

Perquimans County Board of Education
Regular Session – May 27, 2014

The Perquimans County Board of Education met in regular session on Monday, May 27, 2014, at 7:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members in attendance included Walter Leigh, Susan Cox, Ralph Hollowell, Steven Magaro, Wallace Nelson, and Arlene Yates.

Chairman Walter Leigh called the meeting to order. 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

Superintendent Dwayne Stallings recognized Senior Drew Baccus, State Champion in Hunter Skills / Orienteering and Senior Nicolas Forbes, State Champion in Rifle. On behalf of the Perquimans County Board of Education, Dr. Stallings presented both students with a personalized, championship hooded jacket. Dr. Stallings also recognized PCHS Hunter Safety Coaches Brad Kime, Jay Christian, Terri Baccus, Ed Forbes and Rosa Forbes for their many years of service to the team and presented each coach with a gift from the Board of Education. On behalf of the PCHS Hunter Safety Team, Coach Brad Kime shared information about the team's success this year, as well as the history of its successes over the years. He also noted that this team of coaches would be passing the baton to new coaches Brian Kahl, Patrick Votava and Adam Richardson. Coach Ed Forbes spoke on behalf of the other coaches expressing appreciation to Brad Kime for his years of service as a coach to the team.

Director of Maintenance Jonathan Nixon and Annabel Baker of Mickey's Sales and Service recognized custodians from all schools and the Board of Education for earning a Grade "A" on the recent quarterly custodial inspection. The following custodians were recognized:

Perquimans Central School - Sandra Bizzell, Mary Williams and Ronald Wilson
Hertford Grammar School - Robert Banks, Willie Downing, Joyce Hunter
Perquimans County Middle School - Webb Jackson, June Hunter, Easie Revell, Elmer Rumble
Perquimans County High School - Quinton Brickhouse, Bernadette Ferebee, Melvin Jackson, Annette Johnson, Elizabeth Tavares
Board of Education - Ruby Hughes
Substitutes - D'Mondrae Downing, Doris Lane, Terica Lee, Gerald Walker

Dr. Stallings also congratulated newly-elected and re-elected board members, Anne White, Amy Spaugh, and Ralph Hollowell.

Approval of Minutes

Upon motion by Steven Magaro and seconded by Arlene Yates, the Board voted unanimously to approve the minutes of the April 28, 2014 special session, the April 28, 2014 work session with the County Commissioners, the April 28, 2014 regular session, and the May 6, 2014 special session as presented.

Approval of Agenda

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

Consent Agenda

Upon motion by Arlene Yates and seconded by Steven Magaro, the Board voted unanimously to approve the Student Transfer Requests Report for May 27, 2014 (for school years 2013-2014 and 2014-2015) as presented.

Upon motion by Steven Magaro and seconded by Susan Cox, the Board voted unanimously to approve the Personnel Summary Report for May 27, 2014 as presented.

Public Hearing / Requests from the Public

None

Old Business

None

New Business

Upon motion by Arlene Yates and seconded by Ralph Hollowell, the Board voted unanimously to approve recommendations for bids on food and supplies – Sysco Food Service; milk – Pet Dairy; bread – Flowers Food; water and bottled juice – Pepsi Bottling Ventures to be provided to the Child Nutrition Program for the upcoming school year as presented by Child Nutrition Director Donna Harris.

Upon motion by Wallace Nelson and seconded by Steven Magaro, the Board voted unanimously to approve a lunch meal price increase of \$.10 per lunch for the 2014-2015 School Year as a result of computing the USDA Paid Lunch Equity Tool as required by Perquimans County Schools' participation in the National School Lunch Program. Board Member Steven Magaro asked about the meal charge procedures which Mrs. Harris explained in detail. She mentioned that the purpose of the Child Nutrition Department is to feed the students, but also to maintain a business since the Child Nutrition Department is self-supporting. She noted that 62% of the students qualify for free and reduced lunch. Currently, approximately \$4,000 is owed in outstanding charges to the Child Nutrition Program. Mr. Magaro expressed concern that a child should never be denied a lunch, referring to recent media coverage regarding such an incident involving a high school student in Michigan who owed money on his lunch account.

