

**Perquimans County Board of Education**  
**Regular Session – January 23, 2012**

The Perquimans County Board of Education met in regular session on Monday, January 23, 2012 at 7:00 p.m. in the administrative offices of Perquimans County Schools. Board members Arlene Yates, Amy Spaugh, Susan Cox, Ralph Hollowell, Walter Leigh and Wallace Nelson were in attendance.

Board Chair Arlene Yates called the meeting to order. Susan Cox led the audience in reciting the Pledge of Allegiance to the American Flag and Amy Spaugh opened the meeting with a word of prayer.

Special Recognition

Superintendent Dr. Dwayne Stallings and Jonathan Nixon, Director of Maintenance, Construction and Custodial Services, recognized custodians for the Grade “A” rating their schools received on the recent quarterly custodial inspection. Each building, including the central office, received a score of 98. Mr. Nixon pointed out that this inspection did not include classrooms since the inspection was scheduled during testing. Custodians recognized included:

Perquimans Central School

Richard Spann, Jr.  
Sandra Bizzell  
Mary Williams  
Ronald Wilson

Perquimans County Middle School

Webb Jackson  
June Hunter  
Eassie Revell  
Elmer Rumble

Hertford Grammar School

Robert Banks  
Willie Downing  
Joyce Hunter

Perquimans County High School

Quinton Brickhouse  
Bernadette Ferebee  
Annette Johnson  
Doris Lane  
Tony Riddick  
Elizabeth Tavares

Board of Education

Ruby Hughes

Dr. Stallings recognized Mr. Clayton Griffin, coordinator of the Perquimans County Mentoring Focus Group, for a special presentation. On behalf of the group, students DaQuan Armstrong and Shakayla Jordan read and presented a plaque to Perquimans County Schools for being named the Sponsor of the Year at an awards ceremony on December 20, 2011. The plaque was presented to Board Chair Arlene Yates and Superintendent Dwayne Stallings on behalf of the school system.

Dr. Stallings noted that Governor Beverly Perdue has proclaimed January as “School Board Appreciation Month” across the state of North Carolina. Reading from a prepared media release, Dr. Stallings stated that “Perquimans County Schools is joining with other districts throughout the state to recognize the important contributions school board members make to their communities. School board members are responsible for setting educational policies consistent with state and federal laws governing public education. He added that our board members give an enormous amount of time, a willingness to learn about issues, a passion for public education, and are committed to providing the best and most appropriate education for all children.”

#### Approval of Minutes

Upon motion by Ralph Hollowell and seconded by Walter Leigh, the Board voted unanimously to approve the minutes for the regular meeting on December 12, 2011 and the special meeting on January 13, 2012 as presented.

#### Approval of Agenda

Upon motion by Susan Cox and seconded by Wallace Nelson, the Board voted unanimously to approve the agenda for the meeting as presented.

#### Consent Agenda

Upon motion by Wallace Nelson and seconded by Amy Spaugh, the Board voted to approve the Personnel Summary Report for January 23, 2012 as presented.

#### Public Hearing / Requests from the Public

None

#### Old Business

None

#### New Business

Accountant Donna Winborne, accompanied by accountants Valerie Goodwin and Courtney Riddick, of Douglas A. Hollowell, P.C., Certified Public Accountants, presented the 2010-2011 Financial Statements of the Perquimans County Board of Education. Mrs. Winborne noted that the statements received an unqualified opinion and that a management letter was issued with the report. She highlighted that the unassigned fund balance total was \$955,505.00 which reflected an increase over last year's fund balance. She noted there was some difficulty in completing the audit due to the timeliness in getting information to the accountants. Wallace Nelson asked Mrs. Winborne what she saw different in our system versus other school systems that she had audited. She noted that in our school system, as with other school systems, there are problems with daily receipts and deposits at the schools. When asked how this process could be improved, Mrs. Winborne noted that the process could be improved with the enforcement of the principals. Mr. Nelson asked that the Superintendent report to the Board on the action plan used to correct the items noted in the audit.

Upon motion by Walter Leigh and seconded by Amy Spaugh, the Board voted unanimously to accept the auditor's report of the financial statements of the Perquimans County Board of Education for year ending June 30, 2011.

Upon motion by Wallace Nelson and seconded by Susan Cox, the Board voted unanimously to approve State Fund Amendment #13 and Capital Outlay Fund Amendment #14 as presented.

Dr. Stallings provided an update on the status of leases that are being paid by the school district which include Government Leasing Company for custodial equipment, Deere Credit, Inc. for tractor, Pitney Bowes for postage machine and Kubota Leasing for rotary mower.

Jonathan Nixon, Director of Maintenance, Construction and Custodial Services, provided information on utilities usage for the second quarter of 2011-2012. He noted an \$11,525.55 savings in utilities compared to

the second quarter of last year. He also noted that of the amount budgeted for utilities for 2011-2012, 42.05% had been paid to date. His report included a comparison of therms, kilowatts, and gallons used this year to date and last year, along with a comparison of expenditures for electricity, natural gas and water/sewer for this year to date and last year. Ralph Hollowell questioned the increase in water/sewage usage at Perquimans Central and Perquimans Middle Schools in Winfall. Mr. Nixon explained that that new water meters were installed at the two schools at the Town of Winfall's request since the old meters were not reading correctly, especially at the times of low flow.

