

Perquimans County Board of Education
Special Session – September 17, 2014

The Perquimans County Board of Education met in special session on Wednesday, September 17, 2014, at 8:30 a.m. in the small conference room at Cale Camp and Conference Center, Hertford, North Carolina. Board members in attendance included Susan Cox, Arlene Yates, Steven Magaro, Amy Spaugh and Anne White. Ralph Hollowell was absent.

Chair Susan Cox called the meeting to order. Attendees recited the Pledge of Allegiance to the Flag.

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

Ms. Cox stated she did some research on Robert's Rules of Order and found that "Old Business" should actually be "Unfinished Business." Also, when making a motion, she noted that board members should say, "I move that..." instead of "I make a motion to..."

Unfinished Business

None

New Business

Upon motion by Arlene Yates and seconded by Amy Spaugh, the Board voted unanimously to approve the Personnel Summary Report for September 17, 2014 as recommended by the Superintendent.

Dr. Stallings explained that upon review by the board attorney, there were some minor changes to the Apple lease for the purchase of iPads for the 1:1 initiative. Therefore, the following action was taken by the Board:

Upon motion by Anne White and seconded by Steven Magaro, the Board voted unanimously to rescind action taken on August 25, 2014 regarding the Apple lease for iPads.

Upon motion by Steven Magaro and seconded by Arlene Yates, the Board voted unanimously to approve the revised Apple lease for iPads as presented.

There being no further business, the meeting was adjourned at 8:47 a.m.

Susan B. Cox, Board Chair

Dwayne K. Stallings, Superintendent

Perquimans County Board of Education
Board Retreat – September 17-18, 2014

The Perquimans County Board of Education met for its annual retreat on Wednesday and Thursday, September 17-18, 2014, at 9:00 a.m. in the small conference room at Cale Camp and Conference Center, Hertford, North Carolina. Board members in attendance included Susan Cox, Arlene Yates, Ralph Hollowell, Steven Magaro, Amy Spaugh, and Anne White.

Welcome / Overview of Retreat – Day 1

Dr. Stallings welcomed everyone to the retreat and provided an overview of the items that would be discussed during Day 1 of the retreat.

Superintendent's Goals 2014-2015

Dr. Stallings presented the Superintendent's district goals for 2014-2015, noting that the district goals are aligned with the new goals of the State Board of Education Strategic Plan.

Superintendent's Goal 1

- Continue to promote system of rigorous academic offerings for students.
- Provide course offerings for students that align with their career goals, including post-secondary studies at the university level, career options through Career and Technical Education, or transition to the military or work.
- Decrease the percentage of Perquimans students that need to take remedial courses at the college or university level.

Aligns with State Board of Education Goal 1:

Every student in NC Public School System graduates from high school prepared for work, further education, and citizenship.

Dr. Stallings shared historical test data for Hertford Grammar School, Perquimans County Middle School, and Perquimans County High School to illustrate student test scores for the past five years. He also shared the historical 4-year and 5-year cohort graduation rates for the district. Director of Human Resources and Career and Technical Education (CTE) Sandy Meads presented information on the CTE program. Assistant Superintendent James Bunch and Technology Director Victor Eure provided information on Perquimans County High School's developmental data and strategies to improve remediation rates.

Superintendent's Goal 2

- Individualize instructional opportunities for students to align with their career goals.

Aligns with State Board of Education Goal 2:

Every student has a personalized education.

Dr. Stallings shared statistics on the number of students enrolled in College of The Albemarle courses for 2013-2014. Victor Eure presented a brief presentation on Project STEM Connect and Dr. Stallings shared information on Hertford Grammar School's STEAM—Science, Technology Engineering, Art and Math. Assistant Superintendent James Bunch presented information on course pathways that are a part of the Career and College Promise program.

Superintendent's Goal 3

- Employ and mentor new teachers.
- Employ and mentor effective principals.
- Hold staff accountable for student success.

Aligns with State Board of Education Goal 3:

Every student, every day has excellent educators.

Dr. Stallings noted that Mrs. Meads would be doing a session later during the retreat on licensed employees and the hiring process. Dr. Stallings shared the numbers of National Board Certified Teachers in the district and a listing of BTs and mentors and their schedule of meetings for 2014-2015. Samples of evaluation tools for certified and classified staff were also available for board members to review.

Superintendent's Goal 4

- Continue to support financially the movement to 1 to 1 computing for our students.
- Continue to be proactive in financing the programs of the school system.

Aligns with State Board of Education Goal 4:

Every school district has up-to-date financial, business, and technology systems to serve its students, parents, and educators.

Dr. Stallings reminded the Board that wireless infrastructure has been in place since 2010 and Smart Board Technology since 2008. Perquimans County High School has been a hub for high speed fiber optic technology since 2009. Financial reports have become monthly fixtures at Board of Education meetings and the Finance team has been recognized statewide for excellence in financial management. He noted that the Finance Department has implemented a new on-line financial system called ISIS. He also shared a copy of the checklist being used to ensure readiness of the 1 to 1 technology implementation.