Child Nutrition Director Donna Harris stated there are currently 793 students directly certified through the Department of Social Services. This number is different from the free and reduced lunch numbers. To be eligible for the Community Eligibility Provision (CEP), LEAs must meet a minimum level (40%) of identified students for free meals in the year prior to implementing CEP; agree to serve free lunches and breakfasts to all students; not collect free and reduced price applications from households in participating schools; and agree to cover with non-Federal funds any costs of providing free meals to all student above amount provided in Federal assistance. Mrs. Harris stated it would take \$143,000 to cover these meal costs, which is money that is not available to the district at this time. She did inform the Board that the option to participate in CEP can be revisited on a yearly basis. Upon motion by Ralph Hollowell and seconded by Susan Cox, the Board voted unanimously to reject the Community Eligibility Provision.

Director of Maintenance Jonathan Nixon shared a schedule for HGS Building D Summer 2014 Upgrades, along with the bid recommendation for the asbestos abatement project. Upon motion by Wallace Nelson and seconded by Arlene Yates, the Board voted unanimously to approve the bid with Environmental Holdings Group, LLC in the amount of \$25,000.00 for the HGS Building D Asbestos Abatement Project as presented. Mr. Magaro asked Mr. Nixon to change "No Bid" to "No Response" for the other contractor listed on the bid tabulation sheet.

In regard to the update on the HGS Security Improvement Projects, Mr. Nixon stated that the interior framing is complete, electrical and plumbing rough-in is 95% complete, HVAC rough-in is 90% complete, drywall in new office area is 85% complete, VCT and is scheduled for this week, and case work is scheduled for next week. He hopes to be able to move the offices in this area during the third week in June so that work can begin on the administration wing.

Assistant Superintendent James Bunch provided information on the School Health Advisory Council Action Plan for Year 2013-2015. He noted that the School Health Advisory Council (SHAC) is an advisory group composed of individuals selected primarily from the health and education segments of the community. The group acts collectively in providing advice to the school system on aspects of the school health programs. The members of the council are appointed by the school system to advise the school system, particularly in eight areas: (1) safe environment; (2) physical education; (3) health education; (4) staff wellness; (5) health services; (6) mental and social health; (7) nutrition services; and (8) parental/family involvement. Mr. Bunch reviewed the plans for each of the eight areas mentioned, along with the target completion dates. No action was taken; the plan was shared for information purposes only.

Mr. Bunch provided information on the Driver's Education Program for 2014-2015. He noted that an Invitation to Bid was sent out and posted on the district website on May 1st. Bids will be opened on May 30th at 3:00 p.m. In 2013-2014, funding allotted for driver's education for Perquimans County totaled \$29,000, or \$191.00 per student. This

year, the district actually paid \$200.00 per student for driver's education instruction. The district's goal is not to have to charge students for driver's education; however, about 60% of school districts now charge students for driver's education. Our district only charges students to retake the class if they fail. Mr. Bunch noted there are 138 8th graders who will be eligible to take driver's education next year.

Assistant Superintendent Bunch presented information on Credit by Demonstrated Mastery (CDM), which was approved by the State Board of Education in December 2012 and updated in December 2013. Credit by Demonstrated Mastery is the process by which LEAs shall, based upon a body-of-evidence, award a student credit in a particular course without requiring the student to complete classroom instruction for a certain amount of seat time. Students show mastery via assessment and artifacts. Students receive a pass or fail grade; therefore, CDM does not impact a student's GPA. First, a student must pass the content EOC or exam and secondly, successfully submit an artifact to demonstrate deep understanding. Upon successfully completing Phase I and II, a student will receive credit for the course which is applied to the next semester. An appeal process is available on to students who reach Phase II. Perquimans County students may only attempt CDM for Math I, Biology, and English II for the 2014-2015 school year. The role of the district CDM Team was reviewed, as well as the timeline for the process. Board members stressed the importance of making sure that students and parents have all the information about CDM and that there is rigor in Phase II. Upon motion by Steven Magaro and seconded by Wallace Nelson, the Board voted unanimously to adopt the Credit by Demonstrated Mastery (CDM) Implementation Plan as presented.

