

**Perquimans County Board of Education
Special Session – July 11, 2013**

The Perquimans County Board of Education met in special session on Thursday, July 11, 2013, at 6:30 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 present via speaker phone.

Board Chair Arlene Yates called the meeting to order. Wallace Nelson opened the meeting with a word of prayer.

Old Business

None

New Business

Superintendent Dwayne Stallings and Finance Officer Candy Tilley explained the Budget Summary Information for 2013-2014, noting the amounts requested and actual amounts allocated for the Local Current Expense and Capital Outlay budgets. Mrs. Tilley explained the sources of revenue, noting a reduction in the amount of fines and forfeitures and indirect costs. Dr. Stallings presented a copy of the 2013-2014 Local Current Expense Budget Request that was presented to the County Commissioners. Of the \$2,672,175 requested, \$2,351,200 was allocated by the County, resulting in a net change of \$320,975. Board members reviewed a handout, Reconciliation of Requested County Appropriation to Actual County Appropriation, which outlined proposed items that could be eliminated due to the \$320,975 shortage in funds. Dr. Stallings noted that if the Board wished to proceed with any of the items on this handout, the district would have to use fund balance to pay for them. Dr. Stallings also noted, of the items listed, the administration prioritized three of the items listed to be implemented this year: increase in teacher supplements; elimination of classified supplements (increase would be included in salary); and separate bus fleets for the elementary schools. After a time of discussion regarding the items listed, the Board took the following action. Upon motion by Ralph Hollowell and seconded by Walter Leigh, the Board voted unanimously to approve the three priorities of the administration for 2013-2014: increase in teacher supplements; elimination of classified supplements and separate bus fleets for the elementary schools.

Dr. Stallings also shared a copy of the 2013-2014 Capital Outlay Budget Request that was presented to the County Commissioners. Of the \$726,950 requested, \$215,000 was allocated by the County. The major difference in the two amounts was the cost of the redesign of the front entrances at Perquimans Central School, Hertford Grammar School, Perquimans County Middle School and Perquimans County High School, which totaled approximately \$272,600. Dr. Stallings pointed out to board members that in the Perquimans County Budget Ordinance for FY 2013-2014, \$340,235 (\$315,515 from State School Funds – Lottery and \$24,720 from Fund Balance Appropriated) had been allocated for the School Construction Fund. In addition, to arrive at this figure, Dr. Stallings and Mrs. Tilley explained that the maintenance staff got started on repairs before year end and that Jonathan Nixon worked diligently to get quotes on the actual costs for projects. In regard to the Capital Outlay Budget items, the Board took the following action. Upon motion by Wallace Nelson and seconded by Susan Cox, the Board voted unanimously to approve the revised Capital Outlay Budget in the amount of \$215,000 as presented.

In regard to the use of Fund Balance for the Hertford Grammar School Media Center Abatement Project, Mrs. Tilley explained that the Board of Education took action on the bid proposal for the Hertford Grammar School Media Center Abatement Project at its regular meeting on May 28, 2013. At that meeting, the Board approved entering an agreement with Environmental Holdings Group, LLC in the amount of \$13,200.00 for the project. Although a budget amendment was not presented to the Board at the meeting, Mrs. Tilley explained at the May meeting that the project would be paid from Capital Outlay Fund Balance since the project was not budgeted for in the 2012-2013 Capital Outlay Budget. This item was shared with the Board for clarification purposes only. No action was needed.

Upon motion by Ralph Hollowell and seconded by Walter Leigh, the Board voted unanimously to approve the Personnel Summary Report for July 11, 2013 as presented.

Superintendent's Comments

Dr. Stallings presented the Board with an e-mail from Gina Balduf, Health Check Coordinator for Pasquotank County, regarding the Health Check/NC Health Choice Mobile Marketing Campaign. It was the consensus of the Board to proceed with this request if the Superintendent found it appropriate to do so. The Superintendent stated he would check further into this request.

