



Guilford County Board of Education  
 Policy Committee Meeting  
 November 8, 2:30 p.m.  
 Swann Room, GCS Central Administrative Offices

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Committee Members: Darlene Garrett, Chairperson      Nora Carr, Staff Liaison  
                                  Wes Cashwell  
                                  Byron Gladden  
                                  Linda Welborn

<b>AGENDA</b>	
Welcome and Introductions	<i>Discussion Leader: Darlene Garrett</i>
Review of Minutes for (09/13/17)	<i>Discussion Leader: Darlene Garrett</i>
Public Records Policy Update	<i>Discussion Leader: Nora Carr</i>
Coaches' Evaluations Update	<i>Discussion Leader: Nora Carr</i>
Next Steps	<i>Discussion Leader: Darlene Garrett</i>
Other Business	<i>Discussion Leader: Darlene Garrett</i>
Next Meeting: <i>December 13, 2:30 p.m.</i>	
Adjournment	



## POLICY COMMITTEE MEETING

September 13, 2017

**Present:** Darlene Garrett, Byron Gladden, Linda Welborn, Wes Cashwell

**Staff:** Sharon Contreras, Nora Carr, Kim Hipp, Jill Wilson

### **Approval of Minutes**

Minutes from the August 9, 2017 meeting were approved as written.

### **Public Records Policy Update** – *N. Carr*

The Committee reviewed the public comments on Proposed Policy 5070/7350 – Public Records Requests. This policy will be on the September 28 Board of Education agenda. Please note: This was later moved to the October 10 Board of Education meeting at the Policy Committee Chairperson's request.

### **Constituent Services Policy** – *N. Carr*

Nora Carr distributed a draft Constituent Services policy for the Committee's review. The Committee decided to place this policy on hold until Board training with the Council of the Great City Schools.

### **Next meeting**

The next Policy Committee meeting, originally scheduled for October 11, has been postponed, pending receiving revised policies from the NCSBA.

Submitted by:

Nora K. Carr, Ed.D.

Chief of Staff, Guilford County Schools

## **MEMORANDUM**

TO: Members, Board of Education

FROM: Darlene Garrett, Chairperson, Policy Committee  
Sharon L. Contreras, Superintendent  
Nora K. Carr, Chief of Staff

DATE: October 6, 2017

RE: Proposed Policy 5070/7350 – Public Records Requests – Second Reading

At its July 27 meeting, the Guilford County Board of Education approved opening a 30-day public comment period for the proposed Policy 5070/7350, Public Records Requests. The proposed Policy 5070/7350 defines public records, identifies whom to contact to access public records and outlines the appropriate steps for the requester to follow.

The policy also directs the superintendent to establish an administrative regulation for carrying out the policy, and allows the district to charge a fee, in alignment with state and federal laws, for the cost of providing copies of records in various formats the school district is capable of producing.

The administrative regulation creates a fulfillment process for staff to follow. Based on feedback received from the public (see attached online feedback), the proposed fees for copies, disks and thumb drives have been eliminated.

The proposed policy and administrative regulation do not apply to private student records, which are governed by the district's student records policy and are already accessible by parents of current students at no charge. GCS charges graduates a small handling fee for transcripts and/or other student records.

**RECOMMENDATION:** The Policy Committee recommends that the Board of Education adopt proposed Policy 5070/7350. The Superintendent's administrative regulation for the proposed policy is attached for informational purposes only.

### Attachments:

1. Policy 5070/7350 – Public Records – Retention, Release, and Disposition
2. Public Comments on Proposed Policy 5070/7350 – Requests for Public Records
3. Administrative Regulation 5070/7350 – Requests for Public Records

## **PUBLIC RECORDS – RETENTION, RELEASE, AND DISPOSITION**

*Policy Code:* **5070/7350**

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<sup>1</sup>The board is committed to providing access to public records and public information. All employees shall comply with the public records law and this policy.

### **A. PUBLIC RECORD DEFINED**

Any record, in any form, that is made or received by the board or its employees in connection with the transaction of public business is a public record that must be made available to the public, unless such record is protected from disclosure by federal or state law or is otherwise exempted from the public records law, G.S. 132-1 through 132-9.

