



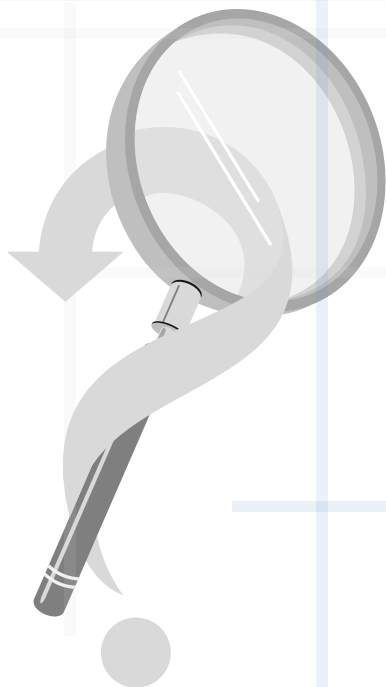
**Mooreville Graded School District**  
**2022 - 2023**  
**Employee Handbook**

# Introduction

Thank you for your commitment and dedication to our students in the Mooresville community! Regardless of what your “job” is in MGSD, as a unified school district we are all working together for the benefit of our children and for the betterment of our present society and future generations to come. Please use this handbook as your reference manual for all district related questions pertaining to personnel concerns, professional standards and expectations, policies, benefits, and general information about our school district. Together, let us continue this awesome journey of educating *every child, every day!*

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# District Organization

## Organization of MGSD

The Mooresville Graded School District is governed by a five-member elected Board of Education. The board usually meets the second Tuesday of each month. Our Superintendent, central office directors, and school administrators supervise the daily operations of the school district. MGSD is both nationally and internationally recognized as a premier public school district ranking as one of the top 10 districts out of 115 local education agencies in the state of North Carolina for overall student achievement. MGSD is known for reforming and revitalizing public education through digital conversion efforts where every child and every teacher utilize technology to enhance teaching and learning in K-12th grade at both home and school while continuing to maximize the instructional capacity of our teachers and enhance the comprehensive learning experiences of our students.

## Superintendent's Office

The Superintendent manages the budget, supervises staff members, and nurtures external partnerships within our community and beyond. He is a national advocate for public education and state board policy that directly affects our district while effectively communicating our vision and mission to successfully educate **every child, every day!** Finally, he makes data-driven recommendations to the board for the successful and smooth functioning of our district as a whole.

## Vision

To empower every student with the opportunity to realize their maximum potential by embracing the inherent worth of the whole child.

## Mission

To provide an educational environment that fosters strong academic, co-curricular, and interpersonal skills, allowing **every child, every day** to grow and thrive as an engaged, responsible citizen in a diverse society.

**MGSD Motto: *Every Child, Every Day!***

## MGSD Teacher Advisory Council

The MGSD Teacher Advisory Council provides an opportunity for teachers to discuss critical educational issues and to collaborate about district decisions, ideas, and concerns. The MGSD TAC meets quarterly with the Superintendent and designated Executive Team members. The school principal appoints all TAC representatives. The district's Director of Public Information informs all TAC representatives at each school about the meeting schedule and specific agenda items. The role of each TAC representative is to keep the faculty at the schools informed and abreast of local and state happenings in public education while gathering their input, suggestions, and concerns to share with district leadership at the quarterly scheduled meetings.

## Parent-Teacher Association

The school system supports parent and citizen groups dedicated to the improvement of public education. We are fortunate to have a well-organized and active PTA in each of our schools. The PTA is based upon five objectives: 1) To promote the welfare of children, 2) To raise the standards of life, 3) To secure adequate laws for the care and protection of children, 4) To nurture the partnership between home and school, and 5) To secure the highest advantages in physical, mental, social, and spiritual education. We encourage all employees to actively support the PTA or comparable groups within our district.

## Employment, Policies and Standards

### Licensed or Classified Employee

You are licensed if your position requires that you hold a North Carolina teaching or administrative license. Teachers, assistant principals, counselors, media coordinators, principals and many other administrators are licensed. All other positions are classified, meaning that they do not require a license and that they fall in certain classifications for salary purposes. Most policies apply to everyone; however, certain policies in this handbook apply to only licensed employees or to only classified employees because of their different responsibilities under state law or their roles and relationship to students.

### 215 Day or 12-Month Employee

All instructional personnel including teachers, teacher assistants and many other employees who are considered “instructional” are employed for 215 days per year. The 215-day calendar includes “student days,” holidays, annual leave days and professional workdays. Every MGSD employee has a “Term of Employment.” The terms of employment for common positions are as follows:

- Central Office Administration – 12 months
- Principals – 12 months
- Assistant Principals – 11 months
- Teachers – 10 months (215 days)
- Teacher Assistants – 10 months (215 days)
- Lead Office Professional – 12 months
- Support Office Professional – 10 months (215 days)
- School Nurses – 10 months (215 days)
- Data Manager – 11 months
- Guidance Counselor – 10 or 11 months
- Guidance Clerk (high school) – 12 months
- Media Coordinator – 10 months (215 days)
- Technology Instructional Facilitators – 10 months (215 days)
- Custodial Staff – 12 months
- Maintenance Department – 12 months
- Food Services – 10 months
- BASP - 10 months
- Bus Driver – 10 months

### Part-Time or Full-Time

You are considered full-time if your regular workweek is 30 or more hours. You are considered part-time if you regularly work fewer than 30 hours. If you work at least 20 hours per week, you are considered part-time/half-time or more. Regular employees in this 20-hour category are eligible for sick leave, annual leave and holiday pay on a pro rata basis. You may also join the N.C. State Health Plan at your own expense. If you work fewer than 20 hours per week, you are not eligible for any employment benefits. Each school may adopt a flexible time schedule requiring teachers and classified staff to spend more time at school on some days and less on other days.



