2018	11/14/2018
Martin, Charles Gill	CLASS	NLM	Men's Non-Faculty Assistant Coach (Football)	NEW	Men's Non-Faculty JV Assist Coach (Football)	NLH	8/16/2018	11/14/2018
Ponder, Darren	CERT	WLH	Teacher (Health/Physical Ed)	ADD	Men's JV Head Coach (Football)	WLH	8/16/2018	11/14/2018
Floyd, Adam	CERT	WLH	Teacher (Social Studies)/Men's Varsity Assistant Coach (Baseball)	ADD	Men's JV Assist Coach (Football)	WLH	8/16/2018	11/14/2018
Avery, Victor David	CERT	WLH	Teacher (Health/Physical Ed)/ Athletic Director/Men's Varsity Assist Coach (Wrestling)/ Men's/Women's Varsity Head Coach (Weight Training)	ADD	Men's Varsity Assist Coach (Football)	WLH	8/16/2018	11/14/2018

NON-CONTINUING:

NAME	CERT/CLASS	SCHOOL	POSITION	EFFECTIVE DATE	REASON
Cortes, Nicole	CLASS	Child Nutrition	Child Nutrition Assistant	4/13/2017	Resigned
Day, Deborah	CLASS	Child Nutrition	Child Nutrition Substitute	7/9/2018	Resigned
Dellinger, Kristie	CLASS	Child Nutrition	Child Nutrition Substitute	10/14/2016	Resigned
Herndon, Carol	CLASS	Child Nutrition	Child Nutrition Substitute	2/22/2017	Resigned
Mosteller, Cassandra	CLASS	Child Nutrition	Child Nutrition Substitute	5/19/2017	Resigned
Santana Ramos, Hector	CLASS	MAINT	Preventative Maintenance Technician	6/13/2018	Resigned
McCall, Kendra	CERT	UN	Teacher (2)/Reading Camp Teacher	7/26/2018	Resigned

A. GENERAL PRINCIPLES

It is the policy of the board to provide all applicants for employment with equal employment opportunities and to provide current employees with training, compensation, promotion, and other benefits of employment without regard to race, color, religion, national origin, military affiliation, genetic information, sex, age, or disability, except when sex, age, or physical requirements are essential occupational qualifications. All candidates will be evaluated on their merits and qualifications for positions. All employment decisions will be consistent with the board's objective of providing students with the opportunity to receive a sound basic education, as required by state law.

The board also is committed to diversity throughout the programs and practices of the school system. To further this goal, the recruitment and employment program should be designed to encourage a diverse pool of qualified applicants.

B. RECRUITMENT

Recruitment for a specific vacancy will be undertaken only after the need and qualifications for the position are established and proper authorization is obtained.

All vacancies must be adequately publicized within the school system so that employees will be informed of opportunities for promotion or transfer to new jobs; however, [the superintendent or designee may forgo publicizing a vacancy if the position will be filled through a lateral assignment, reassignment, or promotion of a current employee or if exigent circumstances necessitate that the position be filled immediately.](#) Vacancies also may be publicized externally to attract qualified applicants.

C. CRIMINAL HISTORY

Applicants must notify the assistant superintendent of human resources immediately if they are arrested, charged with, or convicted of a criminal offense (including entering a plea of guilty or *nolo contendere*) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts, and must be delivered to the assistant superintendent of human resources no later than the next scheduled business day following the arrest, charge, or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the assistant superintendent of human resources no later than the next business day following adjudication.

A criminal history check and a check of sex offender registries must be conducted on all final candidates for employment with the school system. Criminal history checks must be conducted in accordance with state law and any procedures established by the superintendent. School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. The superintendent or designee shall report to the State Board of Education any licensed individual who is found to have a criminal history, as required by State

Board policy.

A final candidate for employment or for hiring as an independent contractor will be excluded from hiring on the basis of criminal conduct only when doing so is job-related and consistent with business necessity. If a final candidate is found to have been convicted of a criminal offense, other than a minor traffic violation, the superintendent shall determine whether the individual is qualified for employment despite the criminal history by considering, among other things, whether the individual poses a threat to the safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. The following factors will be considered in making this determination: (1) the nature and gravity of the offense or conduct; (2) the time that has passed since the offense or conduct and/or completion of the sentence; and (3) the nature of the job sought. Before the superintendent may exclude a final candidate based on his or her past criminal convictions, the superintendent must give the candidate the opportunity to demonstrate that the exclusion does not properly apply to him or her.

The board has determined that every position with the school system, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender subject to the provisions of policy 5022, Registered Sex Offenders, will be hired for any position with the school system.

In addition, each contract executed by the board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries as specified in policy 5022, Registered Sex Offenders.

