



# Shining Rock Classical Academy

## SRCA Regular Board Meeting

Published on August 23, 2023 at 2:17 PM EDT

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### Date and Time

Wednesday August 23, 2023 at 6:30 PM EDT

### Location

2150 Russ Ave, Waynesville NC 28786

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A.</b> Call the Meeting to Order			1 m
<b>B.</b> Pledge of Allegiance			1 m
<b>C.</b> Record Attendance			1 m
<b>D.</b> Mission Statement			
	<i>Shining Rock Classical Academy cultivates critical thinking skills and fosters a lifelong love of learning through rigorous academics, experiential education, and our core values of Integrity, Respect, Compassion, Responsibility, Wisdom, and Leadership.</i>		
<b>E.</b> Approve Agenda			1 m
<b>F.</b> Approve Minutes From July 27, 2023	Approve Minutes		1 m

	Purpose	Presenter	Time
<b>II. Community Presentation</b>			<b>6:35 PM</b>
<b>A.</b> KARE Information Presentation	FYI	Abby Bearden	10 m
<b>III. School Report - August 20, 2023</b>			<b>6:45 PM</b>
Summary of the start of the school year.			
<b>A.</b> School Report	FYI	Joshua Morgan	15 m
<b>IV. New Business</b>			<b>7:00 PM</b>
<b>A.</b> Approve Job Descriptions	Vote	Bert Newsome	5 m
Approve job descriptions for the following:			
<ul style="list-style-type: none"> <li>• Facilities Director</li> <li>• Finance/HR Manager</li> <li>• Student Data Manager</li> </ul>			
<b>B.</b> Approve revision to Policy 7500	Vote	Joshua Morgan	3 m
Approve revision under temporary status in accordance to SRCA Policy 2420			
<b>V. Committee Reports</b>			<b>7:08 PM</b>
<ul style="list-style-type: none"> <li>• Here from Finance and Governance Committees</li> </ul>			
<b>A.</b> Finance Committee	FYI	Bert Newsome	5 m
<b>B.</b> Governance Committee	Vote	Natalie Malis	10 m
<ul style="list-style-type: none"> <li>• Board Succession Plan</li> </ul>			
<b>VI. Public Comment</b>			
<b>VII. Closed Session</b>			<b>7:23 PM</b>
<b>A.</b> Personnel	Discuss		10 m

Purpose	Presenter	Time
Closed Session Pursuant to NCGS 143-318.11 (6): To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee		

**VIII. Closing Items**

**7:33 PM**

**A.** Adjourn Meeting Vote

**B.** Next Regularly Scheduled Meeting

Wednesday, September 27, 2023, 6:30pm  
2150 Russ Ave. Waynesville NC 28786  
Zoom Link on School Calendar

# Coversheet

## Approve Job Descriptions

**Section:** IV. New Business  
**Item:** A. Approve Job Descriptions  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Facilities Director 2023.docx.pdf

**Job Title:** Facility Director

**Exempt-Status (Hourly/Salary):** Exempt/Salary

**Supervisor:** Head of School

**Purpose:** Under limited supervision, directs and controls the operation of the Custodial Department. Work involves directing the scheduling and operation of the Custodial Department. Work in requisitioning materials, tools, and equipment or technical specifications needed to complete maintenance work, and supervising and inspecting all work performed. Work also involves developing and executing maintenance and construction programs.

### **Duties and Responsibilities**

- Directs the scheduling and operation of custodial crews.
- Develops and executes approved maintenance and construction programs.
- Determines the need for emergency renovation, carpentry services, plumbing, electrical, etc.; prepares work schedules; requisitions materials, tools, and equipment needed to complete job tasks.
- Initiates action to correct or repair damaged property; assigns crews or receives bids to perform work; and inspects work upon completion.
- Supervises and inspects all work performed by internal and external facility crews.
- Works closely with the Head of School to determine current and future needs.
- Maintains all records of repairs, renovations, and scheduled preventative maintenance.
- Drafts plans, prepares specifications and develops technical information for plans and specifications.
- Responsible for identification, planning, development, budgeting and execution of projects associated with maintenance and repair of school plants and equipment.
- Provides technical information and guidance to Head of School concerning maintenance repair of school plant and operation.
- Enforces state, local, and school system policies and standards.
- Performs follow-ups on maintenance and service procedures and sub-contractors.
- Works with various government agencies such as, building, health, fire, insurance, etc. to assure acceptable standards are maintained.