## **Employment, Policies and Standards**

### **Permanent or Temporary**

You are a permanent employee if you work with the expectation of continued employment for an indefinite period of time. You are a temporary employee if you work in a licensed or classified position, usually for six months or less, with no expectation of continued employment, or if you work less than 20 hours per week. Temporary employees are employed at the will and pleasure of the school system and normally are not eligible for any employment benefits.

### **At-Will or Contract**

If you are a classified employee, you are employed at the will and pleasure of the school district. You may resign from your job at any time and may be dismissed or demoted for any reason at the discretion of the school district with appropriate and formal communication as to the reason for the dismissal or demotion. MGSD reserves the right to change or modify employment policies as needed. Nothing in this handbook shall be construed as an employment contract, whether express or implied, for any employee "at-will." If you are licensed, you are employed on a contract for a fixed term unless you obtained "Career Status" as a teacher in the state of North Carolina prior to August 1, 2013, and are employed on a continuing contract. Licensed employees may not be dismissed for any arbitrary, discriminatory, personal or political reason.

### **Instructional or Non-Instructional**

You are instructional if you have responsibility for students in a classroom. Teachers and any other role or position that requires a substitute cannot take "annual leave" on student days. In addition, bus drivers and child nutrition personnel cannot take annual leave on student days. All other positions are considered "non-instructional" and are allowed to take annual leave contingent upon supervisor approval.

### **Drug-Free Workplace**

By Board of Education policy, the school district is a drug-free workplace. You must not possess, use, sell, or be under the influence of any alcoholic beverage or prohibited substance while you are at work or on duty. Prohibited substances include, but are not limited to liquor, beer, wine, and other alcoholic/mixed beverages, speed, ice, phenobarbital, LSD, codeine, heroin, morphine, PCP, steroids, marijuana, cocaine, crack, and any other manufactured drug that may impact your judgment, safety, and performance. You may use prescription drugs that are authorized by your physician. If this policy is violated or there is reasonable suspicion that this policy has been violated, the employee may participate in drug testing. The results from the drug test(s) could result in disciplinary action up to and including dismissal. Any conviction of a drug-related offense must be reported to the Director of Human Resources no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. School bus drivers and any employee with a CDL license may be tested for drugs and alcohol at any time without cause. Employees may not operate a school vehicle or perform any safety-sensitive function within 8 hours of drinking alcohol or such time that alcohol or controlled substances remain in the employee's system. (*BOE Policy 7241*)

## Employment, Policies and Standards

### Pre-Employment Process

Before you are employed and allowed to begin work, you must show proof of citizenship or a valid work authorization document, and have a drug test, criminal background check, fingerprinting and health examination that passes all of the employment requirements. *(BOE Policy 7100)*

### General Responsibilities for Employees

As an employee, you represent the school district and professionalism is expected at all times. The impression you give and the statements you make influence how people think of our schools and our district. Your basic responsibilities are outlined in your job description. Your principal or supervisor may give you specific instructions and has the right to assign tasks as necessary. Do not hesitate to ask questions about what they expect of you as an employee. *(BOE Policy 7300, 7301 and 7302)*

### Civility and School Safety

The Board of Education has adopted a civility and school safety policy to promote mutual respect and orderly conduct among students, employees, volunteers, parents, and the public. The purpose of this policy is to provide safe and harassment-free workplaces for teachers, students, administrators, staff, parents, and volunteers. This policy is to discourage hostile, threatening or profane language and /or behavior. School officials can remove someone from school grounds if his or her behavior is unacceptable. People who repeatedly show unacceptable behavior can be prohibited from coming onto school campuses without a scheduled appointment. *(BOE Policy 1710/4021/1730 and 1720/4015/7225)*

### Conflicts of Interest

As a public employee, you must be careful to avoid conflicts of interest. State law and board policies prohibit certain activities:

- You must not sell or have any financial interest in selling anything to the school district or any school.
- You must not make lists of employees' or students' names or addresses available to anyone who would use them for selling anything.
- If you are involved in making or administering a contract on behalf of the school district, you must not derive a direct benefit from the contract or attempt to influence others about it.
- You must not use school facilities, supplies, and equipment or student labor to make or repair anything for your personal gain or to provide services to the general public. This does not prohibit renting school facilities on the same basis as the public.
- You must not, for personal gain, sell anything at school or at your work site to students or other employees.
- You must not accept gifts or things of value in return for recommending that the school district or a school buy a particular product or buy things from a specific store or person.
- You must not change a student's grade or test score, or offer to do so, in exchange for a service, anything of value, or money.

No school employee may accept gifts from any person or group desiring to do or doing business with the school district, unless such gifts are instructional products or advertising items of nominal value that are widely distributed. *(BOE Policy 7730)*

# Employment, Policies and Standards

## Standards of Professional Conduct

The Board of Education believes all employees should adhere to certain basic standards of professional conduct. Teachers, school administrators, and all other employees shall adhere to the Standards of Professional Conduct located in the 7000 series of the Board of Education policies. Failure to follow the Standards of Professional Conduct shall subject the teacher or other employee to investigation and possible disciplinary action. The rules governing suspension, demotion and dismissal are explained in Policy 7930. All board policies can be accessed on the school district's website.