Though the school improvement plan is a public record, the school safety components of the plan are not public records subject to public records law.<sup>2</sup> Schematic diagrams, as described in G.S. 115C-105.53 and -105.54, and emergency response information, as described in G.S. 115C-47(40) and -105.54, are also not considered public records subject to public records law.

The official records of students are not public records subject to inspection and examination. (For additional information regarding the release of information about students, see policy 4700, Student Records.) Further, any written material containing the identifiable scores of individual students on any test taken pursuant to the state testing program described in Chapter 115C, Article 10A of the North Carolina General Statutes is not a public record.<sup>3</sup> Any test that is developed, adopted, or provided as part of the state testing program is not a public record until the State Board of Education designates that the test is released.<sup>4</sup>

Information in school system employee personnel files is protected from disclosure in accordance with G.S. 115C-319, except that the following employee information is public record.

1. Name.
2. Age.
3. The date of original employment or appointment.

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<sup>1</sup> This policy references many statutory duties.

<sup>2</sup> See G.S. 115C-105.27(a2).

<sup>3</sup> See G.S. 115C-174.13(b)

<sup>4</sup> See G.S. 115C-174.13(a)

4. The terms of any past or current contract by which the employee is employed, whether written or oral, to the extent that the board has the written contract or a record of the oral contract in its possession.
5. Current position.
6. Title.
7. Current salary (includes pay, benefits, incentives, bonuses, deferred compensation, and all other forms of compensation paid to the employee).
8. The date and amount of each increase or decrease in salary with the board.
9. The date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the board.
10. The date and general description of the reasons for each promotion with the board.
11. The date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the board. If the disciplinary action was a dismissal, a copy of the written notice of the final decision of the board setting forth the specific acts or omissions that are the basis of the dismissal.
12. The office or station to which the employee is currently assigned.

The name of a participant in the North Carolina Address Confidentiality Program is not a public record and must be redacted from any records released.<sup>5</sup> As necessary, school personnel may combine public and confidential records to meet the business needs of the system. However, if a record contains confidential information as well as public information, school officials must provide the requested public record with the confidential information removed or redacted.

**B. DESIGNATION OF PUBLIC RECORDS OFFICER**

The superintendent shall designate a public records officer or otherwise ensure that the duties of a public records officer are met.<sup>6</sup>

1. Duties of the Public Records Officer

The duties of the public records officer include the following:

- a. determining whether records are public or confidential by law, with assistance from the local board attorney as necessary;

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<sup>5</sup> G.S. 115C-320.

<sup>6</sup> A centralized function is not required but may help ensure that all statutory requirements are met.

- b. determining the most cost-effective means of storing and retrieving public records that include confidential information;
- c. providing training, consultation, and guidelines to school officials who respond to or are otherwise involved in public records requests;
- d. determining the actual cost of providing copies of public records in various forms, such as paper or electronic media, in which the school system is capable of providing the records;<sup>7</sup>
- e. determining the cost of a request for copies of public records when a special service charge is applicable or when the school system is voluntarily creating or compiling a record as a service to the requester;<sup>8</sup> and
- f. reviewing appeals of any denial of a request for public records.

2. Other Duties

Other duties to be performed by the public records officer, a designated electronic records officer, or other employees as determined by the superintendent include the following:<sup>9</sup>

- a. reviewing all electronic data processing systems being considered for lease or purchase to ensure that they will not impede the school system's ability to permit public inspection and examination of records;<sup>10</sup>
- b. ensuring that databases are indexed as required by law; and
- c. conducting an inventory of electronic databases maintained by the school system on a regular basis.<sup>11</sup>

**C. REQUESTS FOR PUBLIC RECORDS**

All requests for examining or obtaining copies of public records should be in writing. This policy, administrative guidelines, information on the actual cost of producing public records, information on how to reach the public records officer, information about how to appeal a denial of a public records request, and information regarding any computer database indexes must be made available to individuals requesting public records.

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<sup>7</sup> School systems are statutorily required to determine the actual cost of producing records.

<sup>8</sup> Under G.S. 132-6.2, these are the two circumstances in which the amount charged may exceed the "actual cost."

<sup>9</sup> The Division of Archives and History requests that all government agencies identify an electronic records officer.