### **Eligibility Requirements**

- Exercise considerable independent judgment and initiative in performing assigned duties.
- Exercise tact and courtesy in contacts with school officials, co-workers, contractors and the general public.
- Bachelors degree in Communications, Facility Management, Emergency Management, or similar preferred
- Must have

### **Pay Grade**

NC Teacher Masters Pay Scale, National Board Scale with Masters in Eligibility areas or State/National recognized trade organizations

# Coversheet

## Approve revision to Policy 7500

**Section:** IV. New Business  
**Item:** B. Approve revision to Policy 7500  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 7500 Technology Student Use Rev. 8.23.pdf  
2420 - Adoption of Policies.pdf

## **TECHNOLOGY RESPONSIBLE USE**

*Policy Number:* **7500**

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The Shining Rock Classical Academy Board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Shining Rock Classical Academy Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, they establish this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school property, and it applies to all school technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

### **A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

The use of school technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school computers or electronic devices or who accesses the school network or the Internet using school resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 7550, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

## **B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES**

1. School technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school technological resources for commercial gain or profit is prohibited. Student personal use of school system resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the Shining Rock Classical Academy Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the Shining Rock Classical Academy be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources *including the use of Artificial Intelligence (A.I.) tools (i.e. ChatGPT, etc.)* will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act



(FERPA). Users also may not forward or post personal communications without the author's prior consent.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
17. Views may not be expressed on the Internet or other technological resources as representing the view of the school without prior approval by the Head of School or designee.

### **C. RESTRICTED MATERIAL ON THE INTERNET**

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Shining Rock Classical Academy Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, Shining Rock Classical Academy personnel shall take

reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The Head of School shall ensure that technology protection measures are used as provided, and are disabled or minimized only when permitted by law and board policy. The Shining Rock Classical Academy Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone.

#### **D. PARENTAL CONSENT**

The Shining Rock Classical Academy Board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the Shining Rock Classical Academy's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third-party accounts.

#### **E. PRIVACY**

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the Shining Rock Classical Academy network, devices, Internet access, email system, or other technological resources owned or issued by the school, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school technological resources or stored on servers or on the storage mediums of individual devices will be private. The school may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with Shining Rock Classical Academy Board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

Under certain circumstances, the Shining Rock Classical Academy Board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the Board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

By using the school's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school personnel as described in this policy.

## **F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY**

Students' devices are governed also by SRCA policy and SRCA policy 7550, Student Cellphone Policy 7555, High School Cellphone Policy. The school assumes no responsibility for personal technology devices brought to school.

## **G. PERSONAL WEBSITES**

The Head of School may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school names, logos, or trademarks without permission.

### **a. Students**

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Shining Rock Classical Academy policy.

### **b. Employees**

Employees' personal websites are subject to SRCA Policy 7600, Employee Use of Social Media.

### **c. Volunteers**

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254\(h\)\(5\)](#); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101 et seq.](#); [20 U.S.C. 7131](#); [G.S. 115C-325\(e\)](#)

**ADOPTION OF POLICIES***Policy Number:*      **2420**

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Policies may be proposed for adoption, amendment, or repeal at any board meeting by any member of the board or by the Head of School. A request to place the proposed policy on the agenda must be made in accordance with board policy.

The adoption of policies shall follow a process that will allow for adequate time to review and discuss by all stakeholders. The views of the entire school community will be considered throughout the process. The standard timeline for policy adoption will be as follows:

1. **First Read:** Presentation of a new or revised policy will be made to the board. This will be as an information only activity and will not require a vote. After First Read, the policy will enter a status of Policy Under Review. Under the standard timeline, a policy may not be introduced and adopted in the same meeting.
2. **Policy Under Review:** After First Read, the proposed policy will be available on the school website for review by the public.
3. **Second Read/Final Read:** In the next meeting following First Read, the board will discuss the proposed policy with consideration given to the views of the school community. An amendment to the policy will not require an additional reading unless the board determines that further study of the policy is warranted.
4. **Adoption:** The board must adopt by majority vote with the vote being documented in the meeting minutes to become accepted as policy. A vote may take place to adopt a policy in the same meeting or any subsequent meeting as the Second Read. Unless otherwise noted, the policy becomes effective at the date of adoption.

In time sensitive matters that arise in which a policy is needed to be installed at the time of presentation, the board may vote to Temporarily Approve a policy at First Read. A policy may remain in Temporary Approval status for no more than 65 calendar days as the policy continues through the standard approval process.