- Teachers, school administrators and all other employees shall practice the professional standards of federal, state, and local governing bodies appropriate to their position of employment.
- Employees shall serve as positive role models at all times for students, parents, and the community.
- Employees shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- Employees shall not solicit current students or parents of students to purchase equipment, supplies, or services from the teacher or other employee in a private remunerative capacity.
- Employees, volunteers and independent contractors shall treat all students with respect. Such persons shall not commit any abusive act or sexual exploitations 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 teacher or employee.
- Employees shall not create, maintain or knowingly appear on any pornographic website in an obscene, immoral, indecent, naked, lewd, lascivious and/or pornographic manner. Employees shall not solicit, via Internet or other electronic means, participants for obscene, immoral, indecent, pornographic, vulgar and/or sexually offensive acts. Employees are required to adhere to the standards for Internet use contained within Board Policy 7335.
- The Board of Education believes there are extremely limited reasons, if any, for teachers, school administrators and all other employees to text individual students on their personal cell phones or to communicate and/or be friends with students on personally administered pages of social networking sites. Further, the Board of Education finds numerous preferred mediums of communication exist for teachers, school administrators and all other employees to communicate with students rather than the use of texting or social networking sites and finds communication between employees and students should always be appropriate in nature and comport with the MGSD policies and standards of proper communication between a professional and a student. As such, the Board **strongly** recommends that teachers, school administrators and all employees **NOT** communicate directly with individual student via text message or list MGSD students as "Friends" on personally administered pages of social networking sites unless the student is the employee's child, grandchild, sibling, cousin, niece, or nephew. The Board of Education reserves the right to limit the mediums of interaction and communication between the teacher and student in the event the communication warrants such limitations. All employees and school volunteers are required to adhere to Policy 3225/4312/7320 concerning the responsible use of technological resources and Policy 7335 concerning employee use of social media.

## Employment, Policies and Standards

### Standards of Professional Conduct (continued)

- Employees, volunteers and independent contractors with access to confidential student records shall keep in confidence personally identifiable information regarding students and their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or is necessary for the personal safety of the student or others.
- Employees shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/guardian, or colleague.
- Employees shall make any and all reports required by Chapter 115C of the North Carolina General Statutes, if any, by MGSD, or by their principal or supervisor.
- Employees and volunteers shall not be under the influence of, possess, use, sell, or consume on school premises or at a school-sponsored activity a controlled substance as defined by the North Carolina Controlled Substances Act Chapter 90 of the General Statutes, without a prescription authorizing such use; be under the influence of, possess, use, sell, or consume an alcoholic beverage or controlled substance on school premises or at a school-sponsored activity involving students; or distribute or otherwise furnish to, or make any action or omission implicitly condoning or allowing consumption or use of alcohol or controlled substance by any student, except as indicated in the professional duties of administering legally prescribed medications in accordance with N.C.G.S. 115C-307 and/or N.C.G.S. 115C-375.2.
- Employees shall not omit any act referred to in N.C.G.S. 115C-332 and/or any felony under the laws of the United States or of any state.
- Employees are required to report any criminal arrests, charges, convictions, guilty pleas, pleas of no contest, prayers for judgment continued or deferred prosecutions to the Human Resources Department no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release.
- Employees are not required to report minor traffic offenses unless the employee has a job responsibility to drive a school bus or motor vehicle owned by the school system, the charge is a felony, or the charge involves driving under the influence of drugs or alcohol.
- Failure to report an arrest, charge, conviction, guilty plea, plea of no contest, prayer for judgment continued or deferred prosecution to the Director of Human Resources within the 24 hour period may result in discipline sanction, up to and including dismissal. If a criminal history or background check or another verified source shows an employee failed to disclose a criminal charge or disposition, the employee may be dismissed from employment.
- Employees shall not misuse public funds or property, funds of a school related organization, or a colleague's funds. Teachers and other employees shall account for funds collected from students, colleagues, or parents/guardians. Teachers and employees shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Employees shall not perform any act as an employee in a position for which licensure is required by the rules of the State Board of Education or by Chapter 115C of the N.C.G.S. during any period in which the teacher's, school administrator's or other employee's license has been suspended or revoked.



## Employment, Policies and Standards

### Field Trips

All field trips require prior approval by the principal. The executive director, superintendent and board of education must approve overnight or out-of-state field trips. Staff members should consider the threat condition set by the U.S. Department of Homeland Security when planning or going on overnight or out-of-state field trips. If the department has declared that the threat of a terrorist attack is high, school staff should seriously consider postponing or canceling overnight or out-of-town field trips. If the threat level is raised to severe, all overnight or out-of-town field trips should be cancelled or postponed until the condition is removed. Students who are suspended from school or assigned to in-school suspension on the day of a field trip are not allowed to go on the trip.

### Nepotism

The school system does not allow the assignment of an employee to supervise or evaluate a member of his or her immediate family. According to the school system's policy, the immediate family includes spouses, children, stepchildren, wards, grandchildren, parents, grandparents, siblings, in-laws, uncles and aunts. As a general rule, the school system discourages the assignment of students to classes taught by a member of their immediate family. *(BOE Policy 7100)*

### Political Activity

We encourage employees to be active politically. Awareness and knowledge of political issues and political candidates should be increased to become a better-informed citizen and educator. However, employees are not to participate in active campaigning for a candidate while on the job. Employees are not to use school mail or email for political purposes. The employee's position should not be used to coerce subordinates or students to contribute to any political campaign. Employees should not be compelled to join or support a particular political party, organization or candidate as a condition of employment by this school district.

