

Henderson County Board of Public Education

MINUTES

February 12, 2024

The Henderson County Board of Public Education held a meeting on Monday, February 12, 2024, beginning at 4:00 pm, at 414 4th Avenue West, Hendersonville, NC. The meeting was accessible to the public via a livestream link at, <http://hcpsnc.org/live>.

Board Members Present:

Jay Egolf, Chairperson; Kathy Revis, Vice Chairperson; Robert Bridges; Stacey Caskey; Blair Craven; Shelia Dale; Alyssa Norman

Administrative Staff Present:

Mark R. Garrett, Superintendent; Shannon Marlowe, Ed.D., Assistant Superintendent for Curriculum & Instruction; Mr. Scott Rhodes, Assistant Superintendent for Human Resources; Carl Taylor, Chief Administrative Officer

Administrative Staff Absent: Bernie Sochia, Chief Finance Officer

Attorney Present: Cynthia Lopez

Board Clerk: Tawana Clayton

CALL TO ORDER

Chairperson Mr. Jay Egolf called the meeting to order at 4:11 p.m. Mr. Egolf requested everyone present to stand as the West Henderson High School JROTC presented the colors. Mr. Egolf led those in attendance in the pledge of allegiance.

MOMENT OF SILENT REFLECTION

Chairperson Mr. Jay Egolf asked those present to remain standing and take a moment of silent reflection.

AGENDA APPROVAL

Mr. Jay Egolf acknowledged receipt of the meeting agenda and asked for a motion to approve. Mr. Robert Bridges moved that the agenda be approved as presented. Seconded by Dr. Kathy Revis.(Unanimously approved.)

STAFF/STUDENT RECOGNITION

Assist. Superintendent for Instructional Services, Dr. Shannon Marlowe recognized 10 educators who've earned their National Board Certification from the National Board for Professional Standards. Holly Kolarova - Clear Creek; Brittany Garber - Dana; Teresa Rhodes - Etowah; Ivy Graham - Glenn C. Marlow; Kayla Fadden - Hendersonville Elementary; Rachel Stertzbach - Mills River; Wayne Nock - North Henderson High; Molly Wright - Rugby; Jessica Bubbenzer - Rugby; Rachel Lampros - West Henderson High

Dr. Marlowe also acknowledged 14 educators who recertified their credentials in 2023: Wendy Riley-Bruce Drysdale; Erica Van Autreve-Bruce Drysdale; Linda Carrillo-East Henderson; Jennifer Quinn-Flat Rock & East Henderson; Joel Thiery-Flat Rock; Kathryn Prochilo-Hendersonville Elementary; Anne Boyette-Hendersonville Middle; Zoe Faircloth-North Henderson; Kristen Johnson-Rugby; Angela Peters-Rugby; Kelly Risley-Rugby; Janet Covington-Sugarloaf; Karla Lindsey-Upward; Dena Rashkover-Upward

PROGRAM HIGHLIGHT – Love the Bus – *(Ms. Kimbrell Arrowood, Public Information Officer)*

HCPS Public Information Officer, Kimbrell Arrowood, presented a program highlight for LOVE the bus month to the board. Bus Drivers are sometimes the first smiling adult a student sees each morning and the last each afternoon.

- Statistics
 - 111 yellow buses that travel over 6,500 miles per day
 - Anytime our buses are rolling, we could have as many as 8,000 students on the roads.
 - 30 activity buses
- Buses connect students to education but also so much more:
 - Meals (breakfast and lunch at no charge)
 - Important life skills
 - Healthcare
 - Full-time nurses at each of our school buildings
 - Blue Ridge Health Centers at Apple Valley Middle School, Bruce Drysdale Elementary, North Henderson, and Sugarloaf Elementary.
 - Friendships & Connections
 - College & Career Readiness
 - Passions & Interests
 - Music, Sports, Theatre, Clubs, Student Government, Culinary, FFA, and the list goes on and on
- Long time Bus Drivers (These are rough numbers because we do not see the years folks may have taken a break from the bus.) We want to thank all of the members in the HCPS Family that drive a bus currently or have driven a bus in the past.
 - Doris Bencivenga- 34 years
 - Glenda Collins- 31 years
 - Anne Goode- 21 years
 - Timothy Meadows- 34 years
 - Talmadge Cannon- 37 years
 - James McClure- 25.5 years
 - Sadie Cairnes- 27 years
 - Gail Grasso- 14 years
- Staff members that drive regularly or are on the 2023-2024 bus driver list and can hop on a bus, if needed
 - 13 Principals
 - 24 Assistant Principals
 - 129 Teachers
 - 20 Teacher Assistants
 - 5 Counselors
 - 2 Media Coordinators
 - 3 Instructional Coaches
 - 2 Migrant Recruiters
- Drivers can earn the following bonuses each month, based on the number of trips they make per pay period. TRIPS PER MONTH BONUS AMOUNT
 - 10-19 \$75
 - 20-29 \$150
 - 30+ \$300