Superintendent's Goal 5

- Continue to ensure schools are safe places for students and staff.
- Continue to promote student attendance and to reduce dropouts.
- Continue to provide healthy options for students in the area of nutrition and physical activities.

Aligns with State Board of Education Goal 5:

Every student is healthy, safe, and responsible.

Dr. Stallings noted that Maintenance Director Jonathan Nixon would be doing a session on the active shooter drill later during the retreat. Dr. Stallings highlighted the renovated front entrances, surveillance/access control and updated Lobby Guard system at each school. He noted that schools would continue the safe schools projects and meetings at each school and enhance security through training. He highlighted the completion of the new bus parking lot at Perquimans Central School and mentioned that the district would continue to search for financial means to secure a new athletic facility.

Superintendent's Goal 6

- Revisit Strategic Plan.
- History of Strategic Plan in Perquimans County Schools .
- Timeline for next cycle.

Dr. Stallings talked about the history of the Strategic Plan in Perquimans County Schools and shared a copy of the current five-year plan which ends in 2015. He mentioned plans to revisit the strategic plan and the timeline for the next cycle.

1 to 1 Implementation using Canvas

Following lunch, Technology Director Victor Eure, Instructional Facilitator Jill Cohen and Media Coordinator Martha Nixon presented information on Canvas, a learning management system that will be used for the 1 to 1 technology initiative. Their presentation began with a brief WebEx presentation with the assistance of a Canvas representative. Following the WebEx presentation, Mr. Eure, Mrs. Cohen and Mrs. Nixon presented sample teacher and student pages and responded to questions from the group.

Hiring Process

Human Resources Director Sandy Meads presented information on the employment process. She gave examples of classified/non-teaching vacancies as well as certified vacancies and the process for advertising a vacancy, screening applications, scheduling interviews and selecting a candidate for recommendation to the Superintendent. She also described the employment process for transportation, which is different from the other classified positions since it is handled by the Transportation Director. The process for securing substitutes—teacher, Child Nutrition, and custodians—was also explained. She shared what is done to complete the employment process including notification of candidates selected and not selected, completion of employment forms and entry of employment information in the Human Resources Management System.

Mrs. Meads also presented information about the staff—percentage by race, gender, degree for the district and by school. For the district: race--62% white, 37% black, 1% other; gender—79% female, 21% male; degrees--57% Bachelor's, 37% Master's, and 6% Advanced.

Student Lunch Payments

Child Nutrition Director Donna Harris explained the history of charges in the Perquimans County Child Nutrition Program, pre- and post-SY 2010 and the results following improvements made in the process. She also explained the reasons she believed there was an increase in charges last year over the previous two years which included a new software program, the economy, pride and no consequences. She offered possible solutions to the outstanding charges including implementing a board policy on allowances and boundaries, a procedure for students who withdraw, a no-charge policy for adults and continuing with current procedures, but adopting them as policy.

At the Board's request, Mrs. Harris again addressed the Community Eligibility Provision (CEP). She explained the eligibility requirements and process for implementation. She shared the CEP reimbursement worksheet which showed traditional claiming provides greater reimbursement than CEP for Perquimans County Schools.

She also illustrated the breakfast and lunch menu choices using the October menu, as well as the National School Lunch and Breakfast Meal Pattern for Grades K-12, which shows the daily requirements for milk, meat, grains, fruits, vegetables and the minimum/maximum calories, saturated fat, sodium and trans fat.

Day 1 of the Board Retreat ended at 4:25 p.m.

Welcome / Overview of Retreat – Day 2

Dr. Stallings welcomed everyone to Day 2 of the retreat and provided an overview of the items that would be discussed during the day.

Property Options

Dr. Stallings presented information about three properties that have been shared with him that are for sale. (1) Eastern Land Investments LLC – “Apricot” @ Don Juan Road; (2) Larry Swindell – Dobbs Street; and (3) Jack Phillips – Railroad Avenue. After viewing maps and other information related to the properties, the Board asked Dr. Stallings to obtain additional information on the properties such as the estimated repair costs for the Don Juan property, current rental income for the Swindell property, Army Corps of Engineers opinion on access through the swamp for the Phillips property, and tax values on all three properties. This information will be presented to the Board at the regular board meeting in October.

Safety Initiatives / PAS Action Action Report

Assistant Superintendent James Bunch and Maintenance Director Jonathan Nixon presented the following information on responsibilities and requirements for schools in the 2014 Budget Act and NC General Statutes.