### Prohibited Relationships with Students

Employees are prohibited from dating, courting, entering into, or grooming for a romantic or sexual relationship with a student who is enrolled in a school within the Mooresville Graded School District regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action including dismissal. If there is knowledge that another employee is inappropriately involved with a student, it must be reported immediately to the administrator, supervisor, or Director of Human Resources. An employee who fails to immediately report an inappropriate relationship between an employee and student may also be subject to disciplinary action up to and including dismissal. *(BOE Policy 4040/7310)*

### Safety

Safety is important for everyone. In order to prevent injury to yourself and others, these general safety rules should be followed: *Avoid accidents by removing hazards. Report any unsafe condition or lack of safety equipment to your supervisor immediately. If you are involved or witness an accident, report it to your supervisor immediately.* *(BOE Policy 1510/4200/7270)*

## Employment, Policies and Standards

### Privacy of Student Records

Employees are not to discuss students with anyone who is not authorized to know the student's record. Most information about individual students is not public. Please consult with your supervisor before giving out any information about students or other personnel. *(BOE Policy 4345/7820)*

### Reporting Child Abuse, Neglect, and Dependency

If a child shows signs of injury or emotional damage that could be the result of abuse or neglect, school employees are required by state law (G.S. 7B-300-312) to report suspected incidents to Iredell County Department of Social Services by calling (704) 873-5631. Additionally, the law requires the reporting of dependency. For the purposes of the reporting law, a child is dependent when the parent, guardian, or custodian is not able to provide for the child's care or supervision and lacks an appropriate alternative childcare arrangement. Consultation with the principal, social worker and guidance counselor is recommended, but does not supersede the law to report. The department of social services will determine if your report warrants an investigation. A one-time report of neglect or dependency may not be sufficient for an investigation to take place; therefore, further incidents also should be reported. Child Protective Services at the Department of Social Services will work with the family and other agencies to help overcome the problem and protect the child. *(BOE Policy 4240/7312)*

### Proper Use of Seclusion and Restraints

North Carolina state law (N.C.G.S. 115C-391.1) explains when it is acceptable to use reasonable force, physical restraints, mechanical restraints, seclusion and isolation. Some may be acceptable in designated circumstances, such as when reasonably needed to maintain order, to prevent or break up a fight, for self-defense or to take away weapons or other dangerous objects. The complete guidelines are available at the General Assembly's website, <http://www.ncleg.net/gascripts/statutes/statutes.asp>. *(BOE Policy 4301)*

### Reporting Criminal Charges

Employees who are charged with a crime must notify the school district no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Employees are not required to report traffic offenses unless they are felonies, involve driving under the influence of alcohol or drugs, or if they operate a school system vehicle. Failure to disclose within the required time period that is later discovered will result in disciplinary action up to dismissal. If a verified criminal history check or another source shows that an employee failed to disclose a criminal charge or disposition, then the employee may be dismissed. The Human Resources Department may conduct criminal history checks on current employees. *(BOE Policy 7100)*

### Reporting Harassment

The school district does not tolerate harassment based on an employee's race, national origin, religion, age, gender or disability. **Sexual harassment** includes any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature between a superior and a subordinate, between peers, or between an employee and a student. This behavior is described as interfering with job performance creating an intimidating, hostile or offensive work/school environment; or affects employment opportunities or benefits. *(BOE Policy 1720/4015/7225)*

## Employment, Policies and Standards

### Reporting Harassment (*continued*)

**Other harassment** includes any act that creates an intimidating, hostile or offensive work environment, interferes with an individual's job performance, or adversely affects an individual's employment opportunities. This applies to such behavior whether it is by fellow employees, a supervisor or manager, or an outside vendor or consultant. If it is believed that harassment is taking place, it should be reported immediately to the principal, supervisor, or Director of Human Resources. The complaint will be investigated thoroughly. If harassment is witnessed and it is believed to be "sexual harassment," employees are required to report the behavior to the principal, supervisor, or Director of Human Resources. If the allegations are true, an appropriate remedy will be recommended, which may include the demotion or dismissal of the offending employee. If the allegations are not found to be true, an explanation will be rendered. The results of harassment investigations may be appealed to the superintendent. (*BOE Policy 1720/4015/7225*)

### Reporting Improper Activities

Under North Carolina law, employees are encouraged to report to the principal, supervisor, Director of Human Resources, or superintendent if there is evidence of activity by any school employee that violates a state or federal law, is fraudulent, involves the misappropriation of resources or endangers public health or safety. If such activity is reported in good faith, the employee cannot be dismissed, demoted or subjected to any form of discrimination for having made the report. (*BOE Policy 1760/7280*)

### Tobacco Free Schools

School employees, volunteers and visitors are prohibited from using tobacco products at any time in any building, facility, or vehicle owned, leased, rented or chartered by the school district. They are also prohibited from using tobacco products on any school grounds and property, including athletic fields and parking lots, owned, leased, rented or chartered by the school district or at any school-sponsored or school-related event on-campus or off-campus. This prohibition applies even when such persons are on school grounds as visitors or spectators. (*BOE Policy 5026/7250*)

### Use of School Mail, Fax, and Technological Resources

The school mail may not be used to distribute advertisements for commercial enterprises, campaign literature for a political candidate or for entirely personal correspondence. The honor system will be used to enforce this regulation. If it is determined that a communication violates regulations, the employee sending or receiving the communication will be reminded of this regulation and may be reprimanded. Fax machines and all other technological resources are intended for conducting business related to the school district. In general, they should not be used for personal business on a regular basis. They should not be used to communicate indecent language, pictures or symbols or to disparage anyone's religion, gender, age, national or ethnic origin or disability. As a general rule, student record information that is confidential under the FERPA and personnel records that are confidential under state law should not be sent by fax unless sent in a secure manner. The school district reserves the right to read all messages created, received or sent over its fax machines and any other technological resource. (*BOE Policy 3225/4312/7320*)

