



# Shining Rock Classical Academy

## Monthly Board Meeting

Published on August 25, 2025 at 8:45 AM EDT  
Amended on August 27, 2025 at 5:49 PM EDT

### Date and Time

Wednesday August 27, 2025 at 6:30 PM EDT

### Location

SRCA  
**2150 Russ Avenue, Waynesville, NC 28786.**

SRCA regular board meetings occur the 4th Wednesday of the month.  
In person and remote.

### Join Zoom Meeting

<https://us02web.zoom.us/j/83602558461?pwd=tjdBEUunKUXAaF1Vup0skuPrO28m0O.1>

**Meeting ID:** 836 0255 8461

**Passcode:** 799970

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A. Record Attendance</b>			1 m
<b>B. Call the Meeting to Order</b>		Alyson Weimar	

	Purpose	Presenter	Time
<b>C.</b>	SRCA Mission Statement	Alyson Weimar	2 m
	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.		
<b>D.</b>	Announcements	Alyson Weimar	1 m
	Next Board Meeting - September 24 @ 6:30 pm at Russ Ave campus		
<b>E.</b>	Approve Minutes - Regular session	Approve Minutes Alyson Weimar	1 m
	Approve minutes for Monthly Board Meeting on July 23, 2025		
<b>F.</b>	Approve minutes - Closed session 7/23	Approve Minutes Alyson Weimar	1 m
	Closed session Pursuant to NCGS 143-318.11 (6): (6) <b>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</b>		

## **II. Public Comment and Records 6:36 PM**

<b>A.</b>	Public Comment	Alyson Weimar	10 m
	Public comment per board policy 2500:		
	<ul style="list-style-type: none"> <li>• Each person may speak for 3 minutes on either non-agenda or agenda items.</li> <li>• Each speaker must sign up in advance by completing the sign-up sheet prior to the start of the meeting</li> <li>• Speakers must conduct themselves professionally</li> <li>• Speakers may not specifically speak about any individual student, teacher, staff member, or board member, and they may not engage in any personal attacks.</li> <li>• Generally, the Board does not respond to any public comments.</li> </ul>		
<b>B.</b>	Public Records Monthly Update	FYI Alyson Weimar	2 m
	List of current public record requests, requester, fulfillment status		
	<a href="https://app2.boardontrack.com/public/GACaz5/documents?categoryId=52657">https://app2.boardontrack.com/public/GACaz5/documents?categoryId=52657</a>		

	Purpose	Presenter	Time
<b>C.</b> Board Comment Request	FYI	Alyson Weimar	3 m
<b>III. Head of School Report</b>			<b>6:51 PM</b>
<b>A.</b> August School Report	FYI	Joshua Morgan	10 m
<b>IV. Policy Committee</b>			<b>7:01 PM</b>
<b>A.</b> Grievance Policy and Form revision	Vote	Larry Davis	2 m
<b>B.</b> Student name change revision <a href="#">1439-F Student Name Change Form.pdf</a>	Vote	Larry Davis	1 m
<b>C.</b> Drug Free Work Place - 1st read only <a href="#">6600 Drug Free Workplace.pdf</a>	FYI	Larry Davis	1 m
<b>D.</b> Media Policy    Temporarily   Approve   a   policy   at   First   Read (policy 2240) <a href="#">7500 Media Policy.pdf</a>	Vote	Larry Davis	2 m
<b>E.</b> Attendance promotion and attendance policy - revision <a href="#">4415 Attendance Promotion Standards (Red Line)2025.pdf</a> <a href="#">4415 Attendance Promotion Standards 2025.pdf</a> <a href="#">4410 Attendance Policy 2025.pdf</a> <a href="#">4410 Attendance Policy (Red Line) 2025.pdf</a>	Vote	Joshua Morgan	2 m
<b>F.</b> Wellness policy <a href="#">5800 Wellness Policy v2.pdf</a> Second Read (see revisions)	Vote	Joshua Morgan	3 m
<b>G.</b> Employee Handbook Addendum Employee Handbook Statement	FYI	Joshua Morgan	3 m

	Purpose	Presenter	Time
<b>V. Finance Committee</b>			<b>7:15 PM</b>
<b>A. Finance Report</b>	Discuss	Rob Gevjan	10 m
<b>VI. Academic Committee</b>			<b>7:25 PM</b>
<b>A. Updates</b>	FYI	Alyson Weimar	2 m
	<ul style="list-style-type: none"> <li>• NC Center for Safer Schools Required Student Safety Videos</li> <li>• Implementing policies to align with our current practices (relating to Safer Schools)</li> <li>• HS - students cannot fail a course for attendance, only academics</li> </ul>		
<b>VII. School Culture / NEST Committee</b>			<b>7:27 PM</b>
<b>A. Updates</b>	FYI	Josh Sims	5 m
<b>VIII. Transportation &amp; Facilities Committee</b>			<b>7:32 PM</b>
<b>A. Updates</b>	FYI	Benjamin Weimar	5 m
<b>B. School Nutrition Procurement Plan</b>	Vote	Joshua Morgan	5 m
<b>IX. Approval of Job Descriptions</b>			<b>7:42 PM</b>
<b>A. Director Job Description</b>	Vote	Joshua Morgan	5 m
<b>X. Other Business</b>			<b>7:47 PM</b>
<b>A. Board Positions</b>	FYI	Alyson Weimar	2 m
Abbie Wilkins			
<b>B. Open Discussion- Other Business (Board Members)</b>		Alyson Weimar	5 m
<b>XI. Closed session</b>			<b>7:54 PM</b>



	Purpose	Presenter	Time
Closed Session Pursuant to NCGS 143-318.11 (6): (6) <b>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</b>			
<b>A.</b> Enter Closed Session	Vote	Alyson Weimar	10 m
<b>B.</b> Return to Open Session	Vote	Alyson Weimar	1 m
<b>C.</b> Closed Session Summary	Vote	Alyson Weimar	1 m
Personnel report - current hirings, role changes, and resignations, as well as current job openings. Closed Session Vote.			
<b>XII. Closing Items</b>			<b>8:06 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Alyson Weimar	1 m

# Coversheet

## Approve Minutes - Regular session

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. Approve Minutes - Regular session
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Monthly Board Meeting on July 23, 2025

APPROVED



# Shining Rock Classical Academy

## Minutes

### Monthly Board Meeting

---

#### Date and Time

Wednesday July 23, 2025 at 6:30 PM

#### Location

SRCA

**2150 Russ Avenue, Waynesville, NC 28786.**

---

SRCA regular board meetings occur the 4th Wednesday of the month.

In person and remote.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/83602558461?pwd=tjdBEUunKUXAaF1Vup0skuPrO28m0O.1>

**Meeting ID:** 836 0255 8461

**Passcode:** 799970

---

#### Directors Present

A. Adeleke (remote), A. Weimar, A. Wilkins, B. Buckelew (remote), J. Sims, L. Davis (remote), R. Gevjan (remote), S. Messer (remote)

#### Directors Absent

B. Mullinix

#### Ex Officio Members Present

J. Morgan

---

## Non Voting Members Present

J. Morgan

## Guests Present

Alex Anderson, B. Weimar, Barby Bowser, C. White, S. Jenkins, T. Inman, T. Sessoms

---

## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

A. Weimar called a meeting of the board of directors of Shining Rock Classical Academy to order on Wednesday Jul 23, 2025 at 6:32 PM.

### C. SRCA Mission Statement

### D. Announcements

### E. Approve Minutes - Regular session

L. Davis made a motion to approve the minutes from SRCA Regular Board Meeting on 06-25-25.

R. Gevjan seconded the motion.

The board **VOTED** unanimously to approve the motion.

### F. Approve minutes - Special Session 7/10

R. Gevjan made a motion to approve the minutes from Special Called Meeting on 07-10-25.

A. Wilkins seconded the motion.

The board **VOTED** unanimously to approve the motion.

### G. Approve Minutes - Special session 7/16

A. Wilkins made a motion to approve the minutes from Special Session on 07-16-25.

J. Sims seconded the motion.

The board **VOTED** unanimously to approve the motion.

### H. Approve minutes - Closed session

L. Davis made a motion to approve the minutes from July 10 Closed Session on 07-10-25.

R. Gevjan seconded the motion.

The board **VOTED** unanimously to approve the motion.

## II. Head of School Report

### A. Behavior Tiers Update and Vote

See documents for Behavior Tiers K-5, MS, and HS attached in agenda. Up for vote tonight. [Behavior Tiers K-5 2025.pdf](#)  
[Behavior Tiers MS +HS 2025.pdf](#)

J. Sims made a motion to approve Behavior Tiers for K-5.

L. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

S. Messer made a motion to approve Behavior Tiers MS and HS.

A. Wilkins seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. Code of Conduct 2025 Handbook

Up for first read/review and will vote on this next month.

### C. Staff handbook

Up for first read/review and will be voted on next month.

### D. Athletic Handbook 25-26

Up for read/review and will be voted on next month. Josh Sims discusses possibly adding disciplinary actions for athletics.

### E. Public Records Monthly Update

All public records requests will now be listed in the agenda and minutes, following approval of minutes from the previous month. The records will show the requests placed, from whom, and how often.

## III. Policy Committee

### A. Policies Presented for 1st Read

See attached documents from agenda:

All policies up for first read

Discussion by Larry Davis - 2200 Conflict of Interest, 2200-F Conflict of Interest (to be signed by every SRCA board member going forward), 2300 Nepotism (includes immediate family, stepfamily members, and in-law relationships), 6600 Employee Drug and Alcohol. Questions to consider: What if employee declines drug screening? What if employee declines a search? What are the potential disciplinary actions? Should parent coaches and/or volunteer coaches be required to do drug screening? Some of these

employees may also be bus drivers or work in other positions within the school therefore already would have been subjected to drug screening. Also add that we would require the screening to be done with the testing facility that SRCA decides upon.

#### **IV. Finance Committee**

##### **A. Finance Report**

No finance committee meeting for July

#### **V. Academic Committee**

##### **A. updates**

No academic committee meeting for July.

#### **VI. School Culture / NEST Committee**

##### **A. Updates**

Next uniform sale: 9a-12p this coming Saturday 7/26/2025

#### **VII. Transportation & Facilities Committee**

##### **A. Updates**

Ben Weimar discusses progress with gym painting going on now, new gym installs to take place over fall break, the current construction with concrete and awning to the side of the building where carline takes place.

##### **B. Lunch Program Update and Approvals**

See attached Catering Contract. In anticipation of federal free and reduced lunch program approval, some changes have been made in regard to addition of required fruits and vegetables, milk offered with every meal, hot and cold meal lines, logistics of waste management due to federal requirements. Not required to offer substitutions for students with specific allergies.

See attached 2025-26 federal agreement requirement

SRCA Procurement Plan and 5800 Student Wellness policy will be up for first read as a required policy and procurement plan in order to receive free and reduced meals. A counsel/committee is recommended to keep track of requirements. Lead wellness official needed as policy currently states. Board to review and vote remotely in approx. 2 weeks, prior to next month's board meeting, in order to submit requirements as soon as possible.

L. Davis made a motion to approve the current catering contract.

R. Gevjan seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **VIII. Renewal of Contracts/Retainers**

### **A. Katy Ridnouer**

Open discussion regarding services that are being provided and whether these services are being fulfilled through other venues. Proposal to eliminate this service provider from SRCA.

A. Weimar made a motion to Not approve renewal of our partnership with KLR Partners for the 2025-26 school year.

L. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. Legal council**

Discussion on whether to renew our contract with David Hostetler or whether to hire new legal counsel. Discussion and recommendation to hire Stella Law who represents many local charter schools in our surrounding areas.

L. Davis made a motion to not renew retainer with attorney, D. Hostetler for the 2025-26 school year.

S. Messer seconded the motion.

The board **VOTED** unanimously to approve the motion.

S. Messer made a motion to engage in a legal partnership with Stella Law starting tomorrow 7/24/2025.

J. Sims seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **IX. Closed session**

### **A. Personnel report**

A. Wilkins made a motion to go into closed session.

J. Sims seconded the motion.

Time approx. 8:15 pm

The board **VOTED** unanimously to approve the motion.

A. Wilkins made a motion to go out of closed session back into open session.

J. Sims seconded the motion.

8:24pm

The board **VOTED** unanimously to approve the motion.

## **X. Closed session summary and votes**

### **A. Summary**

Personnel report - current hirings, role changes, and resignations as well as current job openings.

A. Wilkins made a motion to approve the personnel report.

J. Sims seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **XI. Other Business**

### **A. Board positions**

Need to replace A. Wilkins as Board Secretary as she will be rolling off of her 3 year tenure on the board. Proposal of J. Sims to take position as secretary starting 8/1/2025.

L. Davis made a motion to approve Josh Sims as SRCA Board Secretary.

R. Gevjan seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. Lawsuit Appeal**

L. Davis made a motion to not appeal the Fitzgibbons/SRCA civil suit.

S. Messer seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. Board Positions**

L. Davis made a motion to renew A. Weimar as SRCA Board Chair for 2025-26.

S. Messer seconded the motion.

Full disclosure of Alyson Weimar's husband, Benjamin Weimar, being SRCA facilities manager/SRCA employee. Alyson will refrain from voting on issues pertaining to her spouse.

The board **VOTED** unanimously to approve the motion.