Mechanics will inspect each and every bus, yellow and activity from top to bottom once every 30 days (each inspection takes up to 1.5 hours) Fuel Truck Driver drives school to school daily keeping our buses fueled (in ALL weather conditions), Fuels over 140 buses with a three day rotation of areas throughout the county, and checks fluid levels in buses as he's fueling. The Cost Clerk is in charge of all new and existing bus drivers regarding licenses and other documents required for holding CDL. This includes

documents sent to DMV, Central office, and maintaining and updating driver files. Maintains all field trip documentation for each school, including invoicing schools for all trips. Provides Director monthly and annual reports from all aspects of the Transportation Department. These reports include mechanics labor, parts used, fuel usage and mileage for all buses and state owned vehicles. Transportation Information Management Systems is responsible for daily updates regarding any changes in students' information that applies to transportation, assigns students to stops then assigns those stops to the appropriate bus, and communicates with school administrators to ensure accuracy of passenger lists and bus lists. Parts Manager keeps account of parts on hand and orders parts as needed to maintain and repair buses, making sure the shop is equipped with the necessary fluids and accessories needed, assists mechanics in locating parts and delivers parts to them as needed and creates service packets to help mechanics to get the mechanics to complete these quickly. The Bus Runner transports buses to and from the shop to keep the flow of the shop running smoothly. This helps keep our mechanics' travel time minimal and maximizes their hands on time. When there is a threat of weather, the Transportation Team will keep a close eye on forecasts. This includes keeping up with any National Weather Service briefings. They receive communication from the county's Emergency Management Office in severe weather situations that help to determine next steps. Morning Checks: If roads need to be checked Shelley Brown, Josh Grasso, Dickie Ownbey, David Jacklin, Fiona Banziger, and Spurgeon Stepp are on the road by 3:30am. They divide the county between six people to cover a lot of area and be able to make a recommendation in a timely manner. Road Inspections: They are looking for anything that could make roads unsafe for school travel. They consider bus travel as well as young student drivers and families that travel to and from school.

BOARD MEMBERS' OBSERVATION

Mr. Robert Bridges loved his visit to Hendersonville Elementary.

Dr. Kathy Revis spoke about her visit at East Henderson High School and she loved the passion from the students and staff.

PUBLIC COMMENT

At 4:35 p.m. Mr. Egolf opened the meeting for public comment. Four people addressed the Board. Public comments ended at 4:50 p.m. No action was taken.

CONSENT AGENDA

Mr. Jay Egolf cited the Board's receipt of the Consent Agenda presented for approval upon recommendation of the Superintendent. Prior to the meeting, Board members received documentation relative to the Consent Agenda as follows:

- A. Meeting Schedule
 1. HCBPE Regular Business Meeting [*Monday, March 11, 2024 4:00 p.m., (Closed Session at 3:00 pm Room 1A)(Boardroom)*]
- B. Minutes - January 8, 2024 (*Regular Business Meeting*)
- C. Personnel (*as presented in closed session*)
- D. Student Acceptances/Releases (*as presented in closed session*)
- E. Budget Amendment
- F. Policy Updates with Minor Changes

Dr. Kathy Revis moved that the Consent Agenda be approved as presented. Mrs. Robert Bridges seconded the motion. (*Unanimously approved.*)