Mr. Nixon provided a brief overview of information related to performance contracting where an "energy service company designs and proposes a package of energy cost reduction measures, installs or implements those cost reduction measures, and guarantees the savings of the cost reductions. The issuer pays for the package over time using the stream of revenue provided by the energy reduction measures." He highlighted the timeline for the process as well as information on school district and county projects that have used performance contracting. Mr. Nixon provided this information as a preface to the joint meeting with the County Commissioners which is scheduled for Monday, February 6, 2012. At the meeting, Len Hoey of the State Energy Office will provide information to the boards on performance contracting.

Mr. Nixon informed the board that NCDPI's electrical engineers have determined that there is a lack of sufficient parking lot lighting at Perquimans County Middle School. As a result, Mr. Nixon shared a drawing of the proposed areas on the campus for installing four new light poles with LED lighting. Mr. Nixon noted that he would like to put the project out to bid tomorrow using an informal bidding process. He plans to bring the bid to the board at the March meeting and to provide the board with options for funding the project which is expected to cost approximately \$20,000.

Mr. Nixon provided a brief history about Perquimans County Middle School being used as the county's emergency shelter. He also shared information about a grant that Emergency Management Coordinator Jarvis Winslow applied for to be used to install a transfer switch to operate an emergency generator at Perquimans County High School, provided that the school is used as an emergency shelter. Dr. Stallings reminded board members about their discussion at the board retreat to keep Perquimans County Middle School as the emergency shelter. Although the grant will provide for a transfer switch for Perquimans County High School, board members voiced their desire to hear the County Commissioners' opinion about using the high school as an emergency shelter. If the County Commissioners decide to use the high school as an emergency shelter and the transfer switch is installed, Mr. Nixon stated that it should be determined ahead of time which entity would be responsible for the upkeep of the switch. He stated that the switch cannot be installed at Perquimans County Middle School.

As the district recently reexamined its safety procedures, Jonathan Nixon presented the revised terror alert procedures for field trips for Perquimans County Schools. He noted that the National Terror Alert System will issue alerts when there is an imminent or elevated threat. No field trips will be allowed in-state, out-of-state or out-of-country when an imminent threat is issued. Field trips will be allowed with the permission of the superintendent, principal and transportation director when there is an elevated threat.

With this information, the Board was asked to consider an overnight, out-of-state field trip scheduled for March 25-26, 2012. Hannah Saunders, yearbook sponsor at Perquimans County High School, shared with the Board that the yearbook staff would be visiting the production plant in Clarksville, Tennessee to observe the creation of a yearbook from start to finish. There would be fifteen students participating, accompanied by three adult chaperones. Fundraisers and yearbook funds would be used to help finance the trip. The

group would depart the morning of Sunday, March 25<sup>th</sup> and return the evening of Monday, March 26<sup>th</sup>, Since March 26<sup>th</sup> is a utility day for the district, students attending the field trip would not miss any instructional time. Upon motion by Wallace Nelson and seconded by Amy Spaugh, the Board voted unanimously to approve the request for the overnight, out-of-state field trip to Tennessee.

#### Superintendent's Report

Dr. Stallings presented the list of bus drivers with perfect attendance for December 2011. He noted that there were 21 bus drivers with perfect attendance for the month of December and 10 with perfect attendance for the year to date.

In regard to the 2012-2013 school calendar, Dr. Stallings noted that with the 185 instructional days as now required by current legislation and with no local control of the beginning and ending dates for students, there is not much that can be done in the creation of a school calendar. A draft calendar will be presented to the board for a first reading at the February meeting. Dr. Stallings noted that the legislature is supposed to consider the calendar issue again when it meets in May.

Dr. Stallings stated that he contacted Dr. Smith, superintendent of Edenton-Chowan Schools, regarding the JROTC program in that school district. Two instructors, who are enlisted officers, are needed for the program and the school district would be responsible for half of their salary. Approximately \$80,000-\$100,000 would be needed to get the program up and running. One hundred students or 10% of the student population would be required to have a program. With this information, it was the consensus of the Board that it could not justify starting a JROTC program at this time with the current economy as it is. The Board may consider the program when finances are more favorable.

Dr. Stallings reported that he and Mary Kay Peele have been working on the revisions to the policy manual and hope to reconvene the Policy Review Committee in the near future. With two sections remaining, he hopes that all the revisions will be completed by the end of the school year.

#### Board Chair's Comments

Board Chair Yates asked the Board for a date to meet to consider the process for conducting the Superintendent's evaluation. It was the consensus of the Board to meet on Wednesday, February 15, 2012 at 6:00 p.m. for this purpose.

Susan Cox asked to address the Board's travel budget. Ms. Cox stated that she felt the Board should stay within its budget this year due to the economy, especially when the schools are being asked to cut back. Amy Spaugh suggested bringing travel decisions to the Board.

#### Announcements

- Special Joint Work Session with County Commissioners regarding Energy Efficiency Performance-Based Contracts – Monday, February 6, 2012 at 5:30 p.m. in the Commissioners' Meeting Room at the Courthouse Annex
- Special Session for Superintendent's Evaluation, Wednesday, February 15, 2012 at 6:00 p.m. at the Central Office

- Regular Board of Education Meeting, Monday, February 27, 2012, 7:00 p.m., Board of Education Building

There being no further business, the meeting was adjourned at 8:50 p.m.

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Arlene Yates, Board Chairperson

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Dr. Dwayne K. Stallings, Superintendent