## **XII. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

A. Weimar

---

## **Documents used during the meeting**

- Behavior Tiers K-5 2025.pdf
- Behavior Tiers MS +HS 2025.pdf



- Student Code of Conduct (K-12) 2025.pdf
- Staff Handbook 2025-2026.pdf
- SRCA Athletic Handbook 25-26.pdf
- Public records request -Vaillancourt #1.pdf
- Public records request -Vaillancourt August 2019 Thread.pdf
- Vaillancourt August 2019 Complete.pdf
- Shining Rock Academy Retainer Letter-R (5.7.18) - Signed.pdf
- Lex-is Services Payments 2018-2025.pdf
- Public records request -Vaillancourt #2.pdf
- Vaillancourt Request #2 Complete.pdf
- Public records request -Vaillancourt #3.pdf
- Vaillancourt Request #3 Complete.pdf
- Public records request -Vaillancourt #4.pdf
- Vaillancourt Request #4 Complete.pdf
- Public records request -Fitzgibbon #1.pdf
- Public records request -Fitzgibbon #2.pdf
- Public records request -Fitzgibbon #3.pdf
- Fitzgibbon Request 7.9.2025 Complete.pdf
- Fitzgibbon Request 7.9.2025 Complete (Email).pdf
- 2200 Conflict of Interest.pdf
- 2200-F Conflict of Interest Form.pdf
- 2300 Nepotism.pdf
- 6600 Employee Drug and Alcohol.pdf
- Transportation and Facilities Board Report - July 25.pdf
- Catering contract.pdf
- 2025-26\_agreement\_charter\_Shining Rock Classical Academy.pdf
- Shining Rock Procurement Plan Final Draft 6\_30\_35.pdf
- 5800 Student Wellness DRAFT.pdf
- Shining Rock Classical Academy - Retainer Partnership 2025-2026.docx (1).pdf
- Shining Rock Academy Retainer Letter-R (5.7.18) - Signed (1).pdf
- SR.CS.Engagement Ltr.2025.pdf

# Coversheet

## Approve minutes - Closed session 7/23

**Section:** I. Opening Items  
**Item:** F. Approve minutes - Closed session 7/23  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Closed Session - As part of 7/23 board meeting on July 23, 2025

APPROVED



# Shining Rock Classical Academy

## Minutes

Closed Session - As part of 7/23 board meeting

---

### Date and Time

Wednesday July 23, 2025 at 7:00 PM

---

### Directors Present

A. Adeleke (remote), A. Weimar, A. Wilkins, B. Buckelew (remote), J. Sims, L. Davis (remote), R. Gevjan (remote), S. Messer (remote)

### Directors Absent

B. Mullinix

### Guests Present

J. Morgan

---

## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

A. Wilkins called a meeting of Shining Rock Classical Academy to order on Wednesday Jul 23, 2025 at 8:15 PM.

### C. Approve Minutes

## II. Personnel Report

#### **A. Personnel Report**

Personnel report - current hirings, role changes, and resignations as well as current job openings.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:24 PM.

Respectfully Submitted,  
A. Wilkins

# Coversheet

## Public Comment

<b>Section:</b>	II. Public Comment and Records
<b>Item:</b>	A. Public Comment
<b>Purpose:</b>	
<b>Submitted by:</b>	
<b>Related Material:</b>	2500_Public_Comment_Policy.pdf

**PUBLIC COMMENT POLICY***Policy Number:* **2500****Purpose**

The purpose of the public comment policy is to define the process by which the public may make comments or provide feedback at a board meeting.

This policy has been written in accordance with North Carolina General Statute § 143-318.17, which states that there can be legal consequences for individuals who do not adhere to public meeting protocol. *“A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.”* (1979, c.655, s.1; 1993, c.539, s.1028; 1994, Ex. Sess., c.24, s.14(c).)

**Goals**

The School Board of Directors complies with the NC Open Meetings Law, which allows public comments at board meetings at the discretion of SRCA’s Board of Directors. The SRCA Board of Directors welcomes public comments during open board meetings. This policy outlines the process for how public comments will be handled at open board meetings.

**Procedures**

The SRCA Board generally allows public comments for a total of 15 minutes at the beginning of each open board meeting. Each person may speak for 3 minutes on either non-agenda or agenda items. Each speaker must sign up in advance by completing the sign-up sheet prior to the start of the meeting with the following information: their name, organization, and topic to be discussed. Speakers will be invited to speak on a first come first serve basis. The Board may allow for a walk-in speaker comment at its sole discretion. Notwithstanding the above, the Board reserves the right to modify or eliminate time for public comment at any open board meeting.

Speakers should present themselves in a professional manner while speaking at the open board meetings, and shall act in a courteous and responsible manner. If the speaker fails to abide as such, the speaker will be asked to leave the meeting. Under North Carolina Law (General Statute, N.C.G.S. § 143-318.17), there can be legal consequences for individuals who do not adhere to public meeting protocol. *“A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.”* (1979, c.655, s.1; 1993, c.539, s.1028; 1994, Ex. Sess., c.24, s.14(c).) *Adopted April 16, 2013.*

Speakers may not specifically speak about any individual student, teacher, staff member, or board member, and they may not engage in any personal attacks. Generally, the Board does not respond to any public comments.

Speakers may request special permission to conduct a presentation to the board if they would like to have an extended time to speak. The speaker must email the Board’s Secretary and request the specific amount of time needed and the topic to be presented. The request shall be considered by the Board Chair, and shall either be approved or denied at the discretion of the Chair.

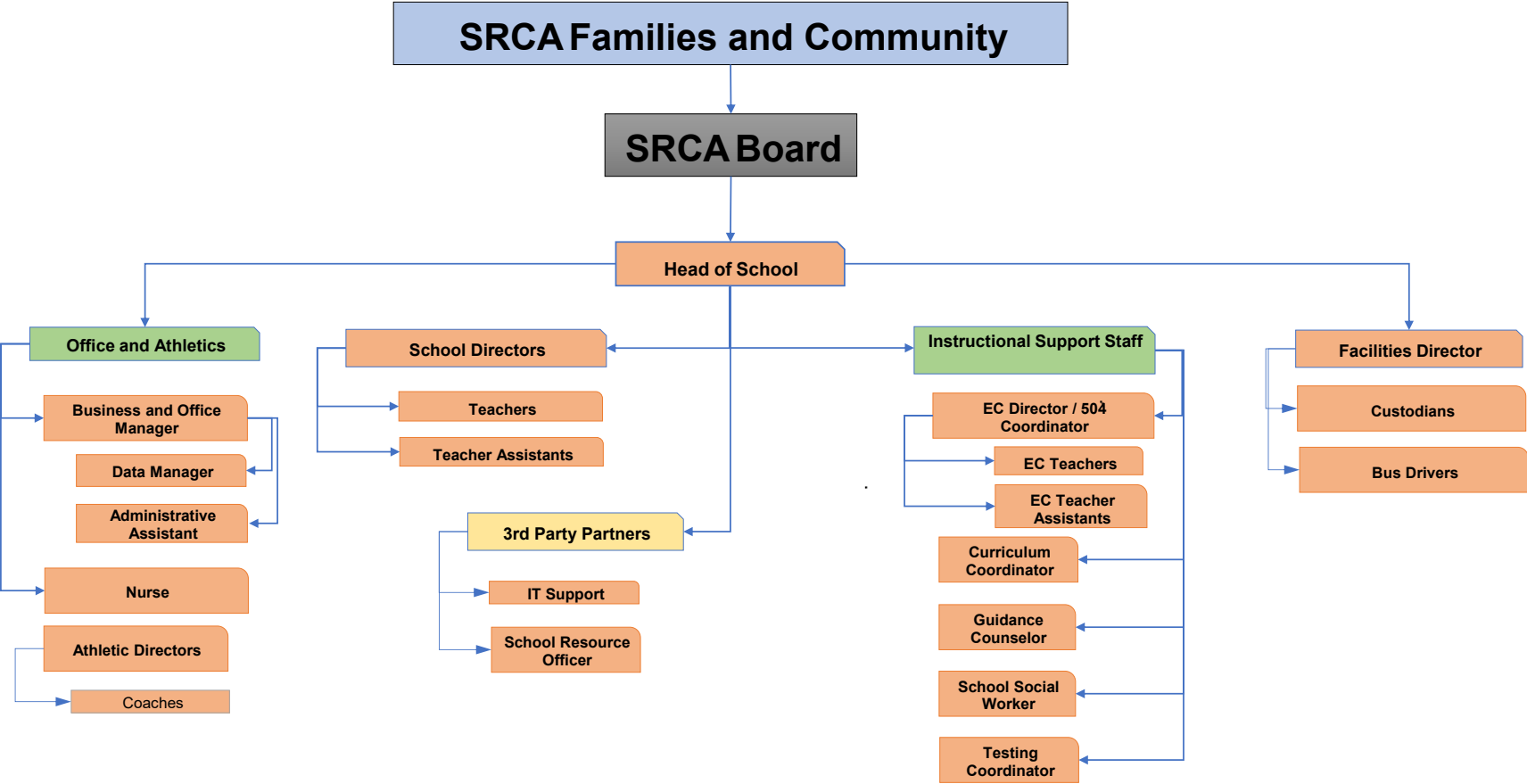
*Approved: November 2019*

# Coversheet

## August School Report

<b>Section:</b>	III. Head of School Report
<b>Item:</b>	A. August School Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	SRCA Organization Chart Update 2025.pdf School Report August 2025.pdf August Teacher Spotlight (Muri).pdf

SRCA Organizational Chart



August 2025



# Shining Rock Classical Academy

## Monthly School Report

### August 2025

## Welcome to the SRCA School Report

Each month, the Head of School generates a report for the SRCA Board to provide detailed information about the school and governance topics affecting decisions. [Click this sentence to view a welcome video from Mr. Morgan about the School Report.](#)

## Directors Report

### Attendance

Grade	Attendance Rate		Grade	Attendance Rate
Kindergarten	95%		7 <sup>th</sup>	83%
1 <sup>st</sup>	96%		8 <sup>th</sup>	85%
2 <sup>nd</sup>	94%		9 <sup>th</sup>	91%
3 <sup>rd</sup>	95%		10 <sup>th</sup>	92%
4 <sup>th</sup>	94%		11 <sup>th</sup>	92%
5 <sup>th</sup>	96%		12 <sup>th</sup>	94%
6 <sup>th</sup>	93%		Overall	94.7%

A point of emphasis during the 2025-26 school year is to improve our overall attendance. Overall, we want to achieve an attendance rate of 93%. The single greatest factor that we can control to help our students be successful is to have them present in the classroom.

Every month the attendance rate for each grade will be reported so that the community and board are aware of how well our students and families are doing in achieving our goals. There is a bulletin board in the lobby highlighting daily percentages of students who are in attendance per grade level. There will also be regular incentives for students, classes, and grade levels that achieve targeted attendance goals during the school year.

## Academic Spotlight

K-5 is getting back into the swing of things as the new year has started. Teachers are getting students familiar with routines and procedures and have begun their content. There are two new areas that have been added to the schedule this year.

There is a built-in remediation and enrichment period daily in all grade levels Kindergarten through fifth grade. Currently each grade has added support to help enrich content for high achieving students needing extension activities or providing remediation to address gaps in skills when needed.

The second program is Tech Buddies. Tech Buddies is a collaborative program with WCU that involves second grade students. Second graders are being paired with sixth graders to expand their understanding of technology. In this model, WCU professors are teaching SRCA sixth grade students the technology skills who in turn teach their second grade Tech Buddy. This was an amazing collaboration, and the students loved it!

## Testing Update

- mClass testing, which is a NC required reading assessment for students up to 3<sup>rd</sup> grade, is currently in progress. The beginning of the year testing window is open through September 3. Kassie White has taken on being the mClass coordinator and has been doing an excellent job of keeping everything on schedule.
- BOG 3 is another state-required reading assessment for 3<sup>rd</sup> grade students only. Providing this test has proven to be exceptionally difficult this year due to some major technology issues at the state level. The BOG is administered using an app that is downloaded to a student Chromebook. SRCA was notified on August 14<sup>th</sup> that Google had notified NCDPI that they would no longer be providing technical support for the app. This has created a significant barrier in administering the test as we have been working with the help desk to create solutions to this problem. There is a strong possibility that an extension to the testing window will be needed to complete this test.
- MAP is a locally administered assessment, and this window opens on August 25<sup>th</sup> for grades 4 – 8 to be provided benchmark test in math and ELA.
- AIG screeners are taking place across all areas of elementary school for students who qualified with scores in a specific range on last year's EOG or by previous teacher recommendation in all grades.



## Teacher Spotlights

- Our music teacher, Mrs. Lurne Bulla has received a \$1250 grant to help buy additional resources to expand the SRCA music program!
- The SRCA Instructional Coach, Mrs. Christina White has collaborated with our 6<sup>th</sup> grade science teacher, Mr. Tom Gilfoy to secure the NC Trailblazers grant of \$5000 to give outdoor learning opportunities to high school students.
- We are especially proud that our EC Director, Mrs. Alex Anderson, has been invited to present at the North Carolina State EC Conference in November.
- Take a moment to view the attachment for our monthly Teacher spotlight for August, Amanda Muri!

# Finance Report

## Monthly Budget Report

Please refer to SRCA Finance Report July FY25 in the board packet.

# Head of School Report

## Compliance Update

### Public Records Requests

There have been no added public requests made over the past month, and all earlier requests are currently fulfilled.

### Safer Schools Videos

In accordance with NC law, all students in grades 6 – 12 were presented with the NC Center for Safer Schools videos about abuse prevention.

### Epicenter Tasks

There are regular reports required for submission Epicenter, which serves as the state clearinghouse for all public school's data. All required tasks have been completed, and no tasks are due until September 30, 2025.



## Facilities Update

### Exterior Enhancements Russ

A major project that is approximately 50% complete is the improvement of the area beside the gym. This had become a difficult area to maintain with the high traffic resulting in limited grass growth and a great deal of mud coming into the building. An added constraint was the inability to load and unload students in the carline during inclement weather.

The first phase of this project was to extend the sidewalk all the way to the sidewalk that enters the back of the gym. This served a dual purpose of extending the loading zone for students and connecting with the ADA accessible ramp at the rear. A second consideration was to grade out the areas between the sidewalk and building so that it could also be concreted and solid usable surface that would be easy to maintain. Weather permitting, this area will be stained in the next few weeks to provide a color contrast.

The second phase of this project will be the installation of an awning down the entire length of the side of the building. The awning will provide cover for carline during inclement weather and will allow for an additional location to place outdoor seating for lunch. The awning is scheduled for installation during fall break because it will require hammering anchors into the concrete walls.

### Interior Enhancements Russ

Two significant projects are underway at Russ. The first is an increase in signage to promote awareness and adherence to the SRCA Core Values. Additional signage has been added in the office, each hallway, and stairways.

