

Board of Education Notes

March 27, 2017

- The Perquimans County Schools Board of Education met in regular session on Monday, March 27, 2017 at Hertford Grammar School.
- The following Board members were present: Amy Spough (Chair), Dr. Anne White, Leary Winslow, Russell Lassiter and Ralph Hollowell.
- The Pledge of Allegiance was recited and Ralph Hollowell opened the meeting with prayer.
- The Board approved the agenda as presented.

Minutes/Consent Agenda/Student Transfer Request

- The Board approved the minutes from the February 27, 2017 meeting.
- The consent agenda which included the personnel summary report and student transfer request was approved as presented.
- There were no requests from the public for public comment.

Board Committees

- Board member Russell Lassiter provided an overview of the Finance Committee. Dr. Anne White provided the Personnel Committee update. Leary Winslow informed on the Operations Committee. Amy Spough presented an update on the Curriculum and Instruction Committee.

Good News/ Special Recognitions

- Stacey Pierce and Stephanie Crank were recognized for receiving grants from NC Farm Bureau Ag in the Classroom (Pierce) and Perquimans County Farm Bureau Ag in the Classroom (Crank) in the amount of \$500 each, to provide real-world learning experiences in agricultural industry and to promote Ag Night at Perquimans Central School.



- Holly Jordan was acknowledged for receiving a Donors Choose Grant for a classroom project entitled "Fairy Tale Fun."

- Athletic Trainer Kelly Daniels was recognized for applying for and receiving the National Athletic Trainers' Association Safe Sports School 1st Team Award on behalf of Perquimans County High School.



- Four Perquimans County Middle School students from Paula Fitzpatrick's class were recognized for winning at the Perquimans County Junior Women's Club Arts Festival. Shimiya Modlin- 1st Place, Colored Pencil, Kaitlyn Votava- 1st Place, Tempera, Bryce Chappell- 3rd Place, Watercolor and Kathryn Christian- 3rd Place Acrylic Paint.
- Perquimans County High School Senior, Autumn Bateman, was recognized for recently signing to play volleyball at Methodist University in Fayetteville.



- Jarod Johnson, PCHS Junior was recognized for being accepted to North Carolina Governor's School at Meredith College. He will attend a five and one-half week summer residential program in Raleigh.
- Six Perquimans County High School students were recognized for receiving the Virginian Pilot Scholastic Achievement Scholarship and Recognition Award. The students were selected based on academic excellence, citizenship, school activities and community service. **Pictured:** James Parker Robertson (Team Captain), Gabrielle Kristine Corprew, Raegan Tylar Workman and Lauren Elizabeth Winslow. **Not pictured:** Brooke Suermann and Samuel Paul Whitfield.



- Brooke Suermann was acknowledged for being awarded the Perquimans County London Foundation Scholarship for \$7,500 per year, renewable for four years for a total of \$30,000. To be eligible applicants must have an unweighted grade point average of 3.5 and a score of at least 1200 on the math and language sections of the SAT.
- Sarah Baker was recognized for receiving the Betty Goah Scholarship at Milligan College in eastern Tennessee for the amount of \$31,300 per year for four years, for a grant total of \$125,000. The award is limited to 10 students attending Milligan College who have demonstrated how their diverse background has impacted their lives.



- PCHS seniors Cameron Perry and Tyler Rountree were recognized for being selected as Rotary Students of the Month.
- The following students from Hertford Grammar School were acknowledged for winning the Soil and Water Conservation *Bookmark* Contest: **Third Grade**- Elizabeth Damron- 1st place, Mattison Winslow- 2nd place, Suzi Lane- 3rd place, Honorable Mention- Madison Montgomery; **Fourth Grade**- Anna Fisher- 1st place, Kendra Graham- 2nd place, Litzy Lara Selvan- 3rd place, Honorable Mention- Emily Meads; **Fifth Grade**- Hailey Scott- 1st place, Kalie White- 2nd place, Destiny Hicks- 3rd place, Honorable Mention- Jeremy Evans.
Pictured: Elizabeth Damron, Mattison Winslow, Suzi Lane, Hailey Scott, Kalie White and Destiny Hicks.



- The Soil and Water Conservation *Poster Contest* Winners from Hertford Grammar included: Mattison Winslow- 1st place, Lilly Hobbs- 2nd place, Destiny Hicks- 3rd place and Honorable Mentions Tyler Gregory and Anne Weeks.

Pictured: Mattison Winslow, Lilly Hobbs and Aubrey Dykes.