## Employment, Policies and Standards

### Internet, Email and Texting

All Internet users are expected to behave legally, responsibly and ethically when using the Internet during work hours and at any time while using technology resources that are owned or leased by the school district. Unacceptable uses of the Internet include violating copyright laws or plagiarism; illegally copying software; accessing confidential records without authorization; publishing, accessing or sending profane or obscene material; communicating threats; or using another person's password without permission. Employees should not use chat rooms for social conversations, or any other social media not approved by the school district while at work. For more information about inappropriate uses of the Internet, read BOE Policy 3225/4312/7320 and Policy 7335. Email is intended for conducting school district business and as a general rule should not be used for personal business on a regular basis. The confidentiality of email should not be assumed. The Mooresville Graded School District has a right to review any email sent over its' Internet service. Also, confidential student records or personnel information should not be sent by email unless in a secure manner in accordance with federal and state laws. The Board of Education strongly recommends that emails between employees and students are extremely limited and that the content is specifically related to school matters only. Employees are to maintain professional relationships with students at all times in accordance with policies 4040/7310, Staff-Student Relations, and 7300, Staff Responsibilities. ***Employees and volunteers should not text students individually.*** Only group text messages may be sent to secondary students with parent permission through a school district approved group texting website. Employees should always keep a record of all text messages they send. (BOE Policy 7335)

### Surveys of Students and Employees

Employees must give their consent before participating in research conducted by an outside agency or individual. Employees may be required to participate in research conducted by the school district to assess the effectiveness of its programs or services. Employees or school district interns who are fulfilling the requirements of a college course or degree must have approval to conduct research studies involving students or staff. Parents have the right to inspect research surveys or studies to be conducted by third parties. The school district will not release students' names or addresses unless parents are notified in advance and in writing. No student will be required to participate in a research study or survey if his or her parent objects. A research project involving a survey of students must comply with policy 4720, Surveys of Students. All research projects must comply with the confidentiality requirements of policy 4700, Student Records, and policy 4705/7825, Confidentiality of Personal Identifying Information. (BOE Policy 5230)

### Grievances

It is desirable for an employee and his or her immediate supervisor to resolve problems through free and informal communication. When informal procedures fail or are inappropriate or when the employee requests formal procedures, a grievance will be processed pursuant to the steps set forth in policy 1750/7220. Filing a formal grievance requires that the problem be reported in writing and submitted to the immediate supervisor as soon as possible, but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. The immediate supervisor will begin the investigation unless the grievance is against the immediate supervisor and/or alleges that a state or federal law has been misapplied, misinterpreted or violated, in which case the grievance may be presented instead to the Director of Human Resources. (BOE Policy 1750/7220)



# Code of Ethics for NC Educators

The responsibility to teach, the freedom to learn and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents, and legal guardians, and the community, and to serve as an appropriate role model.

## **I. Commitment to the Student**

- A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.
- B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
- C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance.
- D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.
- E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
- F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

## **II. Commitment to the School and School District**

- A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.
- B. Acknowledges the diverse views of students, parents, and legal guardians, and colleagues as they shape educational goals, policies, and decisions; does not proselytize for personal viewpoints outside the scope of professional practice.
- C. Signs a contract in good faith and does not abandon contracted professional duties without substantive reason.
- D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due-process proceedings.
- E. When acting in an administrative capacity:
  - 1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents, and legal guardians.
  - 2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
  - 3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
  - 4. Recommends persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and the law.

## **III. Commitment to the Profession**

- A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.
- B. Takes action to remedy an observed violation of this Code of Ethics and promotes understanding of the principles of professional ethics.
- C. Pursues growth in profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

## Compensation and Benefits

### Payday and Direct Deposit

Generally, all teachers and 12-month employees are paid on the last working day of the month. All employees, including substitutes and temporary employees, are required to use direct deposit. Employees may choose to deposit their pay automatically to any financial institution, local or out of town. Direct deposit statements are provided to all employees each payday.

### Local Supplements and Longevity Pay

Permanent employees receive a local supplement based upon their percentage of employment. Administrators and Classified employees receive longevity pay after completion of ten years of employment working 20 hours or more per week. Longevity is paid once a year in the pay period following their anniversary date, at the following rates:

10-14 years of state service:	1.50%
15-19 years of state service:	2.25%
20-24 years of state service:	3.25%
25 or more years of state service:	4.50%

### Deductions

Deductions will automatically be made from the employee's paycheck for FICA taxes and state and federal income taxes. If the employee is eligible for membership in the retirement system, they will also have 6 percent deducted for retirement, which is sheltered from state and federal income taxes. Payroll deductions will also be made if family medical, dental, additional life insurance, flexible benefits or any other local benefit is selected and added by the employee.

### Health Insurance

All employees working 20 hours or more per week are **eligible** for health insurance through the North Carolina State Health Plan. If employees work 30 hours or more per week, the employer contribution cost is paid by the school district. If employees work 20-29 hours per week, the employee is responsible for the full cost of the health insurance. Links to more specific information including rates, plan options and fact sheets, can be found at the State Health Plan's website, <http://www.shpnc.org/>. The website will also list in-network health care providers and rate calculators to help assess your options. Employees may also call the State Health Plan at (855) 859-0966 for more information.

### Disability Insurance

A disability income plan is provided by the state at no cost for full-time regular employees. To be eligible for short-term benefits, the employee must have one year of contributing service to the NC State Retirement System when the disability begins and must be disabled more than 60 consecutive calendar days. The plan will provide the employee 50 percent of his/her base salary, up to \$3,000.00 per month for one year. If the employee has five years of service/membership in the NC State Retirement System, he/she **may be** eligible for long-term benefits after the short-term benefits expire. Long-term benefits are 65 percent of the employee's base monthly salary, up to \$3,900.00, reduced by the benefits the employee may be receiving from other plans. Benefits are payable until the disability ceases or the employee is eligible for full retirement benefits.