Another major project in the gym will be the installation of four additional side goals and a retractable dividing curtain. These additions will serve multiple purposes including the ability to split the gym in half which should allow for two PE classes to be conducted at the same time. Similarly, there can be two basketball practices taking place in the gym at the same time which should allow the last practice during this season to end earlier. This project will also require hammering and will take place during fall break.

### FEMA Updates

All of the documentation required for FEMA reimbursement from damage sustained during Helene has been submitted. No further action is required or expected of SRCA until the funds are released by FEMA to complete the mitigation and repair projects. These projects include the replacement of a section of sidewalk and repairs to the retention ponds on Russ, and roof replacements to the buildings on Dellwood.



## Legislative Update

### Budget Stalemate and Employee Health Costs

There continues to be no movement with regards to an approved NC budget. The fiscal year began on July 1 and without a new budget all funding is set at the 2024 levels. The impact is not limited to revenue, as it also requires SRCA to use the same pay scale for staff as 2024. While this does allow staff to be paid a higher rate based on years of experience, the increase does not account for any cost-of-living changes that the annual revision from the state typically considers.

A second negative impact to both the school and employee's budget is the increased cost in state health care. The amount per employee paid by SRCA for each participant has increased by about \$65 and the amount each employee pays has now been converted to a sliding scale. While each teacher's situation will vary, there are a few scenarios in which a teacher could be making the same wage as a year ago with an increase in deductions due to healthcare costs resulting in lower take home pay.

### Student Cellphone Legislation

The SRCA cellphone policy is currently under review to affirm compliance with a new state law restricting cellphones on campus. While not an outright ban, the law does prohibit the possession of any personal electronic device (including smartwatches) and student use of any social media during the school day. The policy committee will be reviewing at its next meeting and providing a modified policy if needed at the September board meeting.

### SRCA Organization Chart

Please refer to the board packet for an updated SRCA Organization Chart.



# Teacher Spotlight

## Amanda Muri

### Fourth Grade Teacher

Amanda Muri is a fourth grade teacher at SRCA. Mrs. Muri graduated from Medical of GA in 1998 with a degree in occupational therapy. She fell in love with Spanish in 2010 and, subsequently, started teaching English part-time to speakers of other languages at HCC from 2011-2019. She earned her teaching license in 2023 through the lateral entry program NC offers. She has been at Shining Rock since 2015. She has done everything from teacher assistant, to Occupational Therapy, ESL teacher, K-12 spanish teacher, and now she is teaching fourth grade!

I asked Mrs. Muri what stands out about fourth grade so far, and what she loves. Her response was:

“I absolutely love teaching 4th grade so far and feel like my background in OT, Spanish and ESL have lent themselves to teaching students of all backgrounds and abilities. Highlights so far have included:

- Watching my storage cabinet doors fill with student art work made for me.
- My amazing team (Alexis Molinary and Amy Lynn) supporting me before school even started and every day since.
- Acts of kindness in my classroom when the students don't know I'm watching
- Seeing the light bulb go off during Math with they understand a concept”

Mrs. Muri is married to a supportive husband and has three children, one of which was a part of our first kindergarten class at Shining Rock and is still in our High School today. She loves animals and is a huge advocate of rescuing dogs.

We are so thankful that Mrs. Muri is at SRCA and is teaching fourth grade! She is making a tremendous impact on her students and is a valuable asset to us!



# Coversheet

## Grievance Policy and Form revision

<b>Section:</b>	IV. Policy Committee
<b>Item:</b>	A. Grievance Policy and Form revision
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	1999 Grievance DRAFT2025.pdf 1999-F Grievance Form.pdf



## GRIEVANCE POLICY

*Policy Number:* 1999

**Purpose:** To provide the procedures parents/students will follow when they have an issue at the School that constitutes a grievance.

This policy is in place to respond to parent/student grievances. It is expected that any parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's Teacher.

If the student/parent is not satisfied with the teacher's response, they should then set up a meeting with the grade-level Director. At that meeting, the teacher, student (when age is appropriate), grade-level Director and parent must be present and the issue at hand will be fully discussed.

If the parent or student wishes to pursue the matter further, they may then meet with the Head of School. Similarly, if a parent/student disagrees or has an issue with a policy or procedure at the School, the parent/student should set up a meeting with the Head of School.

If the parent/student feels that their issue is still a concern after meeting with the Head of School and the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many issues that a parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level Principal.

**Definition of a Grievance:** A grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. A complaint under Title IX is not grievance and this policy does not apply to such complaints.

**Time Limits:** A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Head of School. The fifteen-day deadline may be extended at the discretion of the Head of School.

### The Grievance Process

Step 1: If the parties are not satisfied with the decision of the Head of School, and the grievance meets the definition set forth above, the parent/student must submit Form 1999-F which should include the School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The parent/student should make every effort to include any details about the event that may be helpful in the decision-making process. The completed Form 1999-F should be submitted to the Head of School and to the Chair of the Board of Directors. If the Head of School is implicated in the grievance, the grievance should only be submitted to the Chair or the Vice Chair of the Board of Directors.



Step 2: The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the Board considers the matter should be heard, the parties will be called to meet with the Board. After the hearing, any decision of the Board will be communicated to the Head of School and the parent/student who filed the grievance within five school days.

The Board's decision concerning the Grievance is final.

**GRIEVANCE FORM***Policy Number:* **1999-F**

Name of Complainant: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Have you met with the Teacher? No Yes Date of meeting: \_\_\_\_\_

Have you met with the Director? No Yes Date of meeting: \_\_\_\_\_

Have you met with the Head of School? No Yes Date of meeting: \_\_\_\_\_

Identify the SRCA Policy, Procedure, or NC law that you feel is being violated: \_\_\_\_\_

Describe in detail the incident causing the complaint and how it is in violation of the above policy: \_\_\_\_\_

**By signing and submitting this form, I acknowledge that all procedures outlined in SRCA Policy 1999 have been followed. Additionally, I acknowledge to accept the decision of the SRCA Board of Directors to decline action or their decision if they elect to act on this matter as Final.**

Signature

Date

## Internal Use Only

Date Received: \_\_\_\_\_

By: HoS

Chair

Vice-Chair

Initial: \_\_\_\_\_

# Coversheet

## Student name change revision

<b>Section:</b>	IV. Policy Committee
<b>Item:</b>	B. Student name change revision
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	1439-F Student Name Change Form.pdf

**STUDENT NAME AND GENDER CHANGE REQUEST FORM**      *Policy Number:*      **1439-F**

By law, the North Carolina Department of Education requires information collection about your student's gender. SRCA is required to maintain your student's legal name in Infinite Campus system to accurately identify their records. The name we record in Infinite Campus appears on your student's permanent records and connects to other student information systems.

Parents must use this form to request a change at Shining Rock Classical Academy to any of the following:

- The student's gender marker, and/or
- The student's chosen name, when there is no documentation of legal name change (for example, if you do not have a court order, amended birth certificate, or government ID reflecting the name change)

Current and former students who are emancipated minors or 18 years of age or older must also use this form to change their gender marker and/or chosen name.

**Updating Your Student's Gender Marker:**

To update your student's gender in the limited places where gender is recorded, select the option that best describes your student's gender. The option you select does not have to match your student's birth certificate or other documentation.

Select only one option:

F – Female      M – Male      X – Neither F or M (ex. - non-binary, gender expansive, or gender fluid)

**Updating Your Student's Chosen Name**

If your student uses a chosen name (a different first and/or last name than what appears on legal documentation), you can choose to have this name displayed on report cards, transcripts, attendance rosters, and other important documents.

Legal Full Name on legal documents: \_\_\_\_\_

I would like to update my student's Chosen Full Name to (Please Print):

By Signing Below, You Understand That:

- Updating a chosen name and/or gender in our student information systems is **not a legal change**.
- A student's permanent records may be used in connection with obtaining services outside of SRCA, such as the Free and Reduced Lunch Forms and the Free Application for Federal Student Aid (FAFSA). A student's legal name may be required for these benefits, records with a different name than the student's legal name may create delays or issues.
- All previous records generated from our student information systems prior to the date of this change will reflect the student's previous name and/or gender.
- The student's legal name and/or previously designated gender will be archived in Infinite Campus system to enable records to be cross-referenced, while maintaining confidentiality.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Student Name: Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Coversheet

## Drug Free Work Place - 1st read only

<b>Section:</b>	IV. Policy Committee
<b>Item:</b>	C. Drug Free Work Place - 1st read only
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	6600 Drug Free Workplace.pdf

## DRUG & ALCOHOL-FREE WORKPLACE

*Policy Number:* **6600**

---

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect Shining Rock Classical Academy (SRCA) property, and to ensure efficient operations, SRCA has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for SRCA.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by any individual anywhere on SRCA premises, while on SRCA business (whether on SRCA premises or not) or while representing SRCA, is strictly prohibited.

Employees and other individuals who work for SRCA also are prohibited from reporting to work or working while they are under the influence of alcohol or any controlled substances which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the user is under a licensed medical practitioner's instructions, and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of any drug which may impair an employee's ability to safely and competently perform their job or a positive drug test and includes but is not limited to medical marijuana, Delta 8, Delta 9, prescription drugs, psilocybin, opioids, and benzodiazepines, except as permitted by and under applicable law. Violation of this policy will result in disciplinary action, up to and including termination.

SRCA maintains a policy of non-discrimination. It will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any SRCA employee, including themselves. For further information, please refer to the School's ADA policy.

Employees must notify the Head of School within five calendar days if they are charged with, plead guilty to, or are convicted of a criminal drug or alcohol-related violation.

All employees are advised that full compliance with the preceding policy shall be a condition of employment at SRCA.

Any employee who violates the preceding drug-free workplace policy described above shall be subject to discipline up to and including immediate termination.

At the discretion of SRCA, any employee who violates the drug-free workplace policy may be required, in connection with or in place of disciplinary sanctions, to participate to SRCA's satisfaction in an approved drug assistance or rehabilitation program.

To maintain a drug-free workplace, SRCA has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed for violations of our drug-free workplace policy. Such education may include:

1. Distribution of our drug-free workplace policy at the employment interview;
2. A discussion of our policy at the new employee orientation session;
3. Distribution of a list of approved drug assistance agencies, organizations, and clinics;
4. Distribution of published educational materials regarding the dangers of drug abuse;
5. Reorientation of all involved employees in cases in which a drug-related accident or incident occurs;
6. Inclusion of the policy in employee handbooks and any other personnel policy publications;
7. Lectures or training by local drug abuse assistance experts;
8. Discussion by SRCA's safety experts on the hazards associated with drug abuse; and
9. Videotape presentations on the dangers of drug abuse.

# Coversheet

## Media Policy

<b>Section:</b>	IV. Policy Committee
<b>Item:</b>	D. Media Policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	7500 Media Policy.pdf



**MEDIA POLICY***Policy Number:* **7500x**

All inquiries by the media and outside agencies regarding Shining Rock Classical Academy (School) and its operations must be referred to the Head of School and/or Board Chair to convey a consistent message. Only the Head of School, and/or Board Chair, or a person designated by the Head of School or Board Chair, is authorized to make or approve public statements pertaining to the School or its operations. Anyone speaking in an official capacity shall do so with the best interests of the board, the school system, and the community in mind, rather than as a representative of personal views or opinions. Furthermore, the Head of School and other school employees, when called upon to speak in their official roles, are expected to communicate the position of the school board when addressing legislative, policy, or political matters.

Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the School must first obtain approval from the Head of School and/or Board of Directors before publication. All media utilizing the School name or brand (e.g., logo, mascot, etc.) must have approval from the School's Board of Directors, Head of School or designee and shall be linked to the School's official websites.

**MISUSE OF THE BRAND (DEFINED):**

The Board of Directors encourages parents and students to voice their concerns. Any concerns you may have must be addressed through appropriate channels as outlined in the Student/Family Handbook. This includes speaking to the class teacher, the principal, or the Board of Directors, so your concerns can be dealt with fairly, appropriately, and effectively for all concerned. We consider using social media websites to fuel campaigns and complaints against the School, board, staff, students, and, in some cases, other parents, not in the best interests of the children or the whole school community.

In the event that any staff member, pupil or parent/guardian of a child/ren being educated at the School is found to be posting libelous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site and may be disinvented or otherwise prohibited from the School's official social media pages, including Facebook.

All social network sites have clear rules about the content that can be posted on the site, and they provide robust mechanisms to report content or activity that breaches these rules. The School will also expect any parent/guardian or pupil to immediately remove such comments.

In serious cases, the School will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyberbullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will deal with this as a serious incident of school bullying in accordance with the student/parent employee handbook and any other school policies.

We may take any of the following steps if a parent/guardian or visitor does not follow the policy:

1. Request a parent meeting on campus.
2. Ban the parent from campus for a period of time.
3. Contact the appropriate authorities.

Parents or visitors who receive consequences based on their behavior shall follow the School's grievance process as set out in this Handbook or any other policy established by the School. Students engaged in such activity will be addressed in accordance with this Handbook and any other applicable policies. We trust that parents/guardians and visitors will assist our school with implementing this policy, and we thank you for your continued support.

Nothing in this policy is intended or should be construed to interfere with or infringe upon any rights, obligations, or responsibilities under state or federal law, including but not limited to free speech rights. Furthermore, nothing in this policy is intended or should be construed to discourage or interfere with any individual's right or decision to participate in a proceeding with any appropriate federal, state, or local government agency, or to prohibit any individual from cooperating with any such agency in its investigation.

# Coversheet

## Attendance promotion and attendance policy - revision

<b>Section:</b>	IV. Policy Committee
<b>Item:</b>	E. Attendance promotion and attendance policy - revision
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	4410 Attendance Policy (Red Line) 2025.pdf 4410 Attendance Policy 2025.pdf 4415 Attendance Promotion Standards (Red Line)2025.pdf 4415 Attendance Promotion Standards 2025.pdf

## STUDENT ATTENDANCE

*Policy Number: 4410*

The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. Students, parents, and school personnel are encouraged to recognize their individual responsibilities governing the attendance of children in school.

### A. Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

### B. Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
9. inclement weather restricts the safe travel for a student from their home when the school conducts an instructional day.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within ~~the specified time period~~.