- Dr. Norris Parker, Director of Testing and Accountability and Oliver Holley, Director of Human Resources were recognized for being among 34 school and district leaders from across the state to graduate from the first cohort of the North Carolina School Superintendents' Association (NCSA) Aspiring Superintendents Program.



- Perquimans County Schools Superintendent Matthew Cheeseman was recognized for being among 28 superintendents from across the state to graduate from the North Carolina Next Generation Superintendents Development Program Cohort IV. The program is designed to support the growth, enhancement and expansion of superintendents using the North Carolina Superintendents Standards.

Unfinished Business

- Dr. Norris Parker, Director of Testing and Accountability presented a final draft of the 2017-2018 academic year calendar. The Board approved the school calendar as presented.

New Business

- The Board voted to approve Summer School Programs for 2016-2017.
- The Board heard a first reading from Bruce Gemmill, seventh grade Social Studies teacher at PCMS, regarding the EF Educational Tours Trip scheduled for the summer of 2018.

Finance

- The Board voted to approve State Public School Fund- Amendment #7 and Other Specific Revenue Fund- Amendment #6 as presented by Director of Finance, Candy Tilley.
- Candy Tilley presented the monthly Financial Report for February 2017.

Consideration of Resolution on K-3 Class Size Ratios

- The Board voted to adopt the resolution on K-3 class size ratios as presented by Superintendent Cheeseman.

Consideration of Reduction in Force Plan for Fiscal Year 2017-2018

- The Board adopted the petition for the Reduction in Force Plan for Fiscal Year 2017-2018 including the attachment as presented.

Consideration of Over Night Field Trip

- The Board voted to approve the overnight field trip to Cedar Rock Park, Burlington, NC for the NC State Envirothon on April 28-29, as presented by Angel White.

Consideration of Science Lab Renovation

- Superintendent Cheeseman provided a proposal to renovate the science labs at Perquimans County Middle School and Perquimans County High School. The project is scheduled to begin Summer 2017.

Reports/Updates

- The Student Discipline Data for the month of March was presented.
- Transportation Director, Jeffery Miller shared the bus driver perfect attendance report for the month of February stating that 14 drivers had perfect attendance. He also recognized seven bus drivers for having perfect attendance for the year. The drivers were Sheneka Whidbee (PCS), Lillie White and Ebony Reid (HGS), Timothy Steward (PCHS), Henry Miles (EC), Maebelle Leigh, 4 years (PCS) and Janice Butts, 8 years (PCHS).
- Jeffery Miller noted that the Transportation Department completed the North Carolina State Stop Arm Violation Count on Wednesday, March 22 with no violations reported.
- Jeffery Miller informed the Board of the "Bus ROADeo" scheduled for April 11.
- Jill Cohen, director of Career and Technical Education (CTE), advised the Board that Perquimans County Schools CTE department is now rated at 100% as a Work Ready Community.



Superintendent's Report

- Superintendent Cheeseman provided an update regarding Student Transfer Requests stating that surrounding LEA's were not currently denying transfer requests. He noted that further investigation regarding student transfers will take place over the summer.
- Superintendent Cheeseman updated the Board on the 5-6 year cost effectiveness study of the Masonboro Group. He informed the Board that the study analyzes the short-term, mid-range, and long-term projections for the district. He advised that more information will follow in the April or May Board Meeting.
- Mr. Cheeseman informed the Board that all four schools will use NC Star in the 2017-2018 school year. NC Star is a school improvement platform that will allow the schools to utilize the same format for school improvement plans. He also noted that the NC Star Training is scheduled for May 24, 2017 for principals and board members are invited to attend.
- Mr. Cheeseman updated the Board on the Improper Equipment Lawsuit indicating that there has been a judgment in the case in favor of the LEA's including Perquimans County Schools.
- Superintendent Cheeseman thanked Oliver Holley, Director of Human Resources, and Lisa Lane, Director of Communications, for establishing a partnership with radio host Sheila Lee of "Morning Joy" on WRVS 89.9 ECSU radio.
- Candy Tilley, under the direction of Mr. Cheeseman, presented the Draft Budget Proposal for 2017-2018 indicating three priorities for the upcoming school year: certified salary, teacher supplement and curriculum and instruction.

Board Chair's Comments

- Amy Spaugh thanked everyone for attending after hours events.