OLD BUSINESS

A. Approval – Reassignment of Helping Hand Contract – *(Dr. Jennifer Shelton, Director of Exceptional Children)*

Dr. Jennifer Shelton presented the reassignment of the Helping Hand contract. Helping Hand Developmental Day Center officially closed to preschool children on January 26 after over 50 years of serving children in Henderson County, including students with disabilities. WNC Source stepped up to take on the mantle of providing developmental day center classrooms for our preschool students who qualify for developmental day services. During the last several months, WNC Source communicated closely with parents, staff, and HCPS to make the transition as smooth as possible for everyone involved. As of February 5, WNC Source opened one developmental day classroom at their Tebeau St. site. They are currently serving 10 HCPS preschool students and will open the second developmental day center classroom once they are able to find a qualified lead teacher. We assisted 6 HCPS preschool students with finding other placements in our classrooms, NC Head Start and/or NC PreK classrooms, and these students will be given first priority for enrollment when the second developmental day classroom opens. HCPS did have a contract with Helping Hand this year and now have a fully executed Assignment and Assumption Agreement between HCPS/HHDC and WNCSource. Under the terms of the Assignment and Assumption Agreement, WNC Source staff provides all the EC services, including speech, occupational therapy, and/or physical therapy, that the IEP team has determined the preschool students require to access their education just like Helping Hand did. HCPS pays for placements in the developmental day center by applying for a grant through DPI. The grant funds pay \$1350 per preschool student per month and HCPS will now pass through the grant funds to WNC Source rather than Helping Hand. WNC Source requested that rather than doing a new contract that they would prefer the Assignment and Assumption Agreement. HCPS will do a new contract with WNC Source for next year. No action was taken.

NEW BUSINESS

A. Approval – Reassignment Tuition for Out of County Acceptances – *(Mr. Carl Taylor, Chief Administrative Officer)*

Chief Administrative Officer Carl Taylor presented for approval the out of County tuition for students on reassignment from outside of Henderson County is based on Henderson County's Local Current Expense per student. Therefore, the tuition fee for the 2024-2025 school year should increase by \$130.00 from \$2,280 to \$2,410.

Mr. Blair Craven moved that the Henderson County Board of Public Education approve the increase of Out of County tuition to \$2,410.00 for the 2024–2025 school year. Dr. Kathy Revis seconded the motion. *(Unanimously approved)*

B. Policy Updates – *(Mr. Carl Taylor, Chief Administrative Officer)*

Chief Administrative Officer Carl Taylor presented the following policy updates for approval. After Board discussion, #1- Policy 1310/4002 – Parental Involvement and #7- Policy 4720 – Surveys of Students were omitted from approval and no changes to these policies were made.

Mr. Blair Craven moved that the Henderson County Board of Public Education approve policies 2-6 and polices 8-17. Dr. Kathy Revis seconded the motion. *(Unanimously approved)*

1. Approval – Policy 1310/4002 – Parental Involvement
2. Approval – Policy 3610 – Counseling Program
3. Approval – Policy 4040/7310 – Staff-Student Relations
4. Approval – Policy 4110 – Immunization and Health Requirements for School Administration
5. Approval – Policy 4240/7312 – Child Abuse and Related Threats to Child Safety

6. Approval – Policy 4342 – Student Searches
7. Approval – Policy 4720 – Surveys of Students
8. Approval – Policy 5210 – Distribution and Display of Non-School Material
9. Approval – Policy 6220 – Operation of School Nutrition Services
10. Approval – Policy 6401/9100 – Ethics and the Purchasing Function
11. Approval – Policy 6430 – Purchasing Requirements for Equipment, Materials, and Supplies
12. Approval – Policy 7100 – Recruitment and Selection of Personnel
13. Approval – Policy 7130 – Licensure
14. Approval – Policy 7510 – Leave
15. Approval – Policy 7520 – Family and Medical Leave
16. Approval – Policy 7730 – Employee Conflict of Interest
17. Approval – Policy 9125 – Participation by Minority Businesses

C. Approval – Summer Program Testing Schedule – *(Dr. Shannon Marlowe, Assistant Superintendent)*

Dr. Shannon Marlowe presented the Board the 2023-2024 Summer Program Testing Schedule for approval. The purpose of our summer instructional programming is to provide additional academic instruction and second-chance assessments on eligible state EOGs/EOCs to invited students. Dr. Kathy Revis moved that the Henderson County Board of Public Education approve the 2023-2024 Summer Program Testing Plan. Mrs. Stacey Caskey seconded the motion. *(Unanimously approved)*

