

**Perquimans County Board of Education**  
**Regular Session – April 22, 2013**

The Perquimans County Board of Education met in regular session on Monday, April 22, 2013, at 7:00 p.m. in the administrative offices of Perquimans County Schools. Board members in attendance included Arlene Yates, Walter Leigh, Susan Cox, Ralph Hollowell and Wallace Nelson. Steven Magaro was absent.

Board Chair Arlene Yates called the meeting to order. Ralph Hollowell led attendees in reciting the Pledge of Allegiance to the American Flag. Susan Cox opened the meeting with a word of prayer.

Special Recognitions

Superintendent Dr. Dwayne Stallings recognized Mr. and Mrs. Larn Underwood and daughter, Lynn U. Lassiter who presented numerous items related to the Holocaust. In Mrs. Lassiter's presentation, she noted that these artifacts represented a time when millions of men, women and children were dehumanized, tortured and killed at the hand of Adolph Hitler and the Nazis, displaying their hatred of the Jewish people. On behalf of Perquimans County Middle School, Principal Andrea Greene accepted the items which will be used to help students learn from this catastrophic event in history. The artifacts will be displayed temporarily in the foyer of the Middle School and later in a cabinet that will be located in the school's media center.

Mr. Len Hoey, Engineering Manager with the North Carolina Energy Office, presented a certificate to Board Chair Arlene Yates recognizing Perquimans County Schools for earning the Utility Savings Initiative (USI) Leadership Award. Perquimans County Schools received this award for its achievement in reducing energy costs and promoting utility savings in the district. Mr. Hoey recognized Director of Maintenance Jonathan Nixon as the champion of this effort in Perquimans County, along with the support of the administration, principals, staff and County.

Board Chair Yates thanked Mr. and Mrs Underwood and Mrs. Lassiter for their generous donation of the Holocaust items and Mr. Jonathan Nixon and staff for their efforts in promoting utility savings in the district.

Approval of Minutes

Upon motion by Walter Leigh and seconded by Susan Cox, the Board voted unanimously to approve the minutes from the March 25, 2013 regular session, the April 8, 2013 work session, and the April 19, 2013 special session as presented.

Approval of Agenda

Upon motion by Wallace Nelson and seconded by Walter Leigh, the Board voted unanimously to approve the agenda including an addendum to the Consent Agenda (Personnel Summary Report).

Consent Agenda

Upon motion by Wallace Nelson and seconded by Susan Cox, the Board voted unanimously to approve the Student Transfer Requests Report for April 22, 2013 as presented.

Upon motion by Susan Cox and seconded by Ralph Hollowell, the Board voted unanimously to approve the Superintendent's recommendations regarding personnel items as presented in the Personnel Summary Report and addendum for April 22, 2013. The Superintendent pointed out two of the new appointments were the Head Football Coach for Perquimans County High School and Electrician/HVAC/Refrigeration Mechanic in the Maintenance Department.

Public Hearing / Requests from the Public

None

### Old Business

None

### New Business

Career and Technical Education (CTE) Director Sandy Meads provided opening comments and then turned the program over to the CTE teachers who gave an enthusiastic presentation on the CTE program at their schools. The following teachers presented from Perquimans County High School: Department Chair Bob Lowney – Business; Angel White – Agricultural Education and FFA; Jeff Nixon – Automotive Technology; Sheila Twine – Multimedia Design; Lisa DeCastillia – Microsoft Office; Pam Griffin – Healthcare Occupations; and Janet Cartwright – Family and Consumer Science. From Perquimans County Middle School, Teressa Blanchard, Becky Reeder and Dexter Jackson-Hheard presented information on course offerings, engaging activities, collaborative tools, web-based extensions and collaboration with community partners.

Mr. Ralph Warren, an account executive for eBOARDsolutions, provided a brief demonstration of eBoard, a web-based tool for governance. In his presentation, Mr. Warren demonstrated the meetings, evaluation and strategic plan modules and fielded questions from board members regarding the use of eBoard. Mr. Warren suggested that the Superintendent, Administrative Assistant and a board member or two participate in a one-hour webinar for more information about how eBoard works.

Upon motion by Wallace Nelson and seconded by Walter Leigh, the Board voted unanimously to approve the following budget amendments as presented: State Public School Fund – Amendment #8; Local Current Expense Fund – Amendment #6; Federal Grants Fund – Amendment #5; and Capital Outlay Fund – Amendment #5.

Superintendent Dwayne Stallings and Finance Officer Candy Tilley presented the monthly financial report for March 2013, noting the dollar amount and percentage of funds spent to date in State, Local, Federal, Capital Outlay, Child Nutrition and other funds.

Upon motion by Wallace Nelson and seconded by Walter Leigh, the Board voted unanimously to table the proposed Local Current Expense and Capital Outlay Budgets for 2013-2014 so that the Board could further discuss school safety issues as well as funding sources for those concerns.