### **C. Tardy and Check-out Procedure**

A tardy is defined as:

- In Grades K-8 a student that is not present in their assigned classroom at the start of the school day.
- In grades 9-12 a student that is not present at the beginning of each class.

A tardy is determined to be excused or unexcused by applying the same guidelines as defined in Section B above. For attendance purposes 3 tardies will be the equivalent of 1 absence.

### **D. Remote Instruction Exception**

Certain situations will require that a student learn remotely. When this occurs, student attendance will fall under Policy 4405: *Remote Attendance Policy*.

For a student to be considered for attendance under Policy 4405, one of the following must apply:

- a. The student is not allowed on campus for more than 3 days due to an illness or exposure as determined by the SRCA school nurse
- b. A guardian of the student provides a waiver signed by a Nurse Practitioner (NP), Physician Assistant (PA), or Physician (MD) stating that the student is unable to function in a public setting due to the fragility of themselves or a domiciled family member
- c. The student qualifies with one of the exceptions defined in Policy 4405, Section A.

### **E. School-Related Activities**

All classroom activities are important and difficult, if not impossible, to replace if missed. The Head of School shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field work sponsored by the school;
2. school-initiated and -scheduled activities;
3. athletic events that require early dismissal from school;
4. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

## **F. Excessive Absences**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class.

The Head of School or designee shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

If a student is absent from school for five or more days in a semester, the Head of School or a committee established by the Head of School shall consider whether the student's grades should be reduced because of the absences. The Head of School or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the Head of School who may make any of the following determinations:

1. The student will not receive a passing grade for the semester;
2. the student's grade will be reduced;
3. the student will receive the grade otherwise earned; or
4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness, school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

Excessive absences may impact eligibility for participation in interscholastic athletics

## **G. Extracurricular Participation**

Students must be in attendance and counted present for the instructional day to participate in any extracurricular activities. This includes but is not limited to competition, practice, and organizational meetings. Students attending remotely are not eligible to participate without prior written approval by the Head of School and club sponsor or athletic director.

*Revised: December 2024*

*November 2023*

*Approved: June 2021*

## STUDENT ATTENDANCE

*Policy Number: 4410*

The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. Students, parents, and school personnel are encouraged to recognize their individual responsibilities governing the attendance of children in school.

### A. Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

### B. Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.
9. inclement weather restricts the safe travel for a student from their home when the school conducts an instructional day.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school) the student will be permitted to make up his or her work teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within 2 school days or with approval from Head of School an extended date.

### **C. Tardy and Check-out Procedure**

A tardy is defined as:

- In Grades K-8 a student that is not present in their assigned classroom at the start of the school day.
- In grades 9-12 a student that is not present at the beginning of each class.

A tardy is determined to be excused or unexcused by applying the same guidelines as defined in Section B above. For attendance purposes 3 tardies will be the equivalent of 1 absence.

### **D. Remote Instruction Exception**

Certain situations will require that a student learn remotely. When this occurs, student attendance will fall under Policy 4405: *Remote Attendance Policy*.

For a student to be considered for attendance under Policy 4405, one of the following must apply:

- a. The student is not allowed on campus for more than 3 days due to an illness or exposure as determined by the SRCA school nurse
- b. A guardian of the student provides a waiver signed by a Nurse Practitioner (NP), Physician Assistant (PA), or Physician (MD) stating that the student is unable to function in a public setting due to the fragility of themselves or a domiciled family member
- c. The student qualifies with one of the exceptions defined in Policy 4405, Section A.

### **E. School-Related Activities**

All classroom activities are important and difficult, if not impossible, to replace if missed. The Head of School shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field work sponsored by the school;
2. school-initiated and -scheduled activities;
3. athletic events that require early dismissal from school;
4. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.



## **F. Excessive Absences**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class.

The Head of School or designee shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

If a student is absent from school for five or more days in a semester, the Head of School or a committee established by the Head of School shall consider whether the student's grades should be reduced because of the absences. The Head of School or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the Head of School who may make any of the following determinations:

1. The student will not receive a passing grade for the semester;
2. the student's grade will be reduced;
3. the student will receive the grade otherwise earned; or
4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness, school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

Excessive absences may impact eligibility for participation in interscholastic athletics

## **G. Extracurricular Participation**

Students must be in attendance and counted present for the instructional day to participate in any extracurricular activities. This includes but is not limited to competition, practice, and organizational meetings. Students attending remotely are not eligible to participate without prior written approval by the Head of School and club sponsor or athletic director.

*Revised: August 2025*

*December 2024*

*November 2023*

*Approved: June 2021*

**ATTENDANCE PROMOTION STANDARDS***Policy Number:* **4415**

Regular school attendance is of crucial importance for educational achievement. The learning experiences that occur in the classroom are essential components of the learning process and time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. Students should attend school every day, and the responsibility for regular attendance resides with the parents/guardians and the individual student. If a parent fails to assure the child's attendance at school, the parent may be prosecuted for violating the compulsory attendance law.

For the purpose of grade promotion, students must be in attendance in compliance with this policy. This policy does not recognize the causes or differentiation of absence types.

**Elementary Standards (K-4)**

For ~~elementary~~ students to be compliant, they must be in attendance the greater of 160 days or 90% of the total school calendar days.

A parent-teacher conference is required at absence 10 or at any point deemed as needed by one of the student stakeholders.

~~Elementary~~ students who exceed the allowed number of absences may be subject to retention of grade.

**Intermediate and Middle Grades Standards (5-8)**

~~For intermediate and middle grade students to be compliant, they must be in attendance the greater of 163 days or 93% of the total calendar days.~~

~~A parent-teacher conference is required at absence 9 or at any point deemed as needed by one of the student stakeholders.~~

~~Students who exceed 10 absences must participate in credit recovery. Credit recovery is addressed further in this policy.~~

~~Students who exceed the allowed number of absences without participating in credit recovery, may be subject to retention of grade.~~

**High School Standards (9-12)**

~~For high school students to be compliant, they must be in attendance the greater of 168 days for a full calendar year, 85 days per semester, or 96% of the total calendar days.~~

~~A parent-teacher conference is required at absence 4 in the semester, absence 7 for year-long courses, or at any point deemed as needed by one of the student stakeholders.~~

~~Students who exceed 5 absences a semester or 8 for year-long courses must participate in credit recovery. Credit recovery is addressed further in this policy.~~

~~Students who exceed the allowed number of absences without participating in credit recovery, will not be eligible for credit towards graduation.~~

### **Credit Recovery**

~~Students in grades 5-12 who exceed the allowable absences outlined in this policy, must participate in credit recovery to earn the required seat time in a course for promotion. Credit recovery will be offered based upon staffing and scheduling availability. When possible, credit recovery will take place utilizing flex time within the school day, before or after school sessions, during planned teacher workdays, and as a last option on Saturdays.~~

~~Credit recovery shall take precedent over school clubs or extracurricular activities. The only exception will be for students participating in driver's education.~~

~~Credit recovery must be completed by the end of the semester or school year unless prior written permission is granted by the Head of School.~~

### **Student Due Process**

The ultimate goal is for students to be granted credits or grade promotion when these are earned. It is understood that there will be factors that occur beyond the scope of control of the student that could impact this goal. Students are encouraged to participate in any stakeholder meeting involving their attendance.

### **Student Attendance Plan (SAP)**

When students have documented absence concerns, the first required action is the development of a Student Attendance Plan (SAP). Each SAP must:

- Be developed collaboratively with at least a parent/guardian, teacher, and student when possible.
- Include a plan for credit recovery as appropriate.
- Be distributed upon completion to the parent/guardian and front office.
- Be regularly reviewed by the original collaborators. The review shall take place at least within every 6 weeks from development.

### **Retention Team Hearing**

Prior to a retention in K-8 or incomplete in high school being assigned there must be a Retention Team hearing to make a recommendation. The Retention Team shall consist of three staff members that meet the following criteria:

- Homeroom teacher or teacher of the course effected.
- A randomly selected classroom teacher that does not provide instruction to the student.
- A randomly selected staff from a pool of electives teacher, office staff, or teacher assistant.

The hearing will be scheduled with at least a 3-day notice to parents and within 10 days before or after the end of the semester or school year. The hearing will consider documented attendance,

parent provided information, and information relevant to the student attendance from the school nurse, counselor, or any other professional with insight on the student.

At the conclusion of the hearing, the Retention Team shall make a written non-binding recommendation to the Head of School either Retain/Deny Credit or Promote/Award Credit. The Head of School will take the recommendation and decide the outcome with notification sent to parent/guardian within 48 hours. The decision by the Head of School shall be final.

The Retention Team recommendation and Head of School decision shall be added to the student's permanent record.

**ATTENDANCE PROMOTION STANDARDS***Policy Number:* **4415**

Regular school attendance is of crucial importance for educational achievement. The learning experiences that occur in the classroom are essential components of the learning process and time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. Students should attend school every day, and the responsibility for regular attendance resides with the parents/guardians and the individual student. If a parent fails to assure the child's attendance at school, the parent may be prosecuted for violating the compulsory attendance law.

For the purpose of grade promotion, students must be in attendance in compliance with this policy. This policy does not recognize the causes or differentiation of absence types.

For students to be compliant, they must be in attendance the greater of 160 days or 90% of the total school calendar days.

A parent-teacher conference is required at absence 10 or at any point deemed as needed by one of the student stakeholders.

Students who exceed the allowed number of absences may be subject to retention of grade.

**Student Due Process**

The ultimate goal is for students to be granted credits or grade promotion when these are earned. It is understood that there will be factors that occur beyond the scope of control of the student that could impact this goal. Students are encouraged to participate in any stakeholder meeting involving their attendance.

**Student Attendance Plan (SAP)**

When students have documented absence concerns, the first required action is the development of a Student Attendance Plan (SAP). Each SAP must:

- Be developed collaboratively with at least a parent/guardian, teacher, and student when possible.
- Include a plan for credit recovery as appropriate.
- Be distributed upon completion to the parent/guardian and front office.
- Be regularly reviewed by the original collaborators. The review shall take place at least within every 6 weeks from development.

**Retention Team Hearing**

Prior to a retention in K-8 or incomplete in high school being assigned there must be a Retention Team hearing to make a recommendation. The Retention Team shall consist of three staff members that meet the following criteria:

- Homeroom teacher or teacher of the course effected.
- A randomly selected classroom teacher that does not provide instruction to the student.

- A randomly selected staff from a pool of electives teacher, office staff, or teacher assistant.

The hearing will be scheduled with at least a 3-day notice to parents and within 10 days before or after the end of the semester or school year. The hearing will consider documented attendance, parent provided information, and information relevant to the student attendance from the school nurse, counselor, or any other professional with insight on the student.

At the conclusion of the hearing, the Retention Team shall make a written non-binding recommendation to the Head of School either Retain/Deny Credit or Promote/Award Credit. The Head of School will take the recommendation and decide the outcome with notification sent to parent/guardian within 48 hours. The decision by the Head of School shall be final.

The Retention Team recommendation and Head of School decision shall be added to the student's permanent record.

# Coversheet

## Wellness policy

<b>Section:</b>	IV. Policy Committee
<b>Item:</b>	F. Wellness policy
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	5800 Wellness Policy v2.pdf

## WELLNESS POLICY

*Policy Number:* **5800x**

### Preamble

Shining Rock Classical Academy (hereto referred to as the PSU) is committed to the optimal development of every student. The PSU believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and healthy promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.<sup>i,ii,iii,iv,v,vi,vii</sup> Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.<sup>viii,ix,x</sup> In addition, students who are physically active do better academically.<sup>xi,xii,xiii,xiv</sup> Finally, there is evidence that adequate hydration is associated with better cognitive performance.<sup>15,16,17</sup>

This policy outlines the PSU's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity throughout the school day while minimizing commercial distractions. Specifically, this policy works to ensure that:

- Students in the PSU have access to healthy foods throughout the school day in accordance with Federal and state nutritional standards.
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors.
- Students have opportunities to be physically active before, during and after school.
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness.
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
- The community is engaged in supporting the work of the district in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The district establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

### Committee Role and Membership

The PSU will convene a representative PSU wellness committee (hereto referred to as the DWC) that meets at least two times per year to establish goals for and oversee school health and safety



policies and programs, including development, implementation and periodic review and update of this PSU wellness policy (heretofore referred as “wellness policy”).

The DWC membership will represent all school levels and will be open to parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals, and mental health and social services staff; school administrators, school board members; health professionals and other members of the community where appropriate. To the extent possible, the DWC will reflect the diversity of the community.

The Nutrition Director will convene the DWC and facilitate development of and updates to the wellness policy and will ensure each school’s compliance with the policy.

### **Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

#### **Implementation Plan**

The PSU will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. The DWC will create an action plan that fosters implementation and generates an annual progress report.

#### **Recordkeeping**

The PSU will retain records to document compliance with the requirements of the wellness policy on the school’s computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy.
- Documentation demonstrating that the policy has been made available to the public.
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate in the DWC.
- Documentation to demonstrate compliance with the annual public notification requirements.
- The most recent assessment of the implementation of the local school wellness policy.
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

#### **Annual Notification of Policy**

The PSU will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The PSU will make this information available via the district website and/or district-wide communications. Annually, the District will also publicize the name and contact information of the officials

leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### **Triennial Progress Assessments**

At least once every three years, the PSU will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the PSU are following the wellness policy; and
- A description of the progress made in attaining the goals of PSU's wellness policy.

PSU will actively notify households/families of the availability of the triennial progress report.

### **Revisions and Updating the Policy**

The DWC will update or modify the wellness policy based on school health information and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

### **Community Involvement, Outreach and Communications**

The PSU is committed to being responsive to community input, which begins with awareness of the wellness policy. The PSU will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The PSU will also inform parents of compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The PSU will use electronic mechanisms, such as email or displaying notices on the district's website, as well as nonelectronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The PSU will ensure that communications are culturally and linguistically appropriate to the community and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

PSU will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The PSU will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

### **Nutrition – School Meals**

The PSU is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Shining Rock Classical Academy participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). SRCA is committed to offering school meals that:

- Are accessible to all students.
- Are appealing and attractive to children.
- Are served in clean and pleasant settings.
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The PSU offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices

### **Staff Qualifications and Professional Development**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

### **Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The PSU will make drinking water available where school meals are served during mealtimes.