Dr. Stallings reminded the Board and shared a copy of the draft letter to teacher assistants that he presented to the Board at the May board meeting. He noted that a neighboring county is beginning the Reduction in Force (RIF) process now, due in part to the fact that teacher assistants are pre-paid at the end of July. Dr. Stallings noted that teacher assistants in Perquimans County are not paid until August. Dr. Stallings noted that according to the House version of the legislation, Perquimans County might lose 2 to 3 teacher assistants. According to the Senate version, Perquimans County might lose 10 to 15 teacher assistants. After some discussion, it was the consensus of the Board that the Superintendent should wait until the board meeting on July 22, 2013, before deciding whether or not to send this letter to teacher assistants.

In another matter, Dr. Stallings informed the Board that according to Sheriff Eric Tilley, two former employees would be charged by the District Attorney tomorrow. In addition, there could possibly be a civil suit filed against the school system and the two employees.

There being no further business, the meeting was adjourned at 8:30 p.m.

Arlene Yates, Board Chairperson

Dwayne K. Stallings, Superintendent

Perquimans County Board of Education
Regular Session – June 24, 2013

The Perquimans County Board of Education met in regular session on Monday, June 24, 2013, at 7:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members in attendance included Arlene Yates, Walter Leigh, Susan Cox, Steven Magaro and Wallace Nelson. Ralph Hollowell was absent.

Board Chair Arlene Yates called the meeting to order at 7:07 p.m. Steven Magaro led attendees in reciting the Pledge of Allegiance to the American Flag. Wallace Nelson opened the meeting with a word of prayer.

Special Recognitions

Human Resources Assistant Sonya Winslow was recognized by the Board of Education as the Employee of the Month for June 2013. Mrs. Winslow began her employment with Perquimans County Schools as the Administrative Assistant / Bookkeeper at Perquimans County High School in March 2007. She was later hired as the Administrative Assistant to the Director of Human Resources in January 2012. Due to her cross-training as a bookkeeper and her willingness to accept extra duties at the middle school during the absence of a bookkeeper, Mrs. Winslow allowed PCMS to continue to operate effectively until the bookkeeper position was filled. On behalf of the Board of Education, Dr. Stallings presented Mrs. Winslow with a plaque and a monetary gift for her loyalty and dedication to our school system.

Approval of Minutes

Upon motion by Walter Leigh and seconded by Steven Magaro, the Board voted unanimously to approve the minutes from the May 28, 2013 regular session as presented. Upon motion by Steven Magaro and seconded by Susan Cox, the Board voted unanimously to approve the minutes from the June 14, 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 June 24, 2013 as presented.

Upon motion by Wallace Nelson and seconded by Steven Magaro, the Board voted unanimously to approve the Personnel Summary Report and addendum for June 24, 2013 as presented.

Public Hearing / Requests from the Public

None

Old Business

Upon motion by Wallace Nelson and seconded by Steven Magaro, the Board voted unanimously to utilize Scheme 4 for the new front entrance at Hertford Grammar School. Board members indicated that they would like to have the canopy extend further toward the street and make an attractive entrance to the school. They asked the Superintendent to bring back more details and an elevation of the proposed revisions to Scheme 4.

New Business

Upon motion by Wallace Nelson and seconded by Walter Leigh, the Board voted unanimously to approve the bid from Standard Tile, Inc., in the amount of \$5,287.00 for the Hertford Grammar School Media Center Flooring Project as presented, pending funding July 1, 2013. The recommendation included authorizing the Superintendent to sign the contract.

Upon motion by Wallace Nelson and seconded by Susan Cox, the Board voted unanimously to approve the bid from J. Villegas Painting, Inc. in the amount of \$2,300.00 for the Hertford Grammar School Media Center Painting Project as presented, pending funding July 1, 2013. The recommendation included authorizing the Superintendent to sign the contract.

Upon motion by Susan Cox and seconded by Steven Magaro, the Board voted unanimously to adopt a resolution to dispose of surplus property as presented. An attachment to the resolution included a list of surplus items to be sold at public auction, in addition to the resolution and list of surplus items approved by the Board on May 25, 2013.