Upon motion by Wallace Nelson and seconded by Susan Cox, the Board voted unanimously to enter into a three-year contract with Douglas A. Hollowell, P.C. for auditing services for a total cost of \$58,500. When asked about the recommendation, Finance Officer Candy Tilley stated that it was stated in the RFP that the selection would be based on qualifications and experience, not necessarily cost, which was the case with this recommendation to the Board.

### Superintendent's Report

Dr. Stallings presented the list of bus drivers with perfect attendance for March 2013. He noted that there were thirteen bus drivers with perfect attendance for the month of March and five with perfect attendance for the year to date.

Dr. Stallings announced that Perquimans County High School Senior Joseph Austin Revels was selected as a Gates Millennium Scholar. Joseph, who plans to attend East Carolina University in the fall, was one of the 1,000 students selected for this good-through-graduation scholarship.

### Board Chair's Comments

None

### Announcements

- Board of Education Special Session, Thursday, May 9, 2013 at 7:00 a.m., Board of Education Building. The purpose of this meeting is to consider tenure recommendations and to further discuss safety concerns.

- Budget Presentation to County Commissioners, Monday, May 13, 2013, at 8:00 p.m., Commissioners' Meeting Room, Perquimans County Courthouse Annex
- Regular Board of Education Meeting, Tuesday, May 28, 2013, 7:00 p.m., Board of Education Building

The Board Chair also noted the following items:

- The district will pay the NSBA annual dues.
- Board members should be involved in more board training opportunities.
- A wedding announcement for Walter Leigh was shared with the Board.
- The Board Chair thanked those who attended her birthday celebration.

There being no further business, the meeting was adjourned at 9:37 p.m.

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Arlene Yates, Board Chairperson

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Dwayne K. Stallings, Superintendent

**Perquimans County Board of Education**  
**Work Session – April 22, 2013**

The Perquimans County Board of Education met for a joint work session with the Perquimans County Commissioners on Monday, April 22, 2013, at 5:00 p.m. in the administrative offices of Perquimans County Schools. Board members in attendance included Arlene Yates, Walter Leigh, Susan Cox, Ralph Hollowell and Wallace Nelson. Steven Magaro was absent.

Board Chair Arlene Yates called the meeting to order. Ralph Hollowell led attendees in reciting the Pledge of Allegiance to the American Flag. Walter Leigh opened the meeting with a word of prayer.

Upon motion by Walter Leigh and seconded by Susan Cox, the Board voted unanimously to approve the agenda as presented.

Old Business

None

New Business

Board Chair Arlene Yates welcomed everyone to the meeting and thanked them for attending the special joint session. Superintendent Dr. Dwayne Stallings provided an overview of the agenda for the meeting.

Jonathan Nixon, Director of Maintenance, Construction & Custodial Services, presented the third quarter utilities report, noting expenditures and usage for electricity from the Town of Hertford and Dominion Power, natural gas from Piedmont Natural Gas, and water/sewer from the Town of Hertford and the Town of Winfall. Mr. Nixon stated that 66.97% of the 2012-2013 budget, \$620,000.00, had been paid to date. Mr. Nixon also included a comparison of the third quarter utilities for 2011-2012 and 2012-2013. At this time last year, 60.94% of the \$696,000.00 budget had been paid to date.

Mr. Nixon also highlighted the energy savings projects that were completed in 2011-2012 which totaled \$79,310.94, as well as the projects in progress for this year which total \$44,926.00.

Following the energy savings presentation, Mr. Nixon presented the Capital Outlay projects completed in 2012-2013 which included removal and replacement of floor tile in Building A at Hertford Grammar School, restroom repair / renovation at Perquimans County Middle School, bus safety management upgrade, surveillance system upgrades at all schools, and replacement of water heater in the kitchen at Perquimans County High School.

Superintendent Stallings presented a PowerPoint presentation on funding for the 2013-2014 school year. His presentation included information on eliminated positions and reduction in force from 2008-2009 to 2011-2012; public school trends; funding North Carolina's public school children; comparison of average teacher compensation; and the proposed salary study. Also included was information on Low Wealth Supplemental Funding, Small County Supplemental Funding, information on counties in the NERESA, Local Current Expense budgeted revenues as of March 31, 2013, and Fund Balance appropriated dollars as of March 31, 2013. Dr. Stallings concluded his presentation noting that funding for safety concerns is uncertain at this time and that the Board is continuing discussions in this area.

Announcement

Budget Presentation to County Commissioners, Monday, May 13, 2013 at 8:00 p.m., Commissioners' Meeting Room

There being no further business, the meeting was adjourned at 6:10 p.m.