<sup>10</sup> This provision is statutorily required.

<sup>11</sup> This provision is not statutorily required but is recommended by the Division of Archives and History.

Public records must be released in accordance with the law. Any denial of a public records request must be made in writing and must include the basis for the denial.<sup>12</sup> The superintendent or designee may issue additional guidelines consistent with this policy to further clarify the process for requesting public records.

#### **D. FEES FOR COPIES OF PUBLIC RECORDS**

Persons requesting copies of public records will be charged any applicable fees as determined by the public records officer (see subsections B.1.d and B.1.e above). The school system shall not charge any fees for separating confidential information that is commingled with public records.<sup>13</sup>

#### **E. ELECTRONIC MAIL LISTS**

A school employee may be authorized by the superintendent or designee to maintain an electronic mail list of individual subscribers. Such a list may be used only: (1) for the purpose for which the subscribers subscribed to it; (2) to notify subscribers of an emergency to public health or public safety; or (3) in the event of deletion of the list, to notify subscribers of the existence of any similar lists. Although such electronic mail lists of individual subscribers shall be available for public inspection in either printed or electronic format,<sup>14</sup> school officials shall not provide anyone with copies of such lists.<sup>15</sup>

#### **F. DESTRUCTION OF PUBLIC RECORDS**

School personnel shall comply with the *Records Retention and Disposition Schedule for Local Education Agencies* adopted by the N.C. Department of Natural and Cultural Resources, Division of Archives and History, unless otherwise required by statute, regulation, or other legal authority. The superintendent may establish regulations for the destruction of records in accordance with the approved schedule.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 14-113.8(6); 115C-47(40), -105.27(a2), -105.53, -105.54, -109.3, -174.13, -319 to -321, -402; 132-1 to -9; *Public Database Indexing Guidelines*, N.C. Department of Natural and Cultural Resources (2014), available at <http://archives.ncdcr.gov/For-Government/Digital-Records/Digital-Records-Policies-and-Guidelines#digpres>; *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources (1999), available at <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Local-Schedules>; N.C. Attorney General Advisory Opinion, letter to Elizabeth Buford, February 26, 1996, available at <http://www.ncdoj.gov/About-DOJ/Legal-Services/Legal-Opinions/Opinions/Public-Records;-Computer-Database-Index.aspx>

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<sup>12</sup> Requests and denials are not statutorily required to be in writing, but a written record should help to clarify issues if a denial is appealed.

<sup>13</sup> This provision is required by G.S. 132-6(c). See also G.S. 132-1.10(b)(5).

<sup>14</sup> The board may choose to make such lists available in either printed form or electronic form or in both forms.

<sup>15</sup> Notwithstanding the other public records laws, G.S. 132-1.13 does not require the school system to provide copies of such lists; however, the lists must be available for public inspection.

Cross References: North Carolina Address Confidentiality Program (policy 4250/5075/7316), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), News Media Relations (policy 5040), Electronically Stored Information Retention (policy 5071/7351), Personnel Files (policy 7820)

Issued: **tbd**

Revised: August 31, 2006; August 1, 2007; October 15, 2007; January 20, 2009; September 30, 2010; January 27, 2012; September 13, 2013; September 30, 2014; November 13, 2015



**AR Code: 5070/7350-R Requests for Public Records**

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Under the North Carolina public records law, G.S. 132-1 *et seq.*, the public records and public information compiled by the school system are the property of the people. Any person may obtain copies of public records and public information for free or at minimal cost unless otherwise specifically provided by law. Public records also may be inspected and examined by any person at reasonable times and under reasonable supervision.

Pursuant to state law, board policy, and this regulation, public records will be made available as promptly as possible; however, nothing in this regulation will be construed to require the school system to create or compile a record that does not exist.

**I. PUBLIC RECORDS**

**A. Definition**

A “public record” is any record, in any form, made or received by the board or its employees in connection with the transaction of public business, unless such record is protected from disclosure under federal or state law or is otherwise exempted from the public records law.

For purposes of this regulation, any additional definitions included in policy 5070/7350, Public Records – Retention, Release, and Disposition, will apply.