Brenda Dail, Director of Title I, Elementary Curriculum, Pre-K, AIG K-12, and Teacher Development K-12, presented the Title I Plan for 2013-2014. She reviewed the grant details, including 1) LEA Plan Development; 2) LEA Parent Involvement Policy; 3) LEA Report Card; 4) Method for Determining Low Income Rank Order and Funding for Title I; 5) Title I Set-Asides; and 6) Carryover from Parental Involvement. The Plan also included information regarding plan relationships and goals. Steven Magaro noted, in reference to Strategy 3.2 Community Partnerships, that the district should be aggressive and pursue money available (WIA funds) through the Northeastern Workforce Development Board. Upon motion by Steven Magaro and seconded by Walter Leigh, the Board voted unanimously to approve the Title I Plan for 2013-2014 as presented.

Sandra Meads, Director of Human Resources and CTE, presented the Career and Technical Education (CTE) Plan for 2013-2014. Mrs. Meads thanked the Board for listening to the CTE presentation that was presented in April. She provided an executive summary which contained a link where board members could view the full plan, which meets state and federal requirements to obtain funding for the CTE program. Mrs. Meads provided information about the WorkKeys assessment, the articulation agreement with College of The Albemarle, testing results, and classes that have been added to the schedule this year. She mentioned that they are considering adding another teacher next year. After surveying the high school students and the community, the top three choices for an additional class were Computer Programming, Firefighter Safety and Construction.

Mrs. Meads also presented the Title II Plan. This grant is awarded to ensure that highly qualified teachers are recruited and retained, that there is an equitable distribution of HQ teachers, that the percentage of HQ teachers increases annually, and that teachers who are not currently HQ are provided assistance. Mrs. Meads noted that 100% of our teachers are HQ in core content areas as defined by No Child Left Behind. The grant also provides professional development opportunities for teachers, principals and paraprofessionals. About 90% of the grant pays salaries and benefits. It was the consensus of the Board to combine action on the CTE Plan and the Title II Plan. Upon motion by Walter Leigh and seconded by Steven Magaro, the Board voted unanimously to approve the CTE Plan for 2013-2014 and the Title II Plan as presented.

Upon motion by Wallace Nelson and seconded by Walter Leigh, the Board voted unanimously to approve the 2013-2014 Continuation Budget Resolution as presented by Finance Officer Candy Tilley.

Upon motion by Wallace Nelson and seconded by Walter Leigh, the Board voted unanimously to approve the following recommendations regarding insurance for 2013-2014 as presented by Finance Officer Candy Tilley:

Errors & Omissions / General Liability – North Carolina School Boards Trust
Worker's Compensation – Surry Insurance
Automobile – Surry Insurance
Garage – Surry Insurance
Student Accident & Athletic Coverage – American Advantage Marketing Group
Catastrophic Insurance for High School Athletes – North Carolina High School Athletic Association

Upon motion by Susan Cox and seconded by Walter Leigh, the Board voted unanimously to approve the following budget amendments as presented by Finance Officer Candy Tilley:

Federal Funds – Budget Amendment #6
State Public School Fund – Budget Amendment #10
Capital Outlay Fund – Budget Amendment #6
Local Current Expense Fund – Budget Amendment #7

The monthly financial report for May 2013 was presented to board members for information only. No action was needed. Mrs. Tilley fielded questions about Driver's Education, textbooks and WIA funds. The Board thanked Mrs. Tilley and her department for all the work they have done this year.

Dr. Stallings explained the revisions needed for the 2013-2014 school calendar. He noted that although the calendar contained the appropriate number of instructional days and hours, three additional workdays were needed to complete the 215-day calendar. After meeting with the Assistant Superintendent, Finance Officer and other Central Office staff, Dr. Stallings recommended the following revisions to the calendar:

- Add an Optional Work Day (OWD) on Monday, August 19, 2013
- Change the "No Day" on February 17, 2014 to a Required Work Day (RWD)
- Add an Optional Work Day (OWD) on Friday, June 13, 2014

Upon motion by Walter Leigh and seconded by Steven Magaro, the Board voted unanimously to adopt revisions to the 2013-2014 school calendar as recommended by the Superintendent.

