

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

The Perquimans County Board of Education met in regular session on Monday, October 27, 2014, at 6:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members in attendance included Susan Cox, Arlene Yates, Ralph Hollowell, Steven Magaro, Amy Spaugh and Anne White.

Board Chairman Susan Cox called the meeting to order. Ralph Hollowell led the audience in reciting the Pledge of Allegiance and Steven Magaro opened the meeting with a word of prayer.

Special Recognitions

Bookkeepers Judy Rucker and Amy Self, of Perquimans Central School and Perquimans County High School respectively, were recognized as the Employees of the Month for October 2014. Finance Office Candy Tilley nominated Mrs. Rucker and Mrs. Self, noting that these ladies trained three bookkeepers at Perquimans County Middle School in fifteen months. Mrs. Tilley went on to say that Mrs. Rucker and Mrs. Self were instrumental in making these transitions smooth with their professionalism, expertise and dedication. Despite having to learn two financial software packages while maintaining their own personal workloads, they both readily agreed to assist training our new employee without any hesitation when asked. On behalf of the Board, Dr. Stallings presented each employee with a certificate and a monetary gift.

Approval of Minutes

Upon an amended motion by Arlene Yates and seconded by Ralph Hollowell, the Board voted unanimously to approve the minutes of the September 17, 2014 special session, including a correction to the spelling of Mr. Magaro's name in the third paragraph, the September 17-18, 2014 Board Retreat, the September 22, 2014 regular session, and the October 8, 2014 special session as presented. Upon request by Mr. Magaro, it was decided that the Board would host an additional session in the spring for further discussion on items pertaining to Human Resources, Child Nutrition and out-of-county tuition.

Approval of Agenda

Upon motion by Steven Magaro and seconded by Anne White, the Board voted unanimously to approve the agenda as presented.

Consent Agenda

Upon motion by Amy Spaugh and seconded by Arlene Yates, the Board voted unanimously to approve the Student Transfer Requests Report for October 27, 2014, as presented.

Upon motion by Arlene Yates and seconded by Amy Spaugh, the Board voted unanimously to approve the Personnel Summary Report for October 27, 2014, as presented.

Public Hearing / Requests from the Public

When asked about requests from the public, Administrative Assistant Mary Kay Peele noted that there was one written request received, but she was unsure if the individual was present at the meeting. Attorney Rachel Hitch advised the Chair to call for the individual, Angelia Wilson. There was no response. Upon motion by Steven Magaro and seconded by Amy Spaugh, the Board voted unanimously to table the public comments portion until a later time in the agenda to allow extra time for the individual to arrive at the meeting.

Friend of Perquimans County Schools, Mr. Chuck Pagels, was in attendance and provided treats for board members and the audience.

### Unfinished Business

None

### New Business

#### Update on Perquimans County Schools 1 to 1 Technology Initiative

Director of Technology Victor Eure provided an update on the progress of Perquimans County Schools 1 to 1 technology initiative. He announced that the district received a check today from the Golden Leaf Foundation for \$232,000 which will go toward the first lease payment. Golden Leaf approved the district's sustainability plan and documentation related to the insurance plan was provided to Golden Leaf as requested. Mr. Eure said that iPads have been issued to teachers, noting that the rollout went very smoothly. Abbey Futrell, of The Friday Institute, has started working with our staff, providing professional development related to use of the iPads with student instruction.

Two dates have been scheduled for parent orientation sessions—Monday, November 3 and Wednesday, November 5 at Perquimans County High School. Assistance with the orientation will be provided by volunteers from all schools. Parents should attend one of the one-hour sessions in order for their student to be issued a device. During the session, parents can ask questions about the process, fees, internet safety, and coverage for theft and loss. Parents who do not attend a session will be contacted directly since the district is aiming for 100% participation. On November 12, iPads will be issued to students in grades 12, 8, and 5 who have completed the necessary paperwork.

Every school completed a readiness checklist which was required by the administration before the rollout could occur. School system staff carefully reviewed the items on the checklist, expectations for using Canvas, rollout times, etc. In preparation for the rollout, an employee of the Perquimans County Public Library helped to put cases on the iPads. Additional volunteers are needed for November 3 and November 5 to help parents with signing the loan agreements.