**II. PUBLIC RECORDS OFFICER**

**A. Designated Public Records Officer**

In accordance with policy 5070/7350, Public Records – Retention, Release, and Disposition, the superintendent has designated Nora Carr, chief of staff, to serve as the public records officer for the Guilford County Schools.

Contact information for the public records officer is as follows:

In person or by mail: *712 N. Eugene Street, Greensboro, NC 27401*  
By telephone: *336-370-8106*  
By e-mail: *carrn@gcsnc.com*  
By fax: *336-370-8299*

**B. Duties of Public Records Officer**

The public records officer will receive, process, and respond to all requests for public records in accordance with the North Carolina public records law, board policy, and this regulation. For purposes of this regulation, the public records officer’s duties will include, but are not limited to:

1. determining whether records are public or confidential by law, with assistance from the board attorney as necessary;
- ~~2. determining the actual cost of providing copies of public records in various forms, such as paper or electronic media, in which the school system is capable of providing the records ensuring that private or legally protected information is redacted, where appropriate and with assistance from the board attorney as necessary;~~  
~~and~~
3. determining the cost of a request for copies of public records when a special service charge is applicable or when the school system is voluntarily creating or compiling a record as a service to the requester.

### **III. REQUESTS FOR PUBLIC RECORDS**

#### **A. Request for Public Records**

1. All requests for copies of public records, or for otherwise inspecting and examining public records, must be submitted in writing to the public records officer. A request submitted to any other school official or school employee will be referred to the public records officer in accordance with board policy and this regulation.
2. The request should be submitted in writing. (See Section II.A, above.)
3. The request must be completed on the applicable district web-based form, which identifies the specific public records that are being requested, including the following:
  - a. a description of the records, such as the name, title, or type of records;
  - b. the name of the employee, department, school, or other entity in custody of the records, if known;
  - c. the date(s) or range of dates of the records;
  - d. whether the request is to inspect and examine records or to receive copies of records;
  - e. if the request is for copies, the contact information for where the records should be delivered (such as a mailing address or e-mail address), unless the requester intends to pick them up in person; and

- f. whether the person making the request prefers hardcopies or, as available, electronic copies or copies in other media, or both.

Documents requiring redaction will be provided in the format determined by the public records officer to be reasonable considering the redactions required.

The public records officer may ask for additional information from the person making the request as necessary in order to further clarify (1) the specific records being requested and (2) how the records will be delivered to the person making the request; however, no person will be required to disclose the purpose or motive for his or her request.

4. The school system will not create or compile a record that does not exist; research or analyze data; or answer written questions in response to a public records request.

**B. Review and Response by Public Records Officer**

1. The public records officer will acknowledge the request for public records in writing. ~~In addition, the public records officer will provide information on the actual cost of producing public records, including the cost of copies and external storage devices (e.g. discs, thumb drives). In addition, the public records officer will provide information on the actual cost of producing public records, including the cost of copies and external storage devices (e.g. discs, thumb drives).~~
2. If the request is ambiguous or overly broad, the public records officer may ask the person making the request to revise the request as necessary in order to further clarify the specific records being requested; however, no person will be required to disclose the purpose or motive for his or her request.
3. The public records officer will review, process, and respond to the request within a reasonable amount of time. The amount of time required to respond to the request may depend on several factors, such as the location and availability of records, the complexity of the request, the volume of records involved, the number of other pending requests, and the time required to review records and redact any confidential information. The public records officer may provide an estimate of the amount of time needed to respond when acknowledging the request. Typically, most record requests are completed within thirty (30) days of receipt.
4. The public records officer will review and furnish any public records as promptly as possible unless a record is protected from disclosure under federal or state law or is otherwise exempted from the public records law.