The Board conducted a first reading of the proposed Board Meeting Calendar for 2013-2014. The Superintendent asked the Board to consider dates for the annual Board Retreat. Board members expressed conflicts on two of the dates mentioned in October. Board members were asked to look at their calendars and be prepared to bring back dates to the next regular meeting. Board members also asked about scheduling another joint work session with County Commissioners since the Board has been meeting with County Commissioners twice a year for the past several years.

Superintendent's Report

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

Dr. Stallings noted that the House and Senate have formed a committee with the Governor's Office to come up with a final budget packet. It seems that all branches are affecting funding for public education.

Dr. Stallings stated he anticipates receiving final budgets around July 1st, hopefully. He noted that the Board may need to prioritize items that it wants in the budget for next year. The Board decided to schedule a special meeting on Thursday, July 11, 2013 at 6:30 p.m. for this purpose.

Dr. Stallings mentioned that principals will be presenting next Thursday at the Summer Retreat sponsored by the Northeastern North Carolina School Leadership Program at the Kermit E. White Center at Elizabeth City State University. This partnership with ECSU has provided grant resources for our schools as well as leadership positions for a number of our staff.

Board Chair's Comments

Board Chair Yates stated she enjoyed the 5th Grade trip to Washington, D.C. She said there was a good group of students and many chaperones. Ms. Cox stated she had heard several positive comments about the trip—job well done.

As mentioned in the minutes from the last meeting, Steven Magaro stated that he contacted Tommy Cleveland, Solar Energy Engineer at the North Carolina Solar Center at NCSU. Mr. Cleveland stated the greatest benefit of solar systems is the tax credit which is not available to the school system. He suggested looking into grant programs. The amount of energy produced would unlikely produce enough electricity to run the lights. Dr. Stallings stated he had also contacted Albemarle Resource Conservation and Development about the use of solar panels.

Wallace Nelson advised board members to keep up with the legislative updates from Raleigh. Some of the major issues at this time are vouchers, charter schools and concealed weapons. He urged board members, administrators and staff to contact their legislators to let them know how they feel about these issues.

Mrs. Yates read three thank you notes—one from Rebecca Martin and Pete Mansfield regarding the Retirement Luncheon and one from HGS Principal Linda White regarding the Washington, D.C. trip.

Announcements

The next regular Board of Education Meeting will be held on Monday, July 22, 2013, 7:00 p.m. at the Board of Education Building. This will be the organizational meeting for the election and qualification of officers, chairperson and vice-chairperson.

Closed Session

The closed session scheduled at the end of the agenda was not needed.

There being no further business, the meeting was adjourned at 8:34 p.m. Winfall Mayor Fred Yates mentioned the fireworks display which is scheduled for July 6th.

Arlene Yates, Board Chairperson

Dwayne K. Stallings, Superintendent

Perquimans County Board of Education
Special Session – June 24, 2013

The Perquimans County Board of Education met in special session on Monday, June 24, 2013, at 5:30 p.m. in the administrative offices of Perquimans County Schools. Board members in attendance included Arlene Yates, Walter Leigh, Susan Cox, Steven Magaro and Wallace Nelson. Ralph Hollowell was absent.

Board Chair Arlene Yates called the meeting to order. Walter Leigh opened the meeting with a word of prayer.

Old Business

None

New Business

Upon motion by Susan Cox and seconded by Walter Leigh, the Board voted unanimously to enter closed session pursuant to N.C.G.S. 143-318.11(a)(6) regarding personnel matters, particularly to conduct the Superintendent's evaluation.

Upon motion by Walter Leigh and seconded by Steven Magaro, the Board voted unanimously at 7:00 p.m. to return to open session. No action was taken after returning to open session.

There being no further business, the meeting was adjourned.

Arlene Yates, Board Chairperson

Dwayne K. Stallings, Superintendent