#### Update on Student Lunch Payments

Dr. Stallings noted that Mrs. Harris' presentation was in response to the Board's request to follow-up on information that was provided recently at the Board Retreat. In addition, he noted that Mrs. Harris applied and has been accepted to attend the National Food Service Management Institute (NFSMI) in Oxford, Mississippi, November 11-14 for a Team Up for School Nutrition Success training. All expenses will be paid by NFSMI. Her focus will be to gather information that will help to improve student participation.

During her presentation, Mrs. Harris provided a comparison of charges from 2010 to 2014, showing balances at each school for certain dates in September and October. She shared the balance of outstanding charges for all schools as of October 20, 2014, which was \$1,826.56, and as of today, October 27, 2014, \$2,217.16. Current procedures to collect or limit charges include the following: (1) letters sent home weekly to parents at PCS and HGS; (2) letters mailed home to parents at PCMS and PCHS; (3) limitation on amount allowed to charge at PCHS; (4) charges for meals only; (5) request to teachers/staff members to keep funds in their accounts and not to charge meals. As the topic was discussed, Mrs. Harris mentioned that although staff are encouraged to keep funds in their accounts, they will not be denied lunch.

Following a lengthy discussion, it was the consensus of the Board to gather information about other issues that parents and students with outstanding lunch charges might be experiencing. Mrs. Harris reminded the Board about preventing the overt identification of students' lunch status. Board Attorney Rachel Hitch reiterated that federal guidelines are very strict about this. Ms. Hitch said it was appropriate to have a list of students who owe money; however, the list could not be divided by free, reduced and paying students. Dr. Stallings stated he will talk with the principals about other possible issues as this issue "might be the tip of the iceberg." Ms. Hitch suggested listing indicators of concern to see what common factors exist, using a holistic approach to the situation.

#### Update on Property Information

Dr. Stallings noted at the board retreat, he presented information about certain properties that are for sale that have been brought to the attention of the school district. The Board asked for additional information about the properties' tax value and its usability. Jonathan Nixon pointed out the new building cost versus the renovation cost for the Don Juan property. He presented the tax information and the GIS map for each property as requested by the Board. He noted that the price of the Don Juan property has been reduced from \$626,500 to \$500,000, in its current condition.

Mr. Nixon noted there are actually three different pieces of the Swindell property. He noted that the tax value is \$567,400, but Mr. Swindell is willing to sell the property for \$225,000, possibly \$200,000. Mr. and Mrs. Swindell, who were in attendance at the meeting, were asked if the rental units are currently being rented. Mr. Swindell noted that two units are currently being rented and two are not. The question was also raised about leasing the funeral home building. It was noted that the Board would have a few years to figure out what its needs are. Mr. Swindell noted that the four rental units could generate \$2,000 per month. The amount of the lease on the main building would be up to the Board. According to Mr. Swindell, the main building could be divided into five apartments and conference rooms where some wiring for audio-visual needs is available. He pointed out that his property is near the property for the proposed athletic complex. He offered the Board the opportunity to tour the properties with buildings, if it would like to do so.

Mr. Nixon stated that the tax value for the Phillips' property is \$15,600. The Army Corps of Engineers has been contacted about the accessibility of the property; however, no information has been received to date.

Dr. Stallings reminded the Board about a fourth piece of property in Winfall near Perquimans Central School. He mentioned that he contact one of the landowners, but has not heard back from him.

#### Consideration of Board Policy 5024-6127-7266 Emergency Epinephrine Auto-Injector Devices

The Board conducted a first reading of the new policy regarding the use of Emergency Epinephrine Auto-Injector Devices. This policy establishes the Board's efforts to comply with the new state law requirements that the epinephrine auto-injector devices (e.g., epi-pens) be available in every school for trained individuals to use in emergencies. The board is statutorily required to comply with the new law beginning November 1, 2014. A question was asked about the last paragraph which indicated that "this policy does not require epinephrine auto-injector devices to be available at activities held off of school grounds during or after the school day, including field trips or off-site athletic events." Attorney Hitch stated this policy would not replace what is required in the student's IEP or health care plan. She pointed out this policy divides students into two groups: those who have allergy issues and those who are not identified or do not know about their condition. Mr. Miller noted that Dr. Tolson provided epi-pen training for bus drivers last summer. However, there are no epi-pens kept on the school buses. Action will be taken on this policy at the November meeting.