- a. No request to inspect, examine, or copy records will be denied because confidential information is commingled with non-confidential information. The records officer will separate confidential information from non-confidential information as necessary in order to permit the inspection, examination, or copying of records.
  - b. The public records officer will redact any records with information protected from disclosure under federal or state law or otherwise exempted from the public records law, including, but not limited to, confidential student and employee information and confidential attorney-client communications between the board and the board attorney.
  - c. No fee will be charged for redacting or separating confidential information, information protected from disclosure under federal or state law, or information otherwise exempted from the public records law.
5. If the request is for hardcopies or electronic copies of public records, the public records officer will deliver (by mail, email or pick-up) or otherwise make available the records in the medium specified by the person making the request upon payment of any applicable fees (see Section IV, below).
- a. Persons requesting copies of public records may elect to obtain them in any and all media the school system is capable of providing them. Copies of public records will be provided in the medium specified by the person making the request, provided that the school system is capable of providing the records in the medium requested.
  - b. No request for copies of public records in a particular medium will be denied because the school system has made or prefers to make the public records available in another medium. However, see also 5.d. below.
  - c. Nothing in this regulation will be construed to require the school system to put into an electronic medium a record that is not kept in an electronic medium.
  - d. Information subject to redaction may be produced in a manner that facilitates the redaction and assures confidentiality of the information redacted.
6. If the request is to inspect and examine public records in person, the records may be accessed, inspected, and examined at reasonable times and under reasonable supervision during regular business hours as further

established by the public records officer and/or as mutually agreed upon by the public records officer and the person making the request.

- a. Any request to inspect and examine public records in person also is subject to the reasonable availability of other school officials and school employees who may have custody of records at various sites throughout the school system. Such records may be accessed, inspected, and examined at reasonable times and under reasonable supervision during regular business hours as mutually agreed upon by the school official or school employee and the person making the request.
  - b. Any person making a request to inspect and examine public records in person on school property is subject to school board policy regarding visitors to the schools.
7. If the request is denied in whole or in part (e.g., because a record is not considered public by law, or because a public record does not exist), the public records officer will notify the person making the request in writing and provide the legal basis for denying the request in whole or in part.

**C. Right to Appeal**

1. Appeal to Superintendent
  - a. Any person whose request for public records is denied in whole or in part by the public records officer may appeal the public records officer's decision to the superintendent. The appeal must be made in writing within five (5) days of receiving the public records officer's decision.
  - b. The superintendent will provide a written response as promptly as possible, but no later than ten (10) days after receiving the appeal. If applicable, the public records officer will further process and respond to the request in accordance with the superintendent's decision as promptly as possible.
2. Appeal to the Board
  - a. Any person whose request for public records is denied in whole or in part by the superintendent may appeal the superintendent's decision to the board. The appeal must be made in writing within five (5) days of receiving the superintendent's decision.
  - b. The board will provide a final written decision as promptly as possible, but no later than thirty (30) days after receiving the appeal.

If applicable, the records officer will further process and respond to the request in accordance with the board's decision as promptly as possible.

- c. Any person whose request for public records is subsequently denied by the board may appeal the board's decision pursuant to G.S. 132-9.

**IV. FEES FOR PUBLIC RECORDS**

Persons requesting copies of public records will be charged any applicable fees as determined by the records officer in accordance with this regulation; however, such fees will be limited to, and will not exceed, the actual cost of reproducing the records.