D. SELECTION

1. Qualifications

Candidates for employment must be selected based upon their likely ability to fulfill duties identified in the job description as well as performance standards established by the board. In making the determination, the following information must be considered:

- a. application;
- b. education and training;
- c. licensure and certification (when applicable);
- d. relevant experience;
- e. personal interviews; and
- f. references and/or background checks.

When several applicants for the same position are equally qualified and suitable for the position, employees within the school system will be given priority.

2. Nepotism

- a. For purposes of this subsection, the following definitions apply.
 - i. "Immediate family" means spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.
 - ii. "Central office staff administrator" includes directors, supervisors, specialists, staff officers, assistant superintendents, area superintendents, superintendents, and principals.
- b. Before any immediate family of any board of education member or central office staff administrator is employed by the board or engaged in any capacity as an employee, independent contractor, or otherwise, (1) the board member or central office staff administrator must disclose the familial relationship to the board and (2) the prospective employment or engagement must be approved by the board in a duly called open session meeting.
 - i. An employee who knowingly fails to disclose a familial relationship to the board as required will be subject to disciplinary action up to and including dismissal.
 - ii. Notification by the employee to the assistant superintendent of human resources will be deemed disclosure to the board. The assistant superintendent of human resources is responsible for conveying the disclosure to the board before the board takes action on the prospective employment or engagement.
- c. When making recommendations for the selection and assignment of personnel, the superintendent shall attempt to avoid situations in which one employee occupies a position in which he or she has influence over the employment status, including hiring, salary, and promotion, of another employee who is a member of the first employee's immediate family.
- d. No administrative or supervisory personnel may directly supervise a member of his or her immediate family.

3. Employment Procedures

All applicants selected for employment must be recommended by the superintendent and approved by the board. In situations in which the employee must be hired between board meetings, the superintendent is authorized to approve hiring such personnel, contingent upon approval by the board at its next scheduled board meeting.

State guidelines must be followed in selection and employment procedures. The superintendent shall develop any other procedures necessary to implement this policy. The superintendent shall develop procedures for verifying new employees' legal status or authorization to work in the United States as required by law.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*; Americans with Disabilities Act of 1990, 42 U.S.C. 12101 *et seq.*; Equal Educational Opportunities Act of 1974, 20 U.S.C. 1703; Equal Pay Act of 1963, 29 U.S.C. 206; Fair Credit Reporting Act, 15 U.S.C. 1681 *et seq.*; Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff *et seq.*; Military Selective Service Act, 50 U.S.C. Appx. 453; Rehabilitation Act of 1973, 29 U.S.C. 794; Title VII of the Civil Rights Acts of 1964, 42 U.S.C. 2000e *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*; Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 *et seq.*; 8 U.S.C. 1101 *et seq.*; *Green v. Missouri Pacific Railroad* (8th Cir. 1975); *Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964*, U.S. Equal Employment Opportunity Commission (April 25, 2012), available at http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm; G.S. 14-208.18; 15A-153; 115C-12.2, -36, -47, -276(j), -332; 126-7.1(i), -16; 127A-202.1 *et seq.*; 127B-10, -12, -14; 143B-421.1, -931; *Leandro v. State*, 346 N.C. 336 (1997); 16 N.C.A.C. 6C .0313; State Board of Education Policies BENF-009 and NCAC-6C.0313

Cross References: Board Authority and Duties (policy 1010), Registered Sex Offenders (policy 5022)

Adopted: January 1987

Revised: December 11, 2002; March 2005; May 2009; August 12, 2009; January 14, 2014; May 12, 2015; April 12, 2016; June 13, 2017, [Draft Revision: July 2018](#)

**DRUG-FREE AND
ALCOHOL-FREE WORKPLACE**

Policy Code: **7240**

The board of education recognizes that reducing drug and alcohol abuse in the workplace improves the safety, health, and productivity of employees. It is the policy of the board that a drug-free and alcohol-free workplace must be maintained.

A. PROHIBITED ACTIVITIES

The board prohibits employees from engaging in the unlawful manufacture, sale, distribution, dispensing, possession, or use of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, stimulants, synthetic cannabinoids, counterfeit substance, or any other controlled substance as defined in (1) Schedules I through VI of the North Carolina Controlled Substances Act or in (2) Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.01 through 1300.04 and 21 C.F.R. 1308.11 through 1308.15. Employees must not be under the influence of alcohol or be impaired by the excessive use of prescription or nonprescription drugs at any time this policy is applicable. This policy is not violated by an individual's proper use of a drug lawfully prescribed for that individual by a licensed health-care provider.

B. APPLICABILITY

This policy governs each employee before, during, and after school hours while the employee is on any property owned or leased by the board; at any time during which the employee is acting in the course and scope of his or her employment with the board; and at any time that the employee's violation of this policy has a direct and adverse effect upon his or her job performance. This policy does not apply to an employee's consumption of alcoholic beverages that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a part of his or her employment duties.