### **Competitive Foods and Beverages**

The PSU is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The PSU will sell or serve foods and beverages outside of the school meal programs (e.g., "competitive" foods and beverages), those foods and beverages will meet the USDA Smart Snacks in School nutrition standards, at a minimum. It should be noted that:

- Snacks are available in school for student purchase.
- Snacks may be brought from home for children's own consumption, with the understanding that some classrooms may need to restrict some types of snacks due to specific allergies that classmates or staff may have, such as peanut allergies. Parents are encouraged to send healthy snacks that will provide the "fuel" for effective learning.

- Parents are to refrain from sending snacks to be shared. This is because every school has children who have severe, life-threatening allergies of all kinds. No child shall be put at risk of having an allergic reaction to foods brought into school.
- Administrators may make exceptions to this to approve curriculum-based food activities.
- Staff members are expected to follow the same procedures for any food they bring in to share with their classes or allow other students to bring in and share.
- No fundraising activities or school store sales involving food will occur during the breakfast or lunch period.
- Any corporate sponsor or corporate partnership shall meet all previously stated guidelines and shall not compromise the Local Wellness Policy.

### **Celebrations and Rewards**

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The PSU will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. The PSU will provide parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
3. Rewards and incentives. The PSU will provide teachers and other relevant school staff with a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### **Nutrition Education**

- Nutrition instruction will be taught as a sequential, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect health.
- It is designed to provide students with the knowledge and skills necessary to promote and protect their health.
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods.
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs'
- Nutrition Educators will collaborate with the food service staff to strengthen and extend instruction.

### **Physical Activity**

- Opportunities for physical activity will be incorporated daily, weather permitting.

- Physical Activities programs, such as intramurals, extended day programs, extracurricular activities and interscholastic sports are available for all students.
- Physical activity, during the school day, will not be used as punishment (e.g., running laps, pushups) nor is it desirable to routinely restrict physical activity for disciplinary reasons, unless related to violations that occur during the physical activity periods.

### **Physical Education**

- Physical Education shall be taught as a required subject in all grades for all students
- Student involvement in other activities involving physical activity will not be substituted for physical education class.
- Physical Education should be taught to students throughout the school year to provide the maximum activity exposure and instructional continuity.
- Physical Education instruction will incorporate NASPE's Quality Physical Education guidelines including opportunity to learn, meaningful content and appropriate instruction.
- The Physical Education program should match the Health Curriculum Framework and the National Standards for Physical Education (NASPE).

### **Wellness Promotion**

- Instruction in health education shall be taught as a sequential, standards-based program and incorporate the Health Frameworks standards.
- The Health Education program should match the Health Curriculum Framework and the National Health Education Standards.

### **Other Activities that Promote Student Wellness**

SRCA will integrate wellness activities across the entire school setting. The PSU will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

### **Community Partnerships**

The PSU will develop relationships with community partners in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### **Community Health Promotion and Family Engagement**

The PSU will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the district's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school sponsored activities and receive information about health promotion efforts.

### **Staff Wellness and Health Promotion**

- The DWC will identify and disseminate wellness resources and support staff wellness.
- The PSU will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors.

### **Professional Learning**

When feasible, the PSU will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

<sup>i</sup> Bradley, B, Green, AC. Do Health and Education Agencies in the United States Share Responsibility for Academic Achievement and Health? A Review of 25 years of Evidence About the Relationship of Adolescents' Academic Achievement and Health Behaviors, *Journal of Adolescent Health*. 2013; 52(5):523–532. <sup>ii</sup> Meyers AF, Sampson AE, Weitzman M, Rogers BL, Kayne H. School breakfast program and school performance. *American Journal of Diseases of Children*. 1989;143(10):1234–1239.

<sup>iii</sup> Murphy JM. Breakfast and learning: an updated review. *Current Nutrition & Food Science*. 2007; 3:3–36. <sup>iv</sup> Murphy JM, Pagano ME, Nachmani J, Sperling P, Kane S, Kleinman RE. The relationship of school breakfast to psychosocial and academic functioning: Cross-sectional and longitudinal observations in an inner-city school sample. *Archives of Pediatrics and Adolescent Medicine*. 1998;152(9):899–907. <sup>v</sup> Pollitt E, Mathews R. Breakfast and cognition: an integrative

summary. *American Journal of Clinical Nutrition*. 1998; 67(4), 804S–813S. <sup>vi</sup> Rampersaud GC, Pereira MA, Girard BL, Adams J, Metz J. Breakfast habits, nutritional status, body weight, and academic performance in children and adolescents. *Journal of the American Dietetic Association*. 2005;105(5):743–760, quiz 761–762. <sup>vii</sup> Taras, H. Nutrition and student performance at school. *Journal of School Health*. 2005;75(6):199–213. <sup>viii</sup> MacLellan D, Taylor J, Wood K. Food intake and academic performance among adolescents. *Canadian Journal of Dietetic Practice and Research*. 2008;69(3):141–144. <sup>ix</sup> Neumark-Sztainer D, Story M, Dixon LB, Resnick MD, Blum RW. Correlates of inadequate consumption of dairy products among adolescents. *Journal of Nutrition Education*. 1997;29(1):12–20. <sup>x</sup> Neumark-Sztainer D, Story M, Resnick MD, Blum RW. Correlates of inadequate fruit and vegetable consumption among adolescents. *Preventive Medicine*. 1996;25(5):497–505. <sup>xi</sup> Centers for Disease Control and Prevention. *The association between school-based physical activity, including physical education, and academic performance*. Atlanta, GA: US Department of Health and Human Services, 2010. <sup>xii</sup> Singh A, Uijtendewilligne L, Twisk J, van Mechelen W, Chinapaw M. *Physical activity and performance at school: A systematic review of the literature including a methodological quality assessment*. *Arch Pediatr Adolesc Med*, 2012; 166(1):49-55. <sup>xiii</sup> Haapala E, Poikkeus A-M, Kukkonen-Harjula K, Tompuri T, Lintu N, Väistö J, Leppänen P, Laaksonen D, Lindi V, Lakka T. *Association of physical activity and sedentary behavior with academic skills – A follow-up study among primary school children*. *PLoS ONE*, 2014; 9(9): e107031. <sup>xiv</sup> Hillman C, Pontifex M, Castelli D, Khan N, Raine L, Scudder M, Drollette E, Moore R, Wu C-T, Kamijo K. *Effects of the FITKids randomized control trial on executive control and brain function*. *Pediatrics* 2014; 134(4): e1063-1071.

<sup>15</sup> Change Lab Solutions. (2014). *District Policy Restricting the Advertising of Food and Beverages Not Permitted to be Sold on School Grounds*. Retrieved from <http://changelabsolutions.org/publications/district-policy-school-food-ads>

# Coversheet

## Employee Handbook Addendum

<b>Section:</b>	IV. Policy Committee
<b>Item:</b>	G. Employee Handbook Addendum
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Staff Handbook Addendum 2025.pdf



**IMPORTANT ADDENDUM TO STAFF HANDBOOK:**

*At no time should staff be in a situation where they are alone with a child or children and cannot be observed by others. The School will make every attempt to design and structure its programs to eliminate the potential for a staff member to be in a one-on-one situation. If a staff member becomes alone with a child, s/he should promptly move to a location where s/he can be observed by other staff members. **Students requiring toileting assistance should have a bathroom log that is completed by two staff members.***

- Distributed to staff via weekly newsletter 8.25.2025

# Coversheet

## Finance Report

**Section:** V. Finance Committee

**Item:** A. Finance Report

**Purpose:** Discuss

**Submitted by:**

**Related Material:**

03\_BOARD\_REPORT\_2025\_07\_SHINING\_ROCK\_CLASSICAL\_ACADEMY\_CFA\_20250822.pdf



## SHINING ROCK CLASSICAL ACADEMY CFA Budget Analysis Report (Unreconciled)

Fiscal Year: 2026 - July

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Note
<b>Revenues</b>							
► Rev - State Revenue	5,077,623.84	473,366.26	473,366.26	4,604,257.58	9.32	5,077,623.84	
► Rev - Local	1,653,905.03	8,270.56	8,270.56	1,645,634.47	0.50	1,638,905.03	
► Rev - Pass-Through Revenue	150,600.00	8,749.00	8,749.00	141,851.00	5.81	165,750.00	
► Rev - Federal	328,558.00	0.00	0.00	328,558.00	0.00	328,558.00	
► Rev - Fund 5 Rev - B&A, Lunch(Full Pay)	210,000.00	2,838.00	2,838.00	207,162.00	1.35	210,000.00	
<b>Revenues</b>	<b>7,420,686.87</b>	<b>493,223.82</b>	<b>493,223.82</b>	<b>6,927,463.05</b>	<b>6.65</b>	<b>7,420,836.87</b>	
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Note
<b>Expenses</b>							
► Salaries & Bonuses	3,402,325.00	278,883.45	278,883.45	3,123,441.55	8.20	3,397,545.00	
► Benefits	886,416.93	76,034.22	76,034.22	810,382.71	8.58	890,030.63	
► Books and Supplies	160,200.00	23,697.76	23,697.76	136,502.24	14.79	160,200.00	
► Technology	116,000.00	43,586.89	43,586.89	72,413.11	37.57	116,000.00	
► Equipment & Leases	90,000.00	4,841.04	4,841.04	85,158.96	5.38	90,000.00	
► Contracted Student Services	179,500.00	1,225.00	1,225.00	178,275.00	0.68	179,500.00	
► Staff Development	29,000.00	290.59	290.59	28,709.41	1.00	29,000.00	
► Administrative Services	307,500.00	42,736.46	42,736.46	264,763.54	13.90	307,500.00	
► Insurances	83,000.00	7,202.76	7,202.76	75,797.24	8.68	83,000.00	
► Rents & Debt Service	1,499,750.04	128,325.72	128,325.72	1,371,424.32	8.56	1,496,979.92	
► Facilities	205,000.00	75,128.77	75,128.77	129,871.23	36.65	211,839.82	
► Utilities	135,500.00	3,898.73	3,898.73	131,601.27	2.88	135,500.00	
► Nutrition & Food	106,000.00	126.00	126.00	105,874.00	0.12	106,000.00	
► Transportation & Travel	29,000.00	811.05	811.05	28,188.95	2.80	29,000.00	
► Before and After School Care (WINGS)	68,500.00	14,873.05	14,873.05	53,626.95	21.71	68,594.03	
► Pass-Through Expenses	3,500.00	39.54	39.54	3,460.46	1.13	3,500.00	
► Federal Grant Related Expenses	110,000.00	5,110.72	5,110.72	104,889.28	4.65	40,494.63	
► NC Safety Grant Expenses - 438	0.00	295.80	295.80	-295.80	***	295.80	
<b>Expenses</b>	<b>7,411,191.97</b>	<b>707,107.55</b>	<b>707,107.55</b>	<b>6,704,084.42</b>	<b>9.54</b>	<b>7,344,979.83</b>	
<b>Surplus/(DEFICIT)</b>	<b>9,494.90</b>	<b>-213,883.73</b>	<b>-213,883.73</b>	<b>223,378.63</b>	<b>-2.89</b>	<b>75,857.04</b>	

# Coversheet

## School Nutrition Procurement Plan

<b>Section:</b>	VIII. Transportation & Facilities Committee
<b>Item:</b>	B. School Nutrition Procurement Plan
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Shining Rock Procurement Plan Final Draft 8.27.2025.pdf

## Shining Rock Classical Academy

### PROCUREMENT PLAN

### SCHOOL NUTRITION PROGRAM

The procurement plan described on the following pages (pages 1 through 21) was adopted by the Shining Rock Classical Academy Board of Education (BOE) and will be implemented effective (\_\_\_\_ date of adoption) and from that date forward until amended. All procurement processes and activities will be consistent with the principles of free and open competition. The SFA will avoid unreasonable conditions that restrict competition. All reasonable efforts will be made to solicit bids, proposals and/or quotes from as many qualified vendors as possible; all qualified vendors are invited to respond to solicitations.

The procurement of all goods and services using School Nutrition funds will be carefully documented during each phase of the procurement process. The BOE shall award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed solicitation. The BOE will restrict awards, sub-awards and contracts with any party that is debarred, suspended or otherwise excluded from participation in Federal assistance programs or activities. All parties involved in the procurement process involving School Nutrition funds will comply with a written code of ethics/conduct, which includes a conflict of interest policy. Adherence with the code of ethics/conduct and conflict of interest policies is fundamental to the integrity of the procurement process.

---

Chair, Board of Education

---

Date

---

Head of School

---

Date

## Shining Rock Classical Academy

### PROCUREMENT PLAN

The Shining Rock Classical Academy (hereinafter referred to as the School Food Authority (SFA) plan for procuring goods and services for use in the School Nutrition Program is described in detail herein. The plan includes all Federal food-assistance programs administered by the SFA. Adhering with the procurement plan is intended to ensure free and open competition, in an environment that promotes transparency in all transactions, documented comparability for ethical decision-making, and adequate documentation to substantiate the allowable use of School Nutrition funds.

#### **Part I: Code of Ethics/Conduct governing the procurement of goods and services using School Nutrition Funds**

1. The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Nutrition funds.
  - a. No employee, officer or agent of the Local Education Agency (LEA) shall participate in the development of a solicitation, selection of a recipient, and/or administration of a contract supported by School Nutrition funds if a conflict of interest, real or apparent, would be involved.
  - b. Conflicts of interest arise when one of the following has a financial or other interest in the contractor selected for the award:
    - i. Any employee, officer or agent of the contractor;
    - ii. Any member of the immediate family of the contractor;
    - iii. The contractor's partner; and/or
    - iv. An organization which employs or is about to employ one of the above.
  - c. Employees, officers or agents of the LEA and SFA shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. (\*Note: the SFA may establish local policy indicating School Nutrition personnel may accept an unsolicited item of nominal value where the exact value is established and recorded in this procurement plan or participate in a group event where the financial interest is not significant and the event is open to all attendees or participants.)
  - d. It is acknowledged that the penalty for violation of the Code of Ethics/Conduct may include any of the following:
    - i. Reprimand by Board of Education; or
    - ii. Dismissal by Board of Education; or
    - iii. Any legal action necessary.