~~**A. Fees for Copies of Records**~~

Issued by the Superintendent: **TBD**

Reviewed: **TBD**

Revised: **TBD**

## Public Comments on Proposed Policy 5070/7350 – Public Records Requests

1	<p><b>From:</b> <a href="mailto:sysop@wirecom.com">sysop@wirecom.com</a> [mailto:<a href="mailto:sysop@wirecom.com">sysop@wirecom.com</a>] <b>Sent:</b> Monday, July 24, 2017 12:05 PM <b>To:</b> Carr, Nora &lt;<a href="mailto:carrn@gcsnc.com">carrn@gcsnc.com</a>&gt; <b>Subject:</b> Fwd: RE: Public records policy changes</p> <p>Good morning, As you promised, I received the draft record's policies. I received two. Since one seems to have more detail, I assume that is the more recent one. The policy seems quite thorough and nearly perfectly aligned with the law. However, I have three observations you may find helpful.</p> <p><b>1. Must complete web form</b> I don't know how "should" will be interpreted in mandating that records "should be requested in writing." Similarly, the requirement that requests "must" be completed on a web form seem problematic for two reasons. First, while many people may appreciate the convenience of a web interface, some people still do not have internet access so, as a practical matter, you may be shutting some people out. Second, I don't think this requirement conforms to the letter of the law. N.C. public records law specifies the instances when a request must be submitted in writing. Written requests are required only for certain types of requests. For the schools to mandate that requests be made by a specific means may not be defensible under the public records law.</p> <p><b>2. Never compile a record that doesn't exist?</b> The following seems to create a mandate that I doubt the school system intends to adhere to. Do you really want to box the organization in like this? <i>The school system will not create or compile a record that does not exist; research or analyze data; or answer written questions in response to a public records request.</i> Never? Ever? What if someone asks for data that the school system thinks is in the public interest and wants to compile? By this mandate, it will be prohibited from doing so.</p> <p><b>3. When to charge for 'excessive' clerical time is vague</b> The criteria of charging for records that require "more than four(4) hours to reproduce," is also vague enough to cause concerns that it could be misapplied to discourage certain requests and presents the possibility of a hardship for low income requesters. How is the time to be measured? Does it include the time an employee is waiting for a search query to execute or for a copier to make copies, even if personnel is merely waiting, or is it the actual personnel time spent? Will records be kept of the time spent on all requests so that school administrators and the public will know that these fees are being assessed fairly? I hope you find my comments helpful. Cordially, Roch</p> <p>Roch Smith, Jr</p>
2	<p><b>From:</b> Laverne Carter [mailto:<a href="mailto:llacart116@yahoo.com">llacart116@yahoo.com</a>] <b>Sent:</b> Wednesday, August 9, 2017 1:53 PM <b>To:</b> Welborn, Linda &lt;<a href="mailto:welborl@gcsnc.com">welborl@gcsnc.com</a>&gt;; Darlene Garrett &lt;<a href="mailto:dygarr@aol.com">dygarr@aol.com</a>&gt;; Byron Gladden &lt;<a href="mailto:bishopdean85@gmail.com">bishopdean85@gmail.com</a>&gt;; Cashwell, Wes &lt;<a href="mailto:cashwew@gcsnc.com">cashwew@gcsnc.com</a>&gt; <b>Cc:</b> Superintendent &lt;<a href="mailto:superintendent@gcsnc.com">superintendent@gcsnc.com</a>&gt;; gcsccomments</p>

<gcscomments@gcsnc.com>

**Subject:** Old Business: Public Information Request Policy

To the GCS Policy Committee:

Since June 2017, I have observed Board of Education Policy Committee discussions, as it relates to staff's recommendation to implement administrative regulations and district policies concerning public information requests. However, I am writing to address the following:

\*The volume of public information requests has been monitored by the District since 2009, but has never been uplifted as a District burden. Prior to presenting to the entire Board, GCS Staff has never provided specific information to the Policy Committee as to **all the names of school districts and of the policies that they researched prior to making the July 2017 Staff Report** (nor an analysis of the number of NC districts that do and do not charge).

\*Staff never provided to the Policy Committee **all the data collected since 2009** (i.e. the Excel spreadsheet showing the volume and actual examples).

The Policy Committee appears to lack sufficient information to make a policy recommendation **that includes charging the public for public information** requests.

Implementing district-wide policies **MUST** include sufficient research and valid information before making presenting to the Board for District decisions.

Rev. Laverne Carter

**3** **From:** Megan [mailto:purplemegan@gmail.com]

**Sent:** Monday, August 21, 2017 9:30 PM

**To:** gcscomments <gcscomments@gcsnc.com>

**Subject:** Public Information Policy Comments - please acknowledge receipt

It has come to my attention that it seems my comments on the Public Information Policy are being dismissed because I was "confused." While I was confused about the policies that were attached to the policy meeting agenda, my points are still valid. So I would like to reiterate and make my comments "official" so they are given appropriate consideration.

I have some questions and comments about the Public Information Policy.

Regardless of what policies were attached to the agenda, I still have the same concerns.

1) Charges for records - District Relations staff advised me that across the nation systems charge, but in North Carolina typically they did NOT; why should we set that precedent?

It was also mentioned that it is expected that not many requests would meet the criteria for a fee. Shouldn't the data be completely analyzed to see who would have been



charged for an information request last year? I'd be interested to see if it's the media or parents or whomever else, to see who the charges would inconvenience the most. It seems irresponsible to move forward with this policy without determining the full consequences to our parents and community members.