### Consideration of Budget Amendments

Upon motion by Amy Spaugh and seconded by Anne White, the Board voted unanimously to approve the following budget amendments as presented:

1. State Public School Fund – Budget Amendment #1
2. Local Current Expense Fund – Budget Amendment #1
3. Federal Grants Fund – Budget Amendment #1
4. Capital Outlay Fund – Budget Amendment #1
5. Other Specific Revenue Fund – Budget Amendment #1

### Monthly Financial Report – September 2014

Finance Officer Candy Tilley presented the financial report for September 2014. Dr. Stallings noted that the reports are broken down by PRC codes. In looking at the percentage of funds spent to date, the district is about one-fourth of the way through the budget cycle. Ms. Cox asked a question about purpose code 6300 under Federal Grants, which was showing 130% spent. Mrs. Tilley explained that it could be that the money has not yet been received, or it could be how employees are coded, or how employees are moved around to make the best use of the funds.

### Overnight Field Trip Requests

Upon motion by Ralph Hollowell and seconded by Arlene Yates, the Board voted unanimously to approve an overnight fieldtrip to Central Carolina Community College in Sanford, NC, for certain CTE students to participate in the Vet Assisting Career Development event on November 7-8, 2014. The Board also approved an overnight fieldtrip to Washington, D.C. for fifth grade students to visit the National Zoo, tour War Memorials, Washington Monument, Lincoln Memorial, Martin Luther King Memorial and Washington Mall on April 1-2, 2015.

### Superintendent's Report

Dr. Stallings reported that sixteen bus drivers earned perfect attendance during the month of September 2014.

Board members should contact Mary Kay Peele regarding their availability for the tour of Hertford Grammar School and Perquimans Central School. The proposed dates for the tour are December 8, 9 and 12.

In following up on a discussion from the Board Retreat, Dr. Stallings shared the results of a survey he conducted of superintendents in the northeast region regarding JROTC. Of the 17 districts in the region, there are five that do not have JROTC programs--Tyrrell, Hyde, Gates, Perquimans and Dare. Of the remaining districts, nine have Army, one has Coast Guard, one has Air Force, and one has Army and Air Force and is trying to start Marines. Information from the survey shows that the average cost to the district is approximately \$60,000 to \$70,000, depending on the officers' rank. Regardless of the branch offered, each program offers similar core missions. Dr. Stallings shared that several years ago Perquimans bussed students to Edenton-Chowan to participate in their program; however, that did not work in the long run. Next steps would include researching possible funding, determining the branch of JROTC, and distributing a survey to students. Dr. Stallings will report back to the Board once this information is obtained.

Arlene Yates was nominated by Dr. White to serve as the Board representative on the Title I Advisory Board. It was the consensus of the Board for Mrs. Yates to serve in this position.

Ralph Hollowell was nominated by Dr. White to serve as the Board representative on the AIG Advisory Board. It was the consensus of the Board for Mr. Hollowell to serve in this position.

Attorney Rachel Hitch said she would be at the NCSBA conference if board members had questions.

#### Board Chair's Comments

Susan Cox met with County Commissioner Chair Janice Cole to discuss the athletic complex and the possibility of the County committing a portion of the \$600,000 donated by the late Charles Ward towards the cost of the complex. They also discussed naming a new fundraising committee and having someone to spearhead the committee. Ms. Cox and Mrs. Cole will meet again after the election.

#### Announcements

- Veterans' Day Holiday – Tuesday, November 11, 2014, Schools and Central Office Closed
- NCSBA Annual Conference, Monday-Wednesday, November 17-19, 2014, at the Sheraton Four Seasons Koury Convention Center, Greensboro
- Regular Board of Education Meeting – Monday, November 24, 2014, 6:00 p.m., Board of Education Building
- No Day – Wednesday, November 26, 2014, No school for students and teachers
- Thanksgiving Holiday – Thursday and Friday, November 27-28, 2014, Schools and Central Office Closed
- Board Members should check their calendars for their availability on December 8, 9, or 12, for the tour of Perquimans Central School and Hertford Grammar School.

Mr. Magaro requested a discussion on sports for homeschooled students and the cost associated with the S-Bridge (damage, destruction of mirrors) and the cost to circumnavigate the bridge (fuel costs).

Chairman Cox called again for Angelia Wilson. There was no response. Therefore, there was no need to conduct the scheduled closed session.

There being no further business, the meeting was adjourned at 8:12 p.m.

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Susan B. Cox, Board Chair

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Dwayne K. Stallings, Superintendent