# Compensation and Benefits

## Workers Compensation

All employees are covered under workers' compensation laws. Payment is provided for medical expenses and partial income, at no cost to the employee as long as it is an accidental injury or an occupational disease contracted in the course and scope of employment. It is the employee's responsibility to claim compensation. Report any occupational injuries or illnesses to your supervisor immediately.

## Life Insurance

The Board of Education provides all full-time regular employees with a minimum amount of term life insurance coverage at no cost to the employee. Employees may purchase additional term life insurance. They must pay the premium for the additional coverage through payroll deduction. By IRS regulations, these premiums cannot be tax-sheltered. Employees may also purchase insurance coverage for spouses and children using payroll deduction.

## Flexible Benefits

Flexible benefits are optional benefits that the employee may select. The school district does not pay any of the costs of these benefits, but the employee does receive group rates on the insurance plans and tax sheltering on some of the salary deductions. Vision and dental care insurance are two of the options included in flexible benefits offerings.

## General Benefits and Insurance Information

Employees may change their beneficiary, add a dependent, add or delete a spouse, or change their name because of marriage or divorce. Employees may make these changes by completing the necessary paperwork provided by the Finance Department at the MGSD Central Office. An opportunity is provided each school year for employees to modify their medical benefits. There may be a waiting period for certain conditions related to local benefits.

For more information related to compensation and benefits, use the websites listed below:

NC State Employee Salary and Benefits Information:  
[www.ncpublicschools.org/work4ncschools/salary/](http://www.ncpublicschools.org/work4ncschools/salary/)

NC State Health Plan:  
[www.shpnc.org](http://www.shpnc.org)

Teachers and State Employees Retirement System:  
[www.myncretirement.com](http://www.myncretirement.com)



## Leave and Tuition Reimbursement

### Leaves of Absence

Under certain circumstances, you may request long-term leave without pay. Long-term leaves must be recommended by the superintendent and approved by the Board of Education. An employee may be granted a leave of absence without pay for the following reasons and for a period of time of up to one calendar year, renewable at the discretion of the superintendent with approval from the board:

1. Military leave (see Policies 7520, Family and Medical Leave, and 7530, Military Leave);
2. Personal illness in excess of sick leave;
3. Family leave (see Policy 7520);
4. Professional/Educational leave; and
5. Other reasons at the discretion of the superintendent with the approval of the board.

An employee seeking leave is responsible for making necessary arrangements as provided in the administrative procedures. Except in the case of an emergency, an employee who desires a leave of absence without pay shall provide at least 60 days' notice and shall submit a request in writing to the board stating the beginning and ending dates of the desired leave of absence. The employee is expected to consult with the principal or his or her immediate supervisor. The superintendent may request documentation from the employee in support of his or her request. In determining the length of absence without pay that will be approved, with the exception of military and family leave, due and proper consideration must be given to the welfare of the students as well as the employee. The superintendent may require the employee to give notice of his or her intent to return to work at reasonable time intervals during the leave. Once a leave of absence without pay has been requested by an employee and approved by the board, the dates are binding unless both parties agree to a change. (*BOE Policy 7510*)

### The Family and Medical Leave Act

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- For a serious health condition that makes the employee unable to perform the employee's job

During FMLA leave, the school district must maintain the employee's health coverage under the "group health plan" on the same terms as if the employee has continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Employees are eligible if they have worked for the school district at least 1250 hours over the previous 12 months. A *serious health condition* is an illness, injury, impairment, physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents the employee from performing the functions of his/her job. The employee does not need to use the leave entitlement in one block of time. Leave can be taken intermittently or on a reduced leave schedule when necessary.



## Leave and Tuition Reimbursement

### The Family and Medical Leave Act (continued)

Employees must use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the school district's normal paid leave policies. Employees must provide 30 days advance notice to the supervisor and Assistant Superintendent for Human Resources of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the reporting procedures listed above. Employees must provide sufficient information for the school district to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider or circumstances supporting the need for military family leave. Employees also must inform the Assistant Superintendent for Human Resources if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees are also required to provide a certification and periodic recertification supporting the need for leave time. The Assistant Superintendent for Human Resources will alert the employee if they are eligible for FMLA leave or not and provide the reason for ineligibility. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights. (*BOE Policy 7520*)

### Jury Duty

Employees may have temporary leave with full pay if they are called for jury duty.

### Military Leave

Employees may have temporary leave with full pay for up to 15 days if they are called for annual training with a military reserve or National Guard unit. If an employee is called for active duty, he/she will receive leave without pay and credit for such service. If military pay is less than the employee's regular pay, the employee will receive differential pay while on active military duty. Eligible employees whose spouse, son, daughter, or parent is on covered active duty status may use their 12-week FMLA leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing financial and legal arrangements, attending certain counseling sessions, and attending deployment reintegration briefings. Eligible employees are also permitted under FMLA to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is:

- Current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a *serious injury or illness*.
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a *serious injury or illness*.