Independent contractors, volunteers, and visitors are subject to all requirements of this policy while on school property or at a school-sponsored event.

C. REASONABLE SUSPICION TO SEARCH

An employee may be subjected to a search of his or her person or belongings or of school property under the employee's control if there is reasonable suspicion that the employee has violated this policy. An employee also may be required to submit to a drug or alcohol test when there is reasonable suspicion of drug or alcohol use by the employee in violation of this policy. Reasonable suspicion shall be based on specific, contemporaneous observations concerning the physical, behavioral, speech, and/or performance indicators of drug or alcohol use. The observations must be made by a supervisor or other school system official with training or experience in such indicators.

All drug and alcohol testing will be done with procedures that ensure the confidentiality and privacy interests of the employee and in accordance with law. Employees who refuse to submit to a search or a test to detect alcohol or drug use after reasonable suspicion is established may be suspended immediately pending consideration of a decision to terminate employment.

In addition, any employee, volunteer, or independent contractor who operates a commercial motor vehicle or performs other safety-sensitive functions in the course of duties for the board may be subject to drug and alcohol testing in accordance with policy 7241, Drug and Alcohol Testing of Commercial Motor Vehicle Operators.

The board will cover the cost of any required employee testing.

D. DUTY TO REPORT

In accordance with policy 7300, Staff Responsibilities, an employee must notify his or her supervisor and the director of human resources in writing of any charge or conviction under any criminal drug statute for a violation occurring within the scope of Section B of this policy. Notification must be given no later than the next scheduled business day after such charge or conviction and before reporting to work. Within 10 days of receiving a notice of conviction by an employee whose position is funded in any part by a federal grant, the director of human resources or designee shall notify the funding agency of the

conviction. "Conviction" as used in this policy includes the entry in a court of law or military tribunal of: (1) a plea of guilty, *nolo contendere*, no contest, or the equivalent; (2) a verdict or finding of guilty; or (3) a prayer for judgment continued ("PJC") or a deferred prosecution.

E. CONSEQUENCES

Violation of this policy will subject an individual to disciplinary action by the board that could result in non-renewal or termination of employment with the school system or the requirement that the employee participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved by the board or federal, state, or local health, law enforcement, or other appropriate agency. Information concerning available counseling, rehabilitation, and re-entry programs will be provided to employees. Any illegal drug activity will be reported to law enforcement authorities.

All employees shall receive a copy of this policy.

Legal References: 21 U.S.C. 812; 41 U.S.C. 8101 *et seq.*; 21 C.F.R. 1300.01-.04 and 1308.11-.15; G.S. 20-138.2B; 90-89 to -94; 115C-36; *O'Connor v. Ortega*, 480 U.S. 709 (1987)

Cross References: Drug and Alcohol Testing of Commercial Motor Vehicle Operators (policy 7241), Staff Responsibilities (policy 7300)

Adopted: February 1992

Revised: January 1994; April 1994; December 11, 2002; March 2008; May 13, 2009; August 12, 2009; September 8, 2015; March 13, 2018, Draft Revision: July 2018

SECURITY

Regulation Code: **9220-R**

Keys to School Buildings

All keys used in a school will be the responsibility of the representative principal. Request for permanent issuance of keys will be made only in those instances where the employee regularly needs a key in order to carry out the normal activities necessitated by the position which he/she holds. When need for a particular key is of a temporary nature, a key will be issued on that basis and will be returned immediately following termination of the need for its use.

All keys will be issued through the office of each principal. A receipt showing the number of the key and the room(s) or building(s) which it opens will be signed by the person to whom the key is issued. This receipt will be filed in lieu of the key and will be returned to the employees upon return of the key.

Each principal will set up a key control system with a record of the number of each key filed.

Traditional Keys

The person issued a key will be responsible for its safekeeping and will pay for a duplicate key if lost. Duplicate keys are obtained only through the business office. The duplication of school keys by individuals is prohibited. If an employee loses a generic office/classroom key, it is the responsibility of the employee to replace the key at the cost of \$25 per key. If an employee loses a master/grand master key, it is the responsibility of the employee/school to have the entire building(s) rekeyed at cost.

Key Cards/ID Badges

Employees will be issued a key card to obtain access to their school, as well as an Employee ID badge. The first key card and ID badge are issued free of charge and will be replaced one time free of charge. Afterwards, if an employee loses their key card and/or ID badge, the cost is \$5 each for replacement. In the event an employee loses their key card, please contact Human Resources immediately so that the card can be deactivated in order to prevent unlawful entry into the facility. Keys will be used only by authorized employees and will never be loaned to pupils.

Master keys will never be loaned.

Issued Date: January 1987

Revised: October 8, 2003, Draft Revision: July 2018