Announcements

- A Joint Work Session with County Commissioners will be held April 17, 2017 at 5:30 pm in the Board Room at Central Office.
- The Regular Perquimans County Schools Board of Education Meeting is scheduled for Monday, April 24, 2017 at 6:00 pm in the Perquimans County Middle School auditorium.
- The 2017-2018 Budget Presentation to County Commissioners will be May 15, 2017 at 8:00 pm in the County Commissioners' Meeting Room.

REDUCTION IN FORCE PLAN

Fiscal Year 2017 - 2018
Perquimans County Schools

To: Perquimans County Schools Board of Education
From: Matthew F. Cheeseman, Superintendent of Schools
Date: March 27, 2017
Re: Reduction in Positions Due to Anticipated Loss of Funding

Please receive this communication as an official petition to the Perquimans County Schools Board of Education to authorize a reduction in force due to the loss of funding for the 2017 – 2018 school year. In addition I petition the board to allow a reorganization of classified employees as part of this request. The recommendation is submitted in accordance with Board Policy 7921, Reduction in Force for Classified Employees.

Purpose and Term

The Reduction in Force Plan for Perquimans County Schools uses a 14 percent decrease of funding as a basis for the FY 2017-2018 budget year in the area of Teacher Assistants, PRC 027. This Reduction in Force will remain in effect through June 30, 2018, unless otherwise amended and approved by the Perquimans County Schools Board of Education.

Background and Rationale

Perquimans County Schools is experiencing losses in state and federal revenue that require a budget reduction for FY 2017-2018 utilizing guidelines provided by the North Carolina Department of Public Instruction. The school system's Reduction in Force Policy for Classified Employees 7921 provides for employment separation due to Financial Exigency which means a loss of funds due to a reduction in state funds, reduction in local funds or other funds that make necessary a reduction in spending; a lack of funding for programs, personnel, or services provided by the Perquimans County Schools, and any reasonable reorganization plan to achieve a more efficient school district.

In reviewing available alternatives, I have determined that the lack of state funding appropriated for Teacher Assistants (PRC 027) is inadequate for funding the existing number of classified personnel paid from this source. With this shortfall of funding, it is necessary for me to petition the Perquimans County Schools Board of Education to enter into a Reduction in Force for the 2017-2018 school year.

Budget Principles and Parameters

The district's administrative team (superintendent, assistant superintendent and directors) established guiding principles and parameters to determine reductions in programs, services, and personnel.

The budget principles are:

- Minimize classroom impact;
- Preserve employment;
- Maintain operating cash

The budget parameters are:

- Efficiency based on student projections;
- Efficiency based on maximized facility, class size, required personnel, and schedule;
- Efficiency based on program needs.

Category and Program Reduction

Classified Positions:

After accounting for known resignations and retirements, a reduction of up to 7 (seven) classified teacher assistant positions will be necessary.

In addition to the reduction of force mentioned, the following procedures will remain in place with the approval of this petition.

- Time Limited Personnel (TLP) will be reconsidered for employment when the district is notified in writing that the appropriate grant fund has been renewed from the previous fiscal year. Simply, TLPs will not return to employment until the district has secured the funding. Hiring TLPs will be based on known fiscal measures and not forecasted projections.
- Reduction of overtime for all classified employees.

Reduction in Force Criteria

The primary criteria for selection of staff subject to reduction-in-force is to preserve the capacity of the organization to fulfill its mission now and in the future as assessed by the professional judgment of the school system's administrative team.

In determining the criteria for the selection of staff for reduction-in-force, the school system will consider the criteria in policy 7921 with overall job performance being the most significant factor for classified personnel. Additional criteria to be considered include other indications of an

employee's potential to contribute and progress in the school system for classified staff. The following is the criteria to be considered when a Reduction in Force is necessary as found in Perquimans County Schools Policy 7921.

- a. job performance ratings as indicated on formal evaluations and other documentation;
- b. degrees, licensure or other indications of an employee's potential to contribute and progress in the school system;
- c. seniority in the same or related positions in the system as a whole;
- d. other criteria determined to be relevant by the superintendent.

Reduction in Force Implementation

Based on the implementation of this plan, the school system expects to reduce expenditures in positions and compensation. Projections for the number of positions to be eliminated through implementation are a maximum of 7 (seven) positions in classified employees. Attrition through voluntary separations by retirement, resignation, and reduced employment will be considered in achieving the budget reduction goal.

It is unfortunate that a reduction in force is necessary as state and federal budgets decline. However, I am compelled to submit this recommendation as a measure to preserve the integrity of fiscal means for Perquimans County Schools.