The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition." (*BOE Policy 7530*) (*State Policy Manual, P 10.0*)

## Leave and Tuition Reimbursement

### Parental Leave for Schools

Employees who are parents or guardians of a school-aged child may take up to a full day per school year of paid leave to participate in their child's school activities and educational programming. Employees are to request approval from their supervisor in advance for parental leave. (*State Policy Manual, P 8-3*)

### Personal Leave

Classroom teachers may earn two days of personal leave each year at the rate of 0.20 days per full month of employment. On June 30 each school year, personal leave in excess of five days is converted to sick leave. Personal days may be used in whole or half-day units on student or professional days, but not on state testing days, the first day teachers are required to report for the school year, on required teacher workdays, or the day before or after a holiday or scheduled vacation day, unless the request is approved by the principal. A \$50 deduction for a substitute is taken from your pay for personal leave taken on student days. Requests to use personal leave should be made at least five days in advance. You do not have to provide a reason for taking personal leave. Personal leave normally is not granted on the day before or after a holiday or on required teacher workdays. (*State Policy Manual, P 5.1*)

### Shared Leave

Life threatening illness can cause financial hardship when an employee's sick leave and annual leave are exhausted. Under provisions of the State Board of Education policy, fellow employees can donate sick leave or annual leave to help under limited circumstances. Full and part-time regular employees must have approval to receive donated leave for extended absence because of their own illness or one in their immediate family. They must not be receiving benefits from the Disability Income Plan. Employees may donate **sick leave** only to another employee in this or another NC school system, a community college or NC state agency. Employees may not reduce their sick leave below one-half of what is earned in one year. Employees may donate **annual leave** to any employee in the school district and to immediate family members in other school systems, a community college or NC state agency. Employees may not reduce their annual leave below one-half of what is earned in one year. All donated leave will be credited to the recipient's sick leave account. (*State Policy Manual, P 4-3*)

### Sick Leave

Permanent employees earn one day of sick leave for each month of employment. Sick leave may be accrued indefinitely. The length of a day depends on the nature of employment. Employees may use sick leave for their own illness, injury, pregnancy, medical appointments and for the illness or death of a member of the employee's immediate family. The immediate supervisor may require documentation of the reason for an employee's absence if the employee is absent from three consecutive days, seven cumulative days during a school year and/or the first or last 10 days of the school year. Employees who anticipate using sick leave for more than a single day must inform the principal or immediate supervisor in advance so that arrangements may be made to reassign the employee's duties during the period of absence. Failure to report to work as scheduled or to observe the sick leave reporting policy when reasonably possible may result in the employee receiving disciplinary action up to dismissal. (*BOE Policy 7510*)

## Leave and Tuition Reimbursement

### Sick Leave (continued)

The minimum amount of sick leave that may be taken at one time is one-half hour unless it is an instructional day, and your role requires a substitute then the minimum is one-half day. Employees will not be paid for unused sick leave when they leave the school district. When the employee retires, their accumulated earned sick leave is converted into retirement credits at the rate of 20 sick leave days equal to one month's service. Another month is allowed for any part of 20 days that is left over. If the employee has exhausted all earned sick leave, he/she may receive an extension of sick leave for personal illness, injury or disability with certain restrictions. Temporary or substitute employees do not receive sick leave benefits. *(State Policy Manual, P 4.o)*

### Annual Leave (Vacation)

Annual vacation leave based on length of state service accrues for eligible employees as follows:

- Less than 5 years: 1.17 days per month
- 5 but less than 10 years: 1.42 days per month
- 10 but less than 15 years: 1.67 days per month
- 15 but less than 20 years: 1.92 days per month
- 20 years or more: 2.17 days per month

Instructional employees must take the 10 days of annual leave scheduled on the calendar. They may use any additional vacation days earned only on non-student days if they are not required to attend professional development activities. Most non-instructional employees can take annual leave on any day with the approval of their principal or immediate supervisor. There are special rules for bus drivers and food service employees. The minimum amount of annual leave that can be taken at one time is one-half hour. Holidays that fall during vacation are not charged against an employee's earned annual leave. In general, an employee can carry only 30 days of accumulated annual leave beyond July 1 each year. Any amount in excess of 30 days is converted to sick leave. When an employee resigns or retires he/she is paid for up to 30 days of annual leave not used.

### Retirement

There is no mandatory retirement age. The employee and the school district save for retirement and contribute to Social Security. Here are some quick facts about retirement:

- Six cents of each dollar the employee earns is deducted from his/her paycheck and set aside for retirement. These contributions are tax-deferred until the employee retires or makes a withdrawal.
- The school district also contributes a percentage of each dollar the employee earns to the retirement fund. That percentage is determined each year by the General Assembly.
- If the employee leaves the school district, he/she may withdraw the money that was contributed by the employee in a lump sum payment, plus interest in some cases, but less tax and other penalties.
- If the employee dies after one year of service while employed with the school district, the employee's beneficiary will be paid a sum equal to the salary earned in the last calendar year of work not to exceed \$50,000 or less than \$25,000 in addition to the amount that the employee contributed to the retirement system.
- The employee may retire with **unreduced** benefits at age 65 with five years of membership or at age 60 with 25 years, or at any age with 30 years.

## Leave and Tuition Reimbursement

### Retirement (continued)

- The employee may retire with **reduced** benefits after age 50 with 20 years or at age 60 with 5 years.
- Most or all of the employee's retirement benefits are taxable income when they are received. Retirement benefits of employees vested as of August 12, 1989 may be sheltered from state taxes.
- If an employee was first hired **before** October 1, 2006 and he/she retires with five or more years of State System membership service, the state will pay for the employee's individual health insurance coverage.
- If the employee was first hired **on or after** October 1, 2006, the employee will need to retire with 20 or more years of retirement service credit in order to receive individual health coverage at no cost;
- If the employee was first hired **on or after** October 1, 2006 and has 10 but less than 20 years of retirement service credit, he/she will pay 50 percent of the cost for individual health coverage.
- If the employee was first hired **on or after** October 1, 2006 and has five but less than ten years of retirement service credit, he/she will pay full cost for individual health coverage.
- In all cases, the employee must pay the full cost of dependent health coverage, if elected.