Human Resources and CTE Director Sandy Meads presented the Career and Technical Education (CTE) Plan for fiscal year 2014-2015 in its new, narrative format. Mrs. Meads explained that Perquimans' CTE program is allotted 123 months for positions, of those 120.6 are used for positions and 2.4 are converted to spend on supplies and/or workshops. She is looking at the possibility of adding an OSHA certification class next year. The Fire Fighter Technician class which was added this school year started with seven students, with five seniors being two tests away from completing Fire Fighter Technician I, II and III this year. Tentatively, seventeen students are signed up for this class for next year. She expressed her appreciation to the town and county fire departments for the use of their equipment for these classes. Mrs. Meads added that the auto program is up for NATEF certification next year. Upon motion by Susan Cox and seconded by Arlene Yates, the Board voted unanimously to approve the 2014-2015 CTE Plan as presented.

Upon motion by Wallace Nelson and seconded by Ralph Hollowell, the Board voted unanimously to approve the following amendments as presented: State Public School Fund – Budget Amendment #8; Federal Grants Fund – Budget Amendment #9; and Capital Outlay Fund – Budget Amendment #8. Finance Officer Candy Tilley introduced Crystal Pulley, an intern working in the finance office this summer. Crystal is a graduate of Perquimans County High School, attending Appalachian State University.

Dr. Stallings and Finance Officer Candy Tilley presented the monthly financial report for April 2014. The amounts spent by PRC are showing 70-80%. This amount will change as accounts are “sured up” and additional amendments are presented next month. Dr. Stallings thanked Mrs. Tilley for providing the monthly financial updates for the Board. Mrs. Tilley also mentioned a new Windows-based, financial system, ISIS, which the district will be converting to in the fall. Bookkeepers at the individual schools will be getting new software programs as well.

The Board conducted a first reading of the following policy updates for Spring 2014. Action will be taken at the June board meeting.

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| 1200 | Governing Principal – Student Success |
| 1320/3560 | Title I Parent Involvement |
| 1600 | Governing Principle – Professional Development |
| 2121 | Board Member Conflict of Interest |
| 2130 | Board Member Compensation and Expenses |
| 2321 | Closed Sessions |
| 3225/4312/7320 | Technology Responsible Use |
| 3226/4205 | Internet Safety |
| 3227/7322 | Web Page Development |
| 3410 | Testing and Assessment Program |
| 3420 | Student Promotion and Accountability |
| 3460 | Graduation Requirements |
| 4120 | Domicile or Residence Requirements |
| 4250/5075/7316 | North Carolina Address Confidentiality Program |
| 4333 | Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety |
| 4345 | Student Discipline Records |
| 4351 | Short-Term Suspension |
| 6225 | Free and Reduced Price Food Service |
| 6340 | Transportation Service/Vehicle Contracts |
| 6524 | Network Security |
| 7100 | Recruitment and Selection of Personnel |
| 7130 | Licensure |
| 7335 | Employee Use of Social Media |
| 7410 | Teacher Contracts |
| 7425 | School Administrator Contracts |
| 7540 | Voluntary Shared Leave |
| 7805 | Superintendent Evaluation |
| 7811 | Plans for Growth and Improvement of Licensed Employees |
| 7820 | Personnel Files |
| 7821 | Petition for Removal of Personnel Records |
| 7900 | Resignation |
| 7920 | Professional Personnel Reduction in Force |
| 7930 | Professional Employees: Demotion and Dismissal |
| 7950 | Non-Career Status Teachers: Nonrenewal |
| 9220 | Security of Facilities |

Superintendent's Report

Dr. Stallings reported that during the month of April, sixteen bus drivers earned perfect attendance with six having perfect attendance for the entire school year.

Dr. Stallings discussed the timeline for the Superintendent's evaluation. It was the consensus of the Board to meet on Friday, June 13, 2014 at 10:30 a.m. to review the Superintendent's artifacts for the second semester and Monday, June 23, 2014 at 5:30 p.m. to tally the evaluation ratings and discuss them with the Superintendent. Wallace Nelson noted that he would be out-of-town on June 13th and would not be available to attend the meeting or graduation.