#### **Part II: Procurement Methods used to Purchase Goods and Services using School Nutrition funds**

A combination of formal and informal purchasing methods will be used to procure all goods and services on behalf the non-profit School Food Authority (SFA). Formal purchasing methods will include the use of an Invitation for Bid (IFB) or a Request for Proposal (RFP). As required by 2 CFR 200.317 – 200.326 and NC General Statute, Article 8, Chapter 143, formal purchasing methods will always be used for any purchase that exceeds the lesser of the State's small purchase threshold of \$90,000.00 or the SFA's board-approved small purchase or simplified acquisition threshold. For purchases below the lesser of the State's simplified acquisition threshold of \$90,000 or the board-approved simplified acquisition threshold, informal procurement procedures involving a documented Request for Quote (RFQ) will be utilized when seeking competitive pricing.

Micro-purchase procedures as defined in 2 CFR 200.320 may be used for goods or services reflecting separate or aggregate purchases in an amount equal to or less than \$10,000.00 in aggregate on an annual basis. Non-competitive negotiation or sole source procurement, is rare and requires the prior written approval of the North Carolina Department of Public Instruction (NCDPI) prior to purchase and/or contract execution. Contracts will be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the base solicitation; consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources. All procurement transactions (formal, informal, sole source and emergency) will be thoroughly documented and available for review and/or audit by Federal, State and local authorities upon request.

The SFA will make all efforts to avoid the acquisition of unnecessary or duplicative items. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach, including purchases made using existing contracts that were competitively procured by the State of North Carolina and in accordance with State General Statute. Where feasible, the SFA will consider the purchase of gently-used or surplus equipment in lieu of purchasing new equipment.

Overly-prescriptive specifications will be avoided to promote competition. When it is impractical to make a clear, definitive description, a "brand name or equivalent" description will be used as a means to define a product or service. In this case, the specific features of the named brand, which must be met by contractors, must be clearly stated. In order to ensure objective contractor performance, any potential contractor that develops or drafts specifications, requirements, statements of work or other solicitation documents or resources, will be excluded from competing for such procurements. All solicitation documents will identify the specific requirements which the contractor must fulfill and any other factors that will be considered when evaluating quotes, bids, or proposals.

#### **A. Formal Procurement Methods**

Formal methods of procurement including an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be used for any and all purchases in excess of the SFA's simplified acquisition (or small purchase) threshold OR the State simplified acquisition (or small purchase) threshold of \$90,000.00, whichever is less.

The SFA's Simplified Acquisition Threshold is \$90,000.00: this amount will be used to determine whether formal or informal purchasing methods will be used.

Formal procurement methods will be applied on the basis of a/an:

1. Centralized or administrative office purchase
2. Individual school purchase
3. Previously competitively-procured State contract, provided Uniform Grants Guidance is included in the terms and conditions of SFA's solicitation/contract

An IFB will be used when the sole criteria for awarding a contract to the most responsive, responsible bidder is the cost of goods or services. A RFP will be used when other factors, objective and subjective, will be used to award the contract. When using an RFP, cost will be a significant factor in the contract award along with other evaluation criteria. The specific evaluation criteria will be provided as part of the original solicitation to enable all potential contractors to clearly understand the basis of the award.

Given the potential to purchase more than products and services above the SFA's Simplified Acquisition Threshold of \$90,000 in goods and services using School Nutrition funds, it will be the responsibility of Head of School or Designee to document the specific cost of a procurement to determine and document which formal procurement method will be used and the justification for doing so.

The Head of School or Designee will perform a cost analysis for every procurement action in excess of the SFA's small purchase threshold where formal procurement methods will be used; the documentation of the cost analysis will be kept on file with other procurement documents and will be subject to review and/or audit.

When a formal procurement method is required, the following procedures shall apply:

1. A public advertisement is required to solicit bids or proposals for all purchases over the Local Education Agencies (LEA) simplified acquisition (or small purchase) threshold of \$90,000.00. The announcement (advertisement or legal notice) will contain a general description of items to be purchased; specific procedures for submission of a bid or proposal; deadline for submission of sealed bids or proposals, and the address where complete specifications and bid/proposal instructions may be obtained and the contact person to whom questions may be addressed.

An announcement of an Invitation for Bid (IFB) or a Request for Proposal (RFP) will be placed in *The Mountaineer* to publicize the intent of the School Food Authority to purchase needed items. The legal notice of advertisement for bids/proposals will be run in these media outlets for one week.

2. In an IFB or RFP, each vendor will be given an opportunity to submit a bid or proposal using the same complete, adequate and realistic specifications.
3. Specifications will be developed and provided to all potential contractors desiring to submit bids or proposals for the products or services requested. Vendors will be selected to receive the solicitation using the following methods:

- a. Prior acceptable service with the SFA
- b. Recommendations from similar entities
- c. When previously requested by interested vendors

Any party that assists the SFA in the development of the written specifications, product descriptions or services to be provided, will be disqualified from submitting bids or proposals for such products or services. Potential vendors are prohibited from developing or assisting in the development of specifications, product descriptions or services to be provided.

4. If any potential vendor is in doubt as to the true meaning of the specifications or purchase conditions, an interpretation will be provided by Head of School or Designee. If a single vendor requests clarification on an item in an IFB, RFP, or other solicitation, a response will be provided to all potential vendors that originally requested and/or received the solicitation.
5. The IFB or RFP will clearly define the purchase conditions. The following shall be addressed in the solicitation and final contract documents:
  - a. Intent of the procurement activity
  - b. Contract period
  - c. SFA is responsible for all contracts awarded (statement)
  - d. Date, time and location of pre-bid or pre-proposal meeting (if any)
  - e. Date, time and location of bid opening and bid/proposal submission procedures with SFA contact information
  - f. How the vendor is to be informed of bid/proposal acceptance or rejection
  - g. Type of contract (i.e. fixed price with firm price for delivery, etc.)
  - h. Specific requirements potential contractor must fulfill in order for the bid or proposal to be evaluated
  - i. Statement indicating any and all bids or proposals may be rejected at the discretion of the SFA
  - j. Benefits to which the SFA will be entitled if the contractor cannot or will not perform as required in accordance with the terms and conditions of the contract
  - k. Statement regarding any contract extension or "rollover" options based upon the mutual agreement of both parties
  - l. Statement concerning any intent for piggybacking should a reasonable need emerge
  - m. Statement regarding the return of rebates, discounts and other purchase incentives to the SFA's non-profit School Nutrition account



- n. Historically Underused Businesses (HUB) Statement to involve minority businesses where possible
  - o. Remedy for non-performance/termination of contract; termination provisions and the basis for any settlement for all purchases and service contracts over \$10,000.00
  - p. Non-collusion statement
  - q. Assurance of ethical practices statement
  - r. Bid/proposal protest procedures
  - s. Provision requiring compliance with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations required for all contracts over \$10,000.00
  - t. Instrument to be used for obtaining goods or services (such as a purchase order or other system of ordering) to be described by the SFA in detail, including how the contractor will be notified using the purchase instrument
  - u. Escalation/de-escalation clause for future contract renewal periods (should such be allowed) based on appropriate standard or cost index
  - v. Statement of assurance of protection under Civil Rights laws
  - w. Provision requiring access by duly authorized representatives of the SFA, State agency, United States Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
  - x. Method of payment (invoices, statements, etc.)
  - y. Method of shipment or delivery upon contract award
  - z. Delivery schedule and delivery requirements
  - aa. Provision requiring contractor to maintain all required records for three years plus the current year (and any contract periods open as a result of unresolved matter) after final payment and all other pending matters are closed for all negotiated contracts
  - bb. Bid/proposal Certification form
  - cc. Specifications that are sufficient to obtain the exact goods or services needed, but not so detailed as to restrict competition
  - dd. Product/service specifications to include approved brand or equivalent, quantity, quality, packaging, pricing (unit and extended), procedures for documenting/pre-approving any substitutions or deviations
  - ee. Provision requiring the contractor to recognize mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan
  - ff. Provision requiring the contractor to recognize mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
  - gg. All contracts over \$100,000.00 will require compliance with the Clean Air Act issued under Section 306, Executive Order 11738
  - hh. Signed Certificate of Lobbying for all contracts over \$100,000.00
  - ii. Signed Statement of non-collusion
  - jj. Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS)
  - kk. Provision requiring "Buy American" as outlined in Policy Memorandum 210.21-14; specific instructions for prior approval of any and all of non-domestic products
  - ll. Provision requiring the Contractor to abide with the Jessica Lunsford Act (sample language is attached with this document)
  - mm. Provision requiring the Contractor to abide with the Iran Divestment Act of 2015 (as modified).
6. The Head of School or Designee will be responsible for publicly advertising and coordinating the procurement process for all purchases using School Nutrition funds. This person will also be responsible for receiving and securing all bids, proposals, quotes and other collateral documents if indicated as part of the solicitation process.

7. The Head of School or Designee will be responsible to ensure all SFA procurements are conducted in compliance with applicable Federal regulations, State General Statutes or policies of the local Board of Education and that the Procurement Checklist shown at the end of this document will be completed for each formal procurement, signed and dated by the person named above and maintained on file with the original procurement documents.
8. The following criteria will be used to award contracts (based on bids or proposals):
  - a. Price
  - b. Prior contract performance (quality, service, etc.)
  - c. Recommendations and reference checks
9. In awarding RFP a set of award criterion in the form of a weighted objective evaluation tool will be provided to each potential vendor in the initial solicitation documents/materials. Price alone will not be the sole basis for award but remains the primary consideration when awarding the contract. Following evaluation and competitive negotiations, a firm fixed-price contract will be awarded to the successful vendor.
10. Contracts will be awarded to the most responsible bidder/proposer whose bid or proposal is most responsive to the solicitation and is most advantageous to the SFA, price, and other factors considered. Any and all quotes, bids or proposals may be rejected at the discretion of the SFA and/or LEA or appropriate governing body.
11. The Head of School or Designee is required to sign the bid tabulation of competitive, sealed bids or the evaluation criterion score form of competitive proposals signifying a fair and impartial review and approval of the successful bidder/proposer.
12. The Head of School or Designee will annually review the SFA's Written Procurement Plan in the context of current local, State and Federal regulations to ensure compliance with applicable laws. This individual will also be responsible to update the School Nutrition Procurement Plan as often as required to reflect current Federal, State and local procurement policies.
13. The Head of School or Designee will be responsible for documentation that the actual product(s) or service(s) specified are received.
14. Any time a previously agreed-upon item is not available, the Head of School or Designee will review, select and approve the acceptable alternative. The contractor must inform the Head of School or Designee no later than 2 business days that a product is not available and that a substitute item may be considered. The Head of School or Designee shall review and approve all product/service substitutions in advance and in writing to the contractor. No product or service shall be used in the School Nutrition program that was not approved, in writing, in advance by the Head of School or Designee. In the event a non-domestic agricultural product is to be provided to the SFA, the contractor must obtain, in advance, the written approval of the product from the School Nutrition Administrator. The Head of School or Designee will oversee compliance with the *Buy American Provision*.
15. Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for preparing and maintaining this documentation is Head of School or Designee.
16. The Head of School or Designee will be responsible for maintaining all documentation of the procurement process and making documents available for review during announced and unannounced program reviews.
17. When appropriate and approved by Head of School or Designee, the SFA will exercise its option to purchase items that were previously competitively procured by the North Carolina Department of Administration, Purchase and Contract Division, using a duly awarded, active State Term Contract, provided Uniform Grants Guidance is included in the terms and conditions of the SFA's solicitation/contract.

## **B. Informal Procurement Procedures**

1. When the cost of products or services is less than the LEA's small purchase threshold of \$10,000 or the Federal micro-purchasing threshold of \$10,000, informal purchasing procedures including the Request for Quotes (RFQ) and Micro-purchasing Procedures (MPP) will be utilized.
2. When using a RFQ, the following procedures will apply:

- a. Clearly written specifications will be prepared and provided to each potential vendor; the SFA's approved terms and conditions will also be provided to each potential vendor.
  - b. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of three (3) vendors shall be contacted.
  - c. The Head of School or Designee will be responsible for communicating with potential vendors when price quotes are required.
  - d. Price quotes will receive appropriate confidentiality before awarding a contract.
  - e. Quotes will be awarded by the Head of School or Designee. Quotes awarded will be to the lowest and best quote based upon quality, service, availability, and price.
  - f. The Head of School or Designee will be responsible for documentation of procedures to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
  - g. The Head of School or Designee will be responsible for documentation that the actual product(s) or service(s) specified is received.
  - h. Any time an accepted item is not available, the Head of School or Designee will select and approve an acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
  - i. Bids will be awarded on the following criteria:
    - i. Price
    - ii. Prior contract performance (quality, service, etc.)
    - iii. Recommendations and reference checks
  - j. The Head of School or Designee is required to sign all quote tabulations, signifying a fair and equitable review and approval of the selections.
  - k. Quotes from an adequate number of qualified sources will be obtained. Where only one (1) quote is received, the district will provide written documentation as to why there were fewer than three (3) qualified quotes.
  - l. When appropriate and approved by Head of School or Designee, the SFA will purchase items that were previously competitively procured by the North Carolina Department of Administration, Purchase and Contract Division, using a duly awarded, active State Term Contract, provided Uniform Grants Guidance is included in the terms and conditions of the SFA's solicitation/contract.
3. When using MPP, the following will apply:
- a. The Head of School or Designee will determine whether the aggregate amount of purchases for goods and/or services does not exceed the micro-purchase threshold of (equal to or less than) \$10,000, a micro-purchasing procedure may be utilized. In so doing, the Head of School or Designee will be responsible to ensure that, under no condition, will purchases be subdivided into amounts of \$10,000 or less in order to circumvent the formal and informal purchasing requirements.
  - b. Purchase orders may be solicited without quotes if the Head of School or Designee determines such practice is consistent with micro-purchasing regulations and consistent with the SFA's written Procurement Plan.
  - c. The Head of School or Designee may purchase products and services (similar or dissimilar, purchased at once, as a single, collective unit whose aggregate cost is less than or equal to \$10,000 in a single transaction, without obtaining competitive quotes as long as the Head of School or Designee determines the price to be reasonable.
  - d. The Head of School or Designee shall ensure competition is achieved by distributing purchase transactions equitably among qualified sources where the price is reasonable. The Head of School or Designee will document all micro-purchases on a *Micro-purchase Tracking Form*.
  - e. For purposes of micro-purchasing, a transaction shall be defined as "an occurrence in which two (2) or more entities exchange goods, services or money between or among them under an agreement formed for their mutual benefit."