D. Approval – Contracts/purchases in excess of \$90,000 (CKLA) – *(Mr. Mark Garrett, Superintendent)*

Superintendent Mark Garrett presented contracts/purchases in excess of \$90,000 for Amplify. During the January 2024 Board of Education meeting, Dr. Shannon Marlowe presented the Board Highlight of “Establishing a Foundation of Literacy in HCPS”. The presentation outlined the process of piloting, evaluating and ultimately selecting a K-5 reading program. Amplify’s CLKA, Core Knowledge Language Arts, was the program selected. In the November 2023 Board of Education meeting a reading program was included on the list of final ESSER projects, and ESSER will be the primary funding source for this. As we finalize the details of the contract with Amplify, we are requesting approval to proceed with the purchase of the products presented with an amount not to exceed \$1,240,868.52 (plus any applicable sales tax).

Mr. Blair Craven moved that the Henderson County Board of Public Education approve execution of purchases with the listed vendor as presented. Mrs. Stacey Caskey seconded the motion. *(Unanimously approved)*

BOARD/SUPERINTENDENT’S REPORT

A. CAPITAL UPDATE – *(Mr. Carl Taylor, Chief Administrative Officer)*

Chief Administrative Officer Carl Taylor provided the board with status updates on the construction and facility projects currently underway or planned in the near future:

- **2022-2023 MRTS:**
 - HVAC Replacement- Atkinson - Engineering Phase
 - Roof Replacement FRMS, NHHS, WHHS
 - FRMS - Completed
 - WHHS - In Progress
 - Gutter/Downspout Replacement
 - EHHS, FLE, HMS FLE - Completed
 - HMS - In Progress
 - HVAC Controls Upgrade Various In Progress

- Secure Entry & Cafeteria Expansion
 - Upward Elementary Secure Entry - Completed
 - Cafeteria Pre-Construction Meeting - February 14
- New Front Office & Building Connection
 - West Henderson Pre-Mobilization Meeting - February 9

No action was taken.

B. FINANCIAL STATEMENTS – *(Mr. Bernie Sochia, Chief Finance Officer)*

Mr. Bernie Sochia, Chief Finance Officer presented the financial report results of operation of the Local Current Expense and Other Restricted Funds for the 2023-24 fiscal year as of December 31, 2023: Revenues received totaled \$20,952,737 and expenditures made totaled \$17,938,152. Results of operations of the Capital Outlay Fund for the 2023-24 fiscal year as of December 31, 2023: Revenues received through the second quarter totaled \$1,158,657. Expenditures made totaled \$819,949. An additional \$611,863 is encumbered and in progress.

No action was taken.

C. GENERAL OPERATIONS – *(Mr. Mark R. Garrett, Superintendent)*

Superintendent Mark Garrett presented the following upcoming calendar of events:

February: Black History Month; Love The Bus Month; Career and Technical Education Month

February: Kindergarten Registration opens for the 2024-2025 school year (Class of 2037)

February 15: School Resource Officer Appreciation Day

February 16: Required Teacher Workday for all calendars (District Professional Development), No school for students.

February 22: Superintendent Teacher Advisory Council, Central Office, 3:30 p.m. Superintendent Parent Advisory Council, Central Office, 5:30 p.m.

March: Arts in our Schools Month; Social Work Month

March 2-6: Read Across America Week

March 4-8: National School Breakfast Week

March 6: HCBPE School Tours, 10:00 a.m. at Innovative High School, Hillandale Elementary, Etowah Elementary

March 11: HCBPE Regular Meeting, 4:00 p.m., Boardroom; Closed Session 3:00 p.m. Conference Room 1A

March 11-15: We Are Hope Week

- In partnership with Hope Coalition, students in Henderson County Public Schools' four middle and six high schools are taking a public stand against substance misuse during the week-long "We Are Hope" campaign.

No action was taken.

ADJOURNMENT

There being no further business, Mr. Blair Craven moved that the meeting be adjourned. Seconded by Mrs. Alyssa Norman.. *(Unanimously approved at 5:50pm.)*

Minutes approved: March 11, 2024