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Arlene Yates, Board Chairperson

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Dwayne K. Stallings, Superintendent

**Perquimans County Board of Education**  
**Work Session – May 9, 2013**

The Perquimans County Board of Education met in special session on Thursday, May 9, 2013 at 7:00 a.m. in the administrative offices of Perquimans County Schools. Board members in attendance included Arlene Yates, Walter Leigh, Susan Cox, Ralph Hollowell and Wallace Nelson. Steven Magaro was present via speaker phone.

Vice Chair Walter Leigh called the meeting to order. Ralph Hollowell led attendees in reciting the Pledge of Allegiance to the American Flag. Susan Cox opened the meeting with a word of prayer.

Upon motion by Ralph Hollowell and seconded by Susan Cox, the Board voted unanimously to approve the agenda as presented.

Old Business

Dr. Stallings distributed the Personnel Summary Report which included various personnel recommendations including tenure, and renewal of probationary and temporary teachers for 2013-2014. Upon motion by Susan Cox and seconded by Ralph Hollowell, the Board voted unanimously to approve the Personnel Summary Report for May 9, 2013 as presented.

Dr. Stallings distributed the proposed Local Current Expense budget for 2013-2014 and a sheet that included proposed additions to 5850 Safety & Security Support Services which included two additional SROs (\$90,000.00) and 6910 Board of Education which included additional workshop expenses, membership fees and computer software/supplies (\$7,700.00). It was the consensus of the Board to include these additional items in the Local Current Expense request for 2013-2014. Finance Officer Candy Tilley excused herself from the meeting to incorporate this information into the existing Local Current Expense budget so that the Board could review and take action on it later in the meeting.

Director of Maintenance Jonathan Nixon presented a PowerPoint presentation regarding safety recommendations for the school district. Mr. Nixon first showed the Capital Outlay Budget for 2013-2014 as it was originally proposed. He then shared proposed modifications to the entrance of each school that would “control campus access so that guests and visitors must pass through a particular entrance.” Dr. Stallings pointed out that this is a very important safety concern for our district which has been confirmed by independent consultants and outlined in the Safe Schools Facilities Planner published by NCDPI in January 2013. Mr. Nixon’s presentation also included the estimated proposed costs (\$272,600.00) and timeline for the facility modifications. In addition, Mr. Nixon presented options for surveillance/access control, including options for a single panic button at the main offices (\$3,500.00), an updated Lobby Guard system at each school (\$26,000.00), and integrated surveillance/access control for each school (\$182,000.00). For additional security measures, estimates for costs of playground fencing at Perquimans Central School (\$7,265.00) and Hertford Grammar School (\$8,496.00) were also presented. Dr. Stallings reviewed funding options for these projects which included capital outlay funds, QZAB (Qualified Zone Academy Bonds) and lottery proceeds (\$315,590.81 available).

Following discussion of the various options available for the proposed safety recommendations, the Board took the following action. Upon motion by Wallace Nelson and seconded by Ralph Hollowell, the Board voted unanimously to include the redesign of the front entrances at each of the four schools, the surveillance/access control and Lobby Guard upgrades at each school for a total proposed Capital Outlay budget in the amount of \$726,950.00. It was noted that the surveillance/access control component of the proposed safety upgrades is not ready for implementation this year, but will be considered for implementation next fiscal year after further discussions on how it will be incorporated into the existing infrastructure.

After considering the facilities timeline for the proposed redesign work, the Board took the following action. Upon motion by Wallace Nelson and seconded by Susan Cox, the Board voted unanimously to use \$28,000.00 from the

Capital Outlay fund balance to begin the process for the design work which will be necessary for the redesign of the front entrance of each school.

Mr. Nixon noted that with the redesign work being proposed at each school, the Capital Outlay proposal should read, "Removal & Replacement of Floor Tile – Media Center – HGS," instead of "Removal & Replacement of Floor Tile – Building D – HGS." Upon motion by Wallace Nelson and seconded by Susan Cox, the Board voted unanimously to change "Building D" to "Media Center" on the line item for removal and replacement of floor tile at Hertford Grammar School on the proposed Capital Outlay budget.

Mrs. Tilley distributed the revised Local Current Expense budget which incorporated the additional items presented earlier in the meeting. After reviewing the revised budget, the Board took the following action. Upon motion by Wallace Nelson and seconded by Arlene Yates, the Board voted unanimously to approve the Local Current Expense budget for 2013-2014 as presented.

New Business

None

Announcement

- Budget Presentation to County Commissioners, Monday, May 13, 2013 at 8:00 p.m., Commissioners' Meeting Room, Perquimans County Courthouse Annex (It was noted that Walter Leigh and Susan Cox would be out of town and unable to attend.)
- Regular Board of Education Meeting, Tuesday, May 28, 2013, 7:00 p.m., Perquimans County Middle School Auditorium

There being no further business, the meeting was adjourned at 8:52 a.m.

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Arlene Yates, Board Chairperson

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Dwayne K. Stallings, Superintendent