### Social Security

All employees of the school district are covered by Social Security. An employee may retire at age 65 to 67 (depending on the employee's birth date) with full benefits or elect to retire earlier with reduced benefits. Social Security also provides payments to the employee if he/she is disabled. Dependents will receive payments from Social Security if the employee should die or become disabled.

### Tuition Reimbursement

There are four ways to qualify for tuition reimbursement as an employee with MGSD:

1. MGSD employees with known licensure deficiencies at the time of hire such as: Residency Licensed teachers who are required to take courses to obtain NC licensure and teachers with a temporary NC license transferring from another state who are required to take courses to obtain NC licensure.
2. Licensed MGSD employees who are re-assigned by the school district for which an additional licensure area is required.
3. Tenured licensed MGSD employees who desire to earn an advanced degree.
4. All other MGSD employees who desire to earn a degree.

The degree earned must be in a discipline that is pertinent to the employee's current assignment or for the advancement of the education profession. The following criteria must be met in order to request or receive tuition reimbursement: courses must qualify for college credit and the employee must receive a passing grade for each college course. Before registering for a class, the employee must complete the MGSD-10 Form for Tuition Assistance and have the principal approve, sign and date the form. Requests are processed on a first come first serve basis, as funds are available. The completed form must be sent to Central Office for administrative approval. Employees are eligible for up to \$1000 per fiscal year. Once the employee receives his/her grade for the course(s), the MGSD-10 form along with the paid receipt and copy of grades should be submitted to Central Office to obtain reimbursement.



# MGSD 2022-23 District Calendar



## Mooreville Graded School District 2022 - 2023 STAFF CALENDAR - Approved

AUGUST 2022						
S	M	T	W	Th	F	S
	1-O	2-O	3-R	4-R	5-R	6
7	8-R	9-R	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5-H	6-R	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31-O					

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1-R	2	3	4	5
6	7	8	9	10	11-H	12
13	14	15	16	17	18	19
20	21	ER	23-A	24-H	25-H	26
27	28	29	30			

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22-A	23-H	24
25	26-H	27-A	28-A	29-A	30-H	31

JANUARY 2023						
S	M	T	W	Th	F	S
1	2-O	3-R	4	5	6	7
8	9	10	11	12	13	14
15	16-H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13-R	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6-A	7-A	8-A	9-A	10-A	11
12	13-R	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7-H	8
9	10-H	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28-R	29
30						

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	ER	25-R	26-R	
28	29-H	30-O	31			

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

First Day / Last Day of School = ER

Early Release / Staff Development Days

H = Holiday

A = Annual Leave Days

O = Optional / R = Required Work Days

**Non-Working Days** - Non-working days apply to 10-month employees. Eleven-month employees will work with their supervisor to schedule when they will work and have off during the non-working days.

The status of any day in the school calendar can be changed at any time during the school year if days are missed due to inclement weather. This includes the potential to attend on a Saturday.

# MGSD School Directory

## MGSD Schools and Contact Information

### **Rocky River Elementary (K - 3)**

483 Rocky River Road  
Mooresville, NC 28115  
(704) 658-2740  
Principal: Dr. Chuck LaRusso  
Financial Secretary: Rachel Hunter

### **Park View Elementary (K - 3)**

217 W. McNeely Avenue  
Mooresville, NC 28115  
(704) 658-2550  
Principal: Dr. Misha Rogers  
Financial Secretary: Ivory Vanderburg

### **South Elementary (K - 3)**

839 S. Magnolia Street  
Mooresville, NC 28115  
(704) 658-2650  
Principal: Dr. Mark Cottone  
Financial Secretary: Wendy Turbyfill

### **East Mooresville Intermediate School (4 - 6)**

1711 Landis Highway  
Mooresville, NC 28115  
(704) 658-2700  
Principal: Tracy Pratt-Dixon  
Financial Secretary: Trena Williams

### **Mooresville Intermediate School (4 - 6)**

1438 Coddle Creek Highway  
Mooresville, NC 28115  
(704) 658-2680  
Principal: Dr. Shelly Harris  
Financial Secretary: Lynn Johnson

### **Mooresville Middle School (7 - 8)**

233 Kistler Farm Road  
Mooresville, NC 28115  
(704) 658-2720  
Interim Principal: Patrick Kosal  
Financial Secretary: Kathleen Johnson

### **Mooresville High School (9 - 12)**

659 E. Center Avenue  
Mooresville, NC 28115  
(704) 658-2580  
Principal: Samone Graham  
Financial Secretary: Sandy Verley

### **NF Woods Advanced Technology and Arts Center (7 - 12)**

574 W. McLelland Avenue  
Mooresville, NC 28115  
(704) 658-2500  
Principal: Melanie Allen  
Financial Secretary: Robin Nussman



## MGSD Board of Education

### MGSD Board of Education

**Mr. Roger Hyatt**

Board Chairman

(704) 658-2530

[rhyatt@mgsd.k12.nc.us](mailto:rhyatt@mgsd.k12.nc.us)

**Mr. Greg Whitfield**

Board Vice Chairman

(704) 658-2530

[gwhitfield@mgsd.k12.nc.us](mailto:gwhitfield@mgsd.k12.nc.us)

**Dr. Debbie Marsh**

Board Member

(704) 658-2530

[dmarsh@mgsd.k12.nc.us](mailto:dmarsh@mgsd.k12.nc.us)

**Mrs. Kerry Pennell**

Board Member

(704) 658-2530

[kpennell@mgsd.k12.nc.us](mailto:kpennell@mgsd.k12.nc.us)

**Mr. Rakeem Brawley**

Board Member

(704) 658-2530

[rakeembrawley@mgsd.k12.nc.us](mailto:rakeembrawley@mgsd.k12.nc.us)