- f. The Head of School or Designee agrees to contact the State agency with any questions about allowable/unallowable micro-purchases, and further agrees to maintain all documentation to substantiate micro-purchases including the following:
  - i. Rationale for using micro-purchasing;
  - ii. Estimated cost of the item/service to be procured (indicating a one-time purchase of \$10,000 or less);
  - iii. Name and address of the vendor;
  - iv. Documentation that purchases are made from a variety of potential vendors as opposed to a single vendor for the majority of micro-purchases;
  - v. All micro-purchases were approved by the Head of School or Designee prior to the initiation of a single micro-purchase.
- g. The Head of School or Designee will be responsible for the documentation of records to fully explain the decision to use micro-purchasing and to document the micro-purchasing process and outcomes. Such records will be available for audit and review.
- h. The Head of School or Designee will be responsible for documentation that the actual product or service as specified or required was purchased and received.

### **C. Sole Source of Non-competitive Procurement**

When it is determined and documented that a product or service is available only from a single source and when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, sole source or non-competitive negotiation procedures will be used and the following procedures shall apply:

1. Written specifications for the product or service will be prepared by the SFA.
2. The Head of School or Designee will be responsible to prepare and issue a Request for Information (RFI) or other information collection tool to objectively determine whether the product or service, as described in the written specification, is available from one or more sources.
3. The Head of School or Designee determines the product or services specified qualifies as a sole source procurement, s/he will be responsible for reviewing the procedures to ensure all requirements for using sole source or non-competitive negotiations are met; this individual shall also be responsible for preparing appropriate documents to fully explain the decision to use the sole source procurement process, including evidence indicating the goods or services were not available from other sources. The records will be available for audit and review.
4. A member or representative of the local Board of Education or Governing Board will approve, in advance, all procurements, with the exception of product testing purchases, that result from a sole source or non-competitive negotiation.
5. The Head of School or Designee will be responsible for obtaining prior written State agency approval of the sole source or non-competitive negotiation before entering into the purchase of a good or service and will also be responsible for maintaining such documentation on file.
6. Sole source procurement may be used for one-time purchases of a new food for product testing for which there is no brand equivalent in order to obtain product samples for conducting student taste acceptance. A record of non-competitive negotiation purchase shall be maintained by the Head of School or Designee. The record of non-competitive purchases shall include, at a minimum, the following:
  - a. Item name
  - b. Dollar amount
  - c. Vendor name and address, and
  - d. Written justification for non-competitive procurement
7. The Head of School or Designee will be responsible for documentation that the actual product or service specified was received.

## D. Emergency or “Pressing Need” Purchases

If it is necessary to make a one-time emergency procurement as a result of a serious, unforeseen event that requires an immediate response in order to obtain goods or services to continue meal service, protect students, personnel or SFA resources, for other purposes that support program accountability and integrity, an emergency purchase shall be made and a log of such purchases will be maintained by the Head of School or Designee. The following emergency procedures shall be followed:

1. All emergency procurements shall be approved by the Head of School or Designee. At a minimum, the following emergency procurement procedures shall be documented:
  - a. Reason for the emergency
  - b. Good or service required
  - c. Cost (all costs to be included, shipping, installation, warranty, etc.)
  - d. Vendor name and address
  - e. Approval of the LEA official, if required.
2. If it is necessary, in the course of a pressing need, to make an emergency purchase by means of “piggybacking” on the solicitation of another SFA, the following conditions must exist and approved procedures must be followed and appropriately documented as follows:
  - a. The SFA that originated the solicitation must have included a “piggyback provision” in the original solicitation;
  - b. Documentation that a “pressing need” exists that requires piggybacking on another SFA’s bid will be obtained;
  - c. Approval from the SFA’s governing board will be obtained and documented;
  - d. Approval from the SFA that originated the IFB will be obtained and documented;
  - e. Approval from the vendor that was awarded the Contract (as a result of the IFB) will be obtained and documented;
  - f. A public notice of the district’s *“Intent to Waive Competitive Bidding”* will be issued at least 10 days prior to the regularly scheduled governing board meeting;
  - g. Approval to piggyback will be obtained and documented from the governing board during a regularly scheduled meeting following the public notice;
  - h. Notification to the vendor of final approval will be issued; and
  - i. A contract with the vendor will be developed.

## Part III: Purchasing Cooperatives

The SFA shall be a voluntary participant in the North Carolina School Nutrition Procurement Alliance (NCPA). In doing so, the SFA shall agree to the terms and conditions established and subsequently modified by the NCPA’s elected Board of Directors. The original signed agreement between the SFA and the NCPA shall remain on file in the office of the School Nutrition Administrator. (Note: If the SFA does not participate in the NCPA, this paragraph may be deleted.)

**If the SFA is a member of a different voluntary procurement group or cooperative, a description of the cooperative should be included in this area of the plan. Specific roles and responsibilities associated with cooperative membership should be provided, in detail, in this location.**

If the SFA plans to engage the services of a Group Purchasing Organization (GPO), the following procedures will be implemented to ensure the GPO has been competitively procured and in accordance with Federal and State procurement requirements:

- Annual audit of GPO’s purchases and services

## Part IV: Additional Procurement Provisions

1. In order to evaluate a new product, the following methods will be used:
  - a. Nutritional impact
  - b. Cost and value basis analysis
  - c. Review product function or product samples when possible
2. Payment will be made to the contractor when all terms and conditions of the contract have been met and verified as stipulated in the contract. (If value added features are available, payment will be based on the mutually agreed upon value added feature. For example, if prompt payment is made, discounts, etc. are allowable.)
3. Specifications will be updated by the Head of School or Designee as products change.
4. If a product or service is not received as specified, the following procedure will be implemented:
  - a. Establish a timeline with vendor for corrective action
  - b. Cancellation of contract
5. If the SFA chooses to use the services of an entity to maximize allowable rebates, the following procedures will be implemented: N/A
6. Head of School or Designee will oversee the process of managing rebates provided by a third-party participant and will track all interactions with and rebates provided by said third party:
  - a. Provide written documentation to the third-party rebate provider that all rebates must accrue to the non-profit School Nutrition Account. All rebate checks must be made payable to the SFA's School Nutrition account.
  - b. Document the deposit of all rebates into the non-profit School Nutrition account.
7. The SFA will designate an individual to monitor each contract to ensure the Contractor and the SFA adhere to all terms and conditions of the contract.
8. All contracts shall result in a fixed, firm price contract and/or cost-plus fixed fee contract.

#### **Part V: Documentation and Records Retention**

In all transactions except micro-purchases, the contractor shall agree to retain all invoices, records and other documents relative to the contract for a period of three (3) years after final payment plus the current year. The SFA, its authorized agents, and/or USDA auditors shall have full access to and the right to examine any of said materials during said period. The SFA shall agree to retain all books, journals, records and other documents relative to the award of the contract agreement for three (3) years after final payment. Specifically, the SFA shall maintain, at a minimum, the following documents:

- a. Written rationale for the method of procurement;
- b. A copy of the original solicitation;
- c. The selection of contract type;
- d. The bidding and negotiation history and working papers;
- e. The basis for contractor selection; and/or rejection;
- f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- g. The basis for award where cost or price is not the primary factor for the decision;
- h. The terms and conditions of the contract;
- i. Any and all contract amendments or modifications;
- j. Billing and payment records;
- k. Any history of any contractor claims; and
- l. Any history of any contractor breaches.

The SFA will complete the most current *School Nutrition Procurement Checklist* for all purchases using School Nutrition funds. The checklist should remain on file with the district's procurement documents as an indicator the SFA has taken all reasonable efforts to procure goods and services in a manner that is consistent with Federal regulations and policy.



**Part VI: Other Procurement Requirements**

- A. All contractors must agree to abide with the terms and conditions of the Jessica Lunsford Act. The vendor acknowledges that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. This prohibition applies to persons required to register under Article 27A who have committed any offense in Article 7A of Chapter 14 or any offense where the victim of the offense was under the age of 16 years at the time of the offense.
- B. The SFA will make all reasonable efforts to assure that minority businesses, women's business enterprises and labor surplus area firms are engaged in solicitations and awarded contracts when possible.
- C. The SFA and its contractors shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- D. All Contractors must agree to abide with the requirement for Criminal Background Checks. The vendor shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on Shining Rock Classical Academy property or at Shining Rock Classical Academy events. The Contractor shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such check shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry. The vendor shall not assign any employee or agent to provide services pursuant to this contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or (4) said worker has engaged in any crime or conduct indicating that the worker may pose a threat to the safety or well-being of student or school personnel. Shining Rock Classical Academy reserves the right to prohibit any individual employee of the vendor from providing services on Shining Rock Classical Academy events if Shining Rock Classical Academy determines, in its sole discretion, that such employee poses a threat to the safety or well-being of students, school personnel or others.
- E. All contractors must agree to abide with the IRAN DIVESTMENT ACT CERTIFICATION. N.C.G.S. 147-86.59 which requires:
  - 1. Certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required when a bid is submitted; contract is entered into and when a contract is renewed:
    - When a bid is submitted
    - When a contract is entered into (if the certification was not already made when the vendor made its bid)
    - When a contract is renewed or assigned
  - 2. Contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and will be updated every 180 days.

The Iran Divestment Act of 2015 may be found online at:

[http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter\\_147/Article\\_6E.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_147/Article_6E.pdf) \*\* The Act's requirements use the term "State agency." G.S. 147-86.57(7) provides that in the Act, the term "State agency" includes not only State departments, boards, commissions, executive departments, officers and institutions, but also "any political subdivision of the State" such as a Local Government Unit.

- F. Should Shining Rock Classical Academy BOD determine it is in the best interest of the SFA to outsource the preparation of meals to a qualified catering company, the SFA agrees to notify the department before procuring the services of a catering company and to use the NC Department of Public Instruction's (NCDPI) RFP Template/Contract to solicit, evaluate, negotiate and contract with the successful vendor.
- G. Should Shining Rock Classical Academy BOE or BOD determine it is in the best interest of the SFA to seek a for-profit Management Company to operate its non-profit School Nutrition Program, Shining Rock Classical Academy shall notify the NCDPI of its intent to outsource the program no later than six months prior to the desired date of the contract. Further, the LEA agrees to and agrees to use the solicitation/contract template required by the NCDPI and shall comply with the State and Federal guidelines for contracting with Management Companies. The BOE/BOD further agrees to appoint a qualified employee of the LEA to monitor the contract between the LEA and the Management Company on a daily basis.

#### **Part VII: Contract Oversight**

- A. The Head of School or Designee shall designate an individual by name and title who will oversee each contract using School Nutrition funds to ensure all terms, conditions and deliverable are adhered to in a manner that is consistent with the contract.
- B. Each contract will be monitored on a frequency that is established at the beginning of the contract period; any failure of the contractor to abide with the terms and conditions of the contract will be reported to the School Nutrition Administrator immediately and immediate, documented corrective action will be required and/or contract termination proceedings will begin.
- C. The SFA alone will be responsible, in accordance with good administrative practice and sound business judgment, of the settlement of all contractual and administrative issues arising out of procurements using School Nutrition funds. These issues include, but are not limited to, source evaluation, protests, disputes and claims. These standards do not relieve the SFA of any contractual responsibilities under its contracts.
- D. It is understood by the SFA and LEA that the neither the US Department of Agriculture nor the North Carolina Department of Public Instruction will not substitute their judgment for that of the SFA and LEA unless the matter is primarily a Federal or State concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.



## Attachment A

### Code of Ethics and/or Conflict of Interest Policy of the LEA

Shining Rock Classical Academy Board of Directors

#### STANDARDS OF PROFESSIONAL CONDUCT

The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.

Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.

1. Generally recognized professional standards. The educator shall practice the professional standards of federal, state, and local governing bodies.
2. Personal conduct. The educator shall serve as a positive role model for students, parents, and the community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.
3. Honesty. The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:
  - a. statement of professional qualifications;
  - b. application or recommendation for professional employment, promotion, or licensure;
  - c. application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
  - d. representation of completion of college or staff development credit;
  - e. evaluation or grading of students or personnel;
  - f. submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
  - g. submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
  - h. submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding school-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as that term is defined by the Fifth Amendment to the U.S. Constitution.
4. Proper remunerative conduct. The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the local superintendent. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the PSU; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.
5. Conduct with students. The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:

- a. any use of language that is considered profane, vulgar, or demeaning;
  - b. any sexual act;
  - c. any solicitation of a sexual act, whether written, verbal, or physical;
  - d. any act of child abuse, as defined by law;
  - e. any act of sexual harassment, as defined by law; and
  - f. any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.
6. Confidential information. The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.
  7. Rights of others. The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.
  8. Required reports. The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.
  9. Alcohol or controlled substance abuse. The educator shall not:
    - a. be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use;
    - b. be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
    - c. furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.
  10. Compliance with criminal laws. The educator shall not commit any act referred to in G.S. 115C-332 and any felony under the laws of the United States or of any state.
  11. Public funds and property. The educator shall not misuse public funds or property, funds of a school-related organization, or colleague's funds. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
  12. Scope of professional practice. The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by Chapter 115C or the North Carolina General Statutes during any period in which the educator's license has been suspended or revoked.
  13. Conduct related to ethical violations. The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of an LEA, the SBE, or any other public agency authorized to take remedial action, any facts or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these Rules.