2) There is still not a clear outline as far as the time that it should take to process requests.

3) Our policy states that electronic records are free, but also then states that there is no obligation to make records electronic that aren't already. Does that include scanning documents into a pdf that can be provided electronically?

For example: If staff scan documents and then send as electronic that means it was not electronic in the beginning.

4) If the concern is that some people asked for tons of records and then never picked them up, how many times did that actually happen? Why not put it in place that if that happens then they will be charged a fee before they can do a second request?

5) I don't care what anyone says; I know what I saw with my own eyes. I looked at that public comment page several times and it was not there. I've learned my lesson – I'll take screenshots next time.

I still have concerns that this is being pushed through now when parents are less aware and involved with what is going on. Could there be a pilot period? Or a time when more research can be done to see how this will affect our parents?

District staff failed to adequately publicize the 1<sup>st</sup>Read documents in a timely manner and I am asking each of the board members to VOTE no on implementing the policy at this time to allow 1<sup>st</sup> Read regarding the policy during the 2017-2018 school year. In addition, this will also give time for staff to research and answer all the unanswered inquiries because the presentation in front of the board was very limited.

I am asking each of you to revisit how public comments are being solicited. The district has an email distribution list and connect ed phone messages and something this major that impacts the entire district and county should be communicated to the level as the State of Our Schools events. As a district and board if you were truly asking for "public" comment why does it feel so rushed and hidden?

Thank you for your consideration on this matter.

~Megan Tarver

**4** **From:** Sarah Sills [mailto:sarahbsills@gmail.com]  
**Sent:** Wednesday, September 6, 2017 6:44 PM  
**To:** gcsccomments <gcsccomments@gcsnc.com>  
**Subject:** Public Info Policy

Hello,

Hello. I was at the Board of Education meeting a while ago where there were public comments regarding the public information policy. After doing a little bit of research, I have some questions myself.

First of all, I was wondering what the impetus was for this policy change? Has there been an inordinate amount of information requests? Has the Guilford County Schos budget had to be adjusted because of the expense of printing? Why did this even become an issue?

As I understand it, the policy states that electronic records are free, but also then states that there is no obligation to make records electronic that aren't already. I feel like this could be used to discourage people from asking for records, and an errant staff member could potentially use this to coerce people into not getting information they would like.

I think each of the board member should VOTE NO on implementing the policy at this time.

Lastly and most importantly, I feel like this is being pushed through when board has not been provided enough research and your constituents are being punished. More research is needed to determine why staff feels there needs to be a charge.

Thanks,  
Sarah Sills

## GBDBA

**Descriptor Term:** INTERSCHOLASTIC ATHLETIC COACHES

**Descriptor Code:** GBDBA

**Presented to the** June 25, 2009 (First Reading)

**Board:**

July 23, 2009 (Second Reading)

**Adopted by the Board:** July 23, 2009

**Revised by the Board:**

The Guilford County Board of Education believes students who participate in athletic activities benefit from the experience in many ways. The most important benefits of athletic activities at the schools are educational, not athletic, and students deserve to be in an environment that fosters educational growth, sportsmanship, and fellowship. Coaches of interscholastic athletics must possess a commitment to the values and ideals of the Board. Coaches should be faculty members of the school at which they coach. They should be trained and aware of the purposes, policies, goals and rules applicable to interscholastic athletics in Guilford County. In the event that a faculty member is not willing and able to coach a particular team, principals and athletic directors shall seek other qualified GCS employees to assume coaching positions. Non-faculty coaches should be used only in the event that no faculty coach is available. **Principals and athletic directors should seek the most qualified and competent coaches to fill vacancies within established guidelines. Principals and athletic directors must also be active in supporting the professional growth of all coaches through evaluation to help coaches improve their skills and effectiveness.** To that end, the Board directs the Superintendent to establish procedures that support the Board's goals, and to require coaches and assistant coaches to read, sign and adhere to a Coaches' Code of Conduct consistent with this policy. Additionally, the Superintendent is directed to establish procedures to assist schools in filling the positions of interscholastic coaches **and evaluation of athletic coaches** to meet the expectations of the NCHSAA, the State and the Board of Education.