Board Chair's Comments

None

Announcements

- Baccalaureate Service – Thursday, June 5, 2014 at 7:00 p.m. at PCHS
- Last Day of School Early Release – Friday, June 13, 2014 at 12:30 p.m.
- PCHS Graduation Ceremony – Friday, June 13, 2014 at 7:00 p.m. at PCHS
- Retirement Celebration – Wednesday, June 18, 2014 at Montero's (by invitation)
- Regular Board of Education Meeting – Monday, June 23, 2014 at 7:00 p.m. at CO

Upon motion by Susan Cox and seconded by Arlene Yates, the Board voted unanimously at 9:34 p.m. to enter closed session pursuant to N.C.G.S. 143-318.11(a)(6) regarding personnel matters.

Upon motion by Steven Magaro and seconded by Susan Cox, the Board voted unanimously at 9:51 p.m. to return to open session.

No action was taken upon returning to open session.

There being no further business, the meeting was adjourned at 9:51 p.m.

Walter L. Leigh, Board Chairman

Dwayne K. Stallings, Superintendent

Perquimans County Board of Education
Special Session – June 13, 2014

The Perquimans County Board of Education met in special session on Friday, June 13, 2014, in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members in attendance included Walter Leigh, Susan Cox, Ralph Hollowell, Steven Magaro and Arlene Yates. Wallace Nelson was absent.

Chairman Leigh called the meeting to order at 10:55 a.m. Steven Magaro opened the meeting with a word of prayer.

Approval of Agenda

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

Old Business

None

New Business

Upon motion by Steven Magaro and seconded by Ralph Hollowell, the Board voted unanimously to approve the Personnel Summary Report for June 13, 2014 as presented.

Upon motion by Arlene Yates and seconded by Steven Magaro, the Board voted unanimously to enter into an agreement with the North Carolina Department of Transportation for the widening of construction of a 1,710 SY gravel bus parking lot at Perquimans Central School in the estimated amount of \$80,000, with \$10,000 to be provided by the North Carolina Department of Transportation. It was noted that \$40,000.00 allocated this fiscal year and \$30,000.00 allocated next fiscal year would be used to fund the school system's portion of the project. The \$30,000.00 will be put back into the fund balance next year.

Upon motion by Susan Cox and seconded by Arlene Yates, the Board voted unanimously to approve Capital Outlay Fund – Budget Amendment #9 as presented which appropriated fund balance for Phase I of the Traffic Improvement Plan at Perquimans Central School.

Upon motion by Ralph Hollowell and seconded by Susan Cox, the Board voted unanimously to approve the bid from Standard Tile, Inc. in the amount of \$16,429.67 for the Hertford Grammar School Building D Flooring Project, with the addition of a change order to include flooring in Hertford Grammar School Building C, pending funding July 1, 2014.

Upon motion by Arlene Yates and seconded by Ralph Hollowell, the Board voted unanimously to approve a bid from J. Villegas Painting, Inc. in the amount of \$5,500.00

for the Hertford Grammar School Building D Painting Project as presented, pending funding July 1, 2014.

Upon motion by Steven Magaro and seconded by Susan Cox, 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 first part of the Superintendent's evaluation.

Upon motion by Arlene Yates and seconded by Steven Magaro, the Board voted unanimously at 12:37 to return to open session.

No action was taken upon returning to open session.

Superintendent's Report

None

Announcements

- Last Day of School Early Release – Friday, June 13, 2014 at 12:30 p.m.
- PCHS Graduation Ceremony – Friday, June 13, 2014 at 7:00 p.m. at PCHS
- Retirement Celebration – Wednesday, June 18, 2014 at Montero's (by invitation)
- Special Board of Education Meeting – Monday, June 23, 2014 at 5:30 p.m. at CO
- Regular Board of Education Meeting – Monday, June 23, 2014 at 7:00 p.m. at CO

There being no further business, the meeting was adjourned at 12:40.

Walter L. Leigh, Chairman

Dwayne K. Stallings, Superintendent