**Attachment B****Specific Procurement Procedures for the purchase of all goods and services by the SFA.**

<b>Category of Items to be Purchased</b>	<b>Procurement Method to be Used</b>	<b>Method of Award (line item, bottom line, market basket etc.)</b>	<b>Frequency of Purchase</b>
<b>Food and Non-Food Supplies (over small purchase threshold)</b>	<b>Invitation for Bid (IFB) (formal)</b>	<b>Line Item</b>	<b>Annually</b>
<b>Food and Non-Food Supplies (under small purchase threshold)</b>	<b>Request for Quote (informal)</b>	<b>Bottom line</b>	<b>Semi-Annually or as needed</b>
<b>Chemicals for Cleaning (over small purchase threshold)</b>	<b>Invitation for Bid</b>	<b>Bottom Line</b>	<b>Annually</b>
<b>Chemicals for Cleaning (under small purchase threshold)</b>	<b>Request for Quote</b>	<b>Bottom Line</b>	<b>Semi-Annually or as needed</b>
<b>Chemicals for Cleaning (over small purchase threshold)</b>	<b>Invitation for Bid</b>	<b>Line Item</b>	<b>Annually with option to renew based on mutual agreement of both parties</b>
<b>Commodity Processing</b>	<b>IFB</b>	<b>Line Item</b>	<b>Annually or as needed</b>
<b>Computer Hardware</b>	<b>RFQ or IFB (based on district's small purchase threshold)</b>	<b>Bottom Line</b>	<b>Every five years or as often as needed</b>
<b>Technology Service and Support</b>	<b>RFQ or IFB (based on district's small purchase threshold) OR Sole Source which must be approved, in advance, by the State agency</b>	<b>Based upon pre-established evaluation tool with numeric scores; awarded by an evaluation committee</b>	<b>Annually or as often as required for operations/maintenance contract or license</b>
<b>Consultant Services</b>	<b>RFQ or IFB (based on district's small purchase threshold OR Sole Source which must be approved in advance by the State agency</b>	<b>Based upon pre-established evaluation tool with numeric scores; awarded by an evaluation committee</b>	<b>Annually or as often as needed for professional support and consultation</b>

<b>Equipment Replacement Parts</b>	<b>Micro-purchasing procedures if a one-time purchase of less than \$10,000</b>		<b>As needed</b>
<b>Uniforms</b>	<b>Micro-purchasing procedures if a one-time purchase of less than \$10,000; if purchase is greater than micro-purchase level and less than small purchase threshold, use RFQ. If purchase exceeds small purchase threshold, use IFB if award will be based on cost only; use RFP if other factors will be considered when awarding the Contract (NOTE: cost must be a predominate factor in the evaluation criteria)</b>	<b>Lowest price submitted by the most responsive, responsible bidder (IFB) OR scored evaluations if using a RFP</b>	<b>Annually or as needed</b>

**Note: All categories of purchases used by the SFA must be included in the table shown above.**

## Attachment C

### Procurement Checklist

Goods/Services to be procured: \_\_\_\_\_

Procurement date: \_\_\_\_\_

Person overseeing procurement process: \_\_\_\_\_

**This checklist will be used when preparing solicitation documents, conducting informal and formal procurements, evaluating bids and proposals and executing contracts that involve the use of School Nutrition Funds.**

#### **Procurement Plan:**

- \_\_\_\_\_ Written procurement plan
- \_\_\_\_\_ Authorized purchaser(s) specified
- \_\_\_\_\_ Detailed procurement methods to be used (quotes, IFB, RFP, micro-purchasing, non-competitive negotiation) including detailed procedures for each purchasing method
- \_\_\_\_\_ Advertising procedures
- \_\_\_\_\_ Award method clearly described (i.e., line item, bottom line, market basket analysis or written evaluation of product/service)
- \_\_\_\_\_ Vendor notification of award/non-award of contract
- \_\_\_\_\_ Code of ethics/conflict of interest policy
- \_\_\_\_\_ Instructions for documentation and record-keeping
- \_\_\_\_\_ Assignment for Contract oversight
- \_\_\_\_\_ Assurance of compliance with all Federal procurement policies
- \_\_\_\_\_ Assurance of compliance with all State procurement policies
- \_\_\_\_\_ Other local requirements

#### **Procurement Procedures:**

- \_\_\_\_\_ Letter of invitation
- \_\_\_\_\_ Intent of procurement activity
- \_\_\_\_\_ Contract time-period
- \_\_\_\_\_ Bid/proposal/quote submission procedures (i.e. sealed bid, written, etc.)
- \_\_\_\_\_ Pre-bid/proposal meeting date/time/location (if applicable)
- \_\_\_\_\_ Bid opening date/time/location; Proposal opening procedures

- \_\_\_\_\_ Contact information
- \_\_\_\_\_ Civil Rights Statement
- \_\_\_\_\_ Other local requirements

**Terms and Conditions:**

- \_\_\_\_\_ Certification regarding disclosure of lobbying (\$100,000+)
- \_\_\_\_\_ Debarment/suspension certification form (\$25,000+)
- \_\_\_\_\_ Non-collusion statement
- \_\_\_\_\_ Assurance of ethical practices

**Procurement Checklist (continued)**

- \_\_\_\_\_ Escalation/de-escalation clause
- \_\_\_\_\_ Price determination statement (fixed, fixed with firm price for delivery, etc.)
- \_\_\_\_\_ Contract Extension or “roll-over” clause if warranted
- \_\_\_\_\_ Buy American statement and instructions
- \_\_\_\_\_ Bid/proposal protest procedures
- \_\_\_\_\_ Remedy for non-performance/termination of contract
- \_\_\_\_\_ HUB statement to involve minority business where possible
- \_\_\_\_\_ “Equal Employment Opportunity” compliance statement (\$10,000+)
- \_\_\_\_\_ Energy Policy and Conservation Act statement
- \_\_\_\_\_ Clean Air/Water Act statement (\$100,000+)
- \_\_\_\_\_ Civil Rights Act statement
- \_\_\_\_\_ Jessica Lunsford Act requirements
- \_\_\_\_\_ Return of Discounts, Credits and Rebates to SFA statement
- \_\_\_\_\_ Record retention and record access requirements (records maintained for three years (plus the current year) from final payment of contract and/or renewal; all base solicitations must be maintained for three years after the final payment on the contract)
- \_\_\_\_\_ Method of shipment/delivery requirements
- \_\_\_\_\_ Method of payment, invoices, statements, etc.
- \_\_\_\_\_ Purchase instrument to be used and how vendor will receive purchase orders
- \_\_\_\_\_ Compliance with Jessica Lunsford Act

- \_\_\_\_\_ Bid certification form
- \_\_\_\_\_ Other State or local requirements
- \_\_\_\_\_ Specifications that are sufficiently detailed to get what is needed but not so specific as to restrict competition
- \_\_\_\_\_ Product specifications (approved brand and/or equivalent)
- \_\_\_\_\_ Quantity
- \_\_\_\_\_ Quality
- \_\_\_\_\_ Packaging
- \_\_\_\_\_ Pricing (unit and extended)
- \_\_\_\_\_ Procedure for documenting/pre-approving any substitutions and/or deviations
- \_\_\_\_\_ Other local requirements

**Documentation and Records:**

- \_\_\_\_\_ All IFBs/RFPs/RFQs with appropriate documentation and signatures of authorized purchasers maintained on the original solicitations
- \_\_\_\_\_ Comparison charts and to document procurement decisions and contract awards
- \_\_\_\_\_ Record of public bid openings and/or proposal openings if proposals will be publicly opened
- \_\_\_\_\_ Copies of contract award/non-award letters
- \_\_\_\_\_ Copies of advertisements for solicitation of good/services
- \_\_\_\_\_ Determination/document of correct procurement method used
- \_\_\_\_\_ Evaluation of escalation/de-escalation clause
- \_\_\_\_\_ Evaluation of Contract Extension/Amendment (roll-over clause)

**Procurement Checklist (continued)**

- \_\_\_\_\_ Evaluation/documentation of contract re-negotiations/changes to original contract at the timelines and under the same conditions specified in the original solicitation document
- \_\_\_\_\_ Evaluation of return of discounts, credits and rebates (as applicable) and detailed procedure indicating how/when the discounts, rebates and credits would be assigned to the SFA by the contractor
- \_\_\_\_\_ Evaluation of whether procurement methods/activities are consistent with the SFA's Approved written procurement plan

\_\_\_\_\_ Evaluation of procedures for ensuring records retention requirements are met and where/how all documents pertaining to the solicitation and contract/contract amendments will be maintained

\_\_\_\_\_ Non-competitive purchases (sole source, emergency, etc.) are appropriately documented and have received approval from State agency or governing board prior to award, including purchases through means of *piggybacking* onto another SFA's solicitation document

\_\_\_\_\_ Invoices/payments for items purchased with school nutrition funds

\_\_\_\_\_ Documentation of any contractor performance or breach of contract from vendors

\_\_\_\_\_ Provision requiring the Contractor to abide with the Iran Divestment Act of 2015.

\_\_\_\_\_ Other local requirements



## USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) (833) 256-1665 or (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# Coversheet

## Director Job Description

<b>Section:</b>	IX. Approval of Job Descriptions
<b>Item:</b>	A. Director Job Description
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	LSD to Director 2025 (Red Line).pdf Director 2025.pdf

**Job Title:** ~~Lower School~~ Director

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

**Purpose:** The ~~Lower School~~ Director shall serve as the lead administrator for primary grades. Responsibilities will include supervision of students and teachers, and serving as the first point of contact for parents for concerns in the primary grades.

### **Duties and Responsibilities**

- Assist with creating a collaborative work environment that promotes continuous improvement and community.
- Assist in the planning and implementation of effective, efficient school operations.
- Demonstrate the ability to solve complex problems and clearly communicate solutions to involved stakeholders.
- Assist in the progress monitoring of student achievement.
- Monitor and support communications both within the school and externally to parents.
- Demonstrate leadership in the development and implementation of effective teacher learning communities that produce desired results.
- Model the SRCA Core Values through all student, parent, and professional interactions.
- **Serve as an initial administrator for lower tiered student behavior referrals.**
- Assist with human resource functions including interviewing, recruitment, monitoring attendance, supervision, evaluation, and duty creation.
- Complete essential tasks in the absence of the Head of School.

### **Skills and Characteristics**

- Excellent communication skills in all formats including but not limited to written, spoken, in-person, and digitally.
- Demonstrate the ability to forge relationships with students, parents, colleagues, and community.
- Consistently demonstrate organizational and technology skills
- Demonstrate resourcefulness in setting priorities and guiding investment in people and systems.
- Self-directed with the ability to work both autonomously and in teams.
- Must possess the emotional intelligence to work as a team player and manage the stresses of the job duties with domestic life.
- Contributes to a positive school culture that supports students, focuses on academics, and ensures that the school achieves its mission.
- Complete other duties as assigned by the Head of School that support instructional excellence at SRCA.

### **Eligibility Requirements**

- Must have or be able to obtain NC Principal's License
- Must have a Master's Degree in school administration or equivalent (MSA)
- 5 years of successful teaching experience preferred.
- Alternative qualifications considered appropriate and relevant by the Head of School

### **Pay Grade**

NCDPI Assistant Principal Scale

Director, Adopted August 2025

## **Job Title: Director**

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

**Purpose:** The Director shall serve as the lead administrator for primary grades. Responsibilities will include supervision of students and teachers serving as the first point of contact for parents for concerns in the primary grades.

## **Duties and Responsibilities**

- Assist with creating a collaborative work environment that promotes continuous improvement and community.
- Assist in the planning and implementation of effective, efficient school operations.
- Demonstrate the ability to solve complex problems and clearly communicate solutions to involved stakeholders.
- Assist in the progress monitoring of student achievement.
- Monitor and support communications both within the school and externally to parents.
- Demonstrate leadership in the development and implementation of effective teacher learning communities that produce desired results.
- Model the SRCA Core Values through all student, parent, and professional interactions.
- Serve as an initial administrator for lower tiered student behavior referrals.
- Assist with human resource functions including interviewing, recruitment, monitoring attendance, supervision, evaluation, and duty creation.
- Complete essential tasks in the absence of the Head of School.

## **Skills and Characteristics**

- Excellent communication skills in all formats including but not limited to written, spoken, in-person, and digitally.
- Demonstrate the ability to forge relationships with students, parents, colleagues, and community.
- Consistently demonstrate organizational and technology skills
- Demonstrate resourcefulness in setting priorities and guiding investment in people and systems.
- Self-directed with the ability to work both autonomously and in teams.
- Must possess the emotional intelligence to work as a team player and manage the stresses of the job duties with domestic life.
- Contributes to a positive school culture that supports students, focuses on academics, and ensures that the school achieves its mission.
- Complete other duties as assigned by the Head of School that support instructional excellence at SRCA.

## **Eligibility Requirements**

- Must have or be able to obtain NC Principal's License
- Must have a Master's Degree in school administration or equivalent (MSA)
- 5 years of successful teaching experience preferred.
- Alternative qualifications considered appropriate and relevant by the Head of School

## **Pay Grade**

NCDPI Assistant Principal Scale

Director, Adopted August 2025

# Coversheet

## Board Positions

<b>Section:</b>	X. Other Business
<b>Item:</b>	A. Board Positions
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	Resignation_Abbie.pdf

**From:** Abbie Wilkins awilkins@shiningrock.org  
**Subject:** Resignation  
**Date:** August 23, 2025 at 10:30 AM  
**To:** Alyson Weimar aweimar@shiningrock.org

---

AW

Dear Fellow SRCA Board Members,

As you all know, my time on the board has come to an end. It has been an honor and a privilege to serve on the SRCA board for the past 3 years. It has certainly come with challenges at times but we have truly been able to overcome all obstacles with the incredible support of our fellow board members and the amazing teachers, leadership, and staff at SRCA. My heartfelt appreciation goes out to all of you for your hard work, dedication, and love for our students and their families in this close knit community. With great sentiment I close this chapter of my life and I know that the future of SRCA is in great hands. Thank you all!

With Sincere Appreciation,

Abbie S. Wilkins