- (1) Epinephrine Injector Requirement – The NC Board of Pharmacy will provide rules authorizing school personnel to obtain the prescription for epinephrine. Until we receive this information, our focus will be to create a plan for compliance.
- (2) G.S. 115C-375.4 requires schools to provide parents with information about Meningococcal Meningitis and Influenza at the beginning of every school year.
- (3) The following health and safety topics must be reviewed annually and are required in Grades 7-12 by NC General Statutes: preventable risks for preterm birth in subsequent pregnancies, including inducing abortions, smoking, alcohol consumption, use of illicit drugs, inadequate prenatal care.
- (4) Annual notification that students in Grades 9-12 receive information on the manner in which a parent may lawfully abandon a new born baby with a responsible person. Board members requested the General Statute pertaining to this and also suggested adding Grades 7 and 8 to the group to receive this information as well, after talking to Principal Andrea Greene.
- (5) Staff, students and parents will receive information on policies prohibiting bullying and harassing behavior.

Mr. Nixon also presented information on schematic designs and emergency access to schools, as well as the new training video for NC Critical Incident Response for School Faculty and Staff. He reviewed the procedures for active shooter and the three steps to survival—hide, run, and fight—that were included in the video. Mr. Nixon also presented the After-Action Report/Improvement Plan for Operation PAS which was conducted on April 9, 2014. The report included an overview of the exercise and a detailed improvement plan.

Proposed Athletic Facility

Following Mr. Nixon's presentation, Dr. Stallings gave an update on the proposed athletic facility at Perquimans County High School. Dr. Stallings stated he continues to stay in contact with Dr. Nixon regarding the 33 acres of land that the district has an option on through February 2015. Dr. Stallings stated he was invited to a work session on August 18, 2014 to provide an update on the project to the County Commissioners. He again shared a copy of the revised plans and costs which total \$3,048,240. The Board discussed the fact that it might be a good time to approach the County Commissioners about revitalizing the fundraising committee with the passing of Charles Ward.

Tuition Policy

At the Board's request, Dr. Stallings explained that the out-of-county tuition policy was recommended several years ago in order to have some control over out-of-county students attending school in Perquimans County. The state, as well as local government, provides a certain amount of money per student. The county would be supporting students whose parents do not live and pay taxes in our county. It also puts an additional hardship on the principal. In the case of appeals, the Board asked for additional information about the situation so that it will have sufficient information when making a decision in these cases.

Strategic Plan

After lunch, Dr. Stallings presented information on the past, present and future of the Strategic Plan for Perquimans County Schools. The process began in 2000 when a group of citizens met at the Aqueduct Conference Center in Chapel Hill to establish the beliefs and mission that would be the driving force behind the development and implementation of the Strategic Plan for Perquimans County Schools. The plan, which would guide the district for the next ten years, included the mission, beliefs, objectives and parameters. In 2010, Perquimans County Schools revisited its Strategic Plan and revised it for use for the next five years. An updated Strategic Plan will be developed during the 2014-2015 school year. The new plan will be used as a foundation for all other plans of action for Perquimans County Schools. Dr. Edwin West of the Masonboro Group will facilitate the process.

Performance Pay

Dr. Stallings presented a copy of the document, "NCSSA Executive Sub-Committee on Pay for Performance in response to Section 7A.10(a) Pay for Excellence." The information reflected a study done in six states and the lessons learned that states should consider when establishing a pay for performance plan. It showed the options for school based awards and individual teacher awards. Dr. Stallings shared the legislation which addressed differentiated pay for highly effective teachers and public school employees. It requires each local board of education to propose a locally designed model for awarding salary increases and/or bonuses to its classroom teachers who are (a) rated highly effective and/or (b) assume additional roles and responsibilities (differentiated teacher pay program). It set a deadline of January 15, 2015, for submission of these proposals. Dr. Stallings stated he would like to form a committee, to include a board member as well, to work on the proposal.

JROTC

Board Member Arlene Yates voiced interest in forming a JROTC in Perquimans County Schools. She noted other courses had been added at Perquimans County High School, such as the firefighter course. She stated that she has been approached by several interested in JROTC and asked if the Board could look again at this possibility. Dr. Stallings shared information presented previously to the Board about the requirements of the program. The Board asked the Superintendent to look into this

further and provide updates regarding costs, participation requirements, etc., before surveying students about their interest.

County Commissioner's Questions: 1:1 Initiative

As promised, the Board reviewed Commissioner Peeler's six pages of questions regarding the 1to 1 technology initiative. The Board discussed the fact that Perquimans County High School is a community anchor institution and the public library is a hot spot for internet connectivity. Students can download information at school to have enough work to do at home, even if the student did not have access to the internet at home. Connectivity is a problem that the school district is constantly working on; however it is not something "to keep the cart from moving forward." The school district needs the assistance of the County Commissioners, the Town of Hertford and local churches to help with this effort. Students will not be expected to do assignments without access to the Internet. The district is not requiring students to have internet access. There are 1.2 million apps that can be used with or without the internet. Students will keep their iPads charged just as they will their smart phones. The school district has a Technology Plan in place that has to be updated every four years and approved by the Board of Education and the North Carolina Department of Public Instruction. The readiness checklist is a part of the Project Management Plan. Board members asked about creating a brochure containing frequently asked questions regarding the initiative. With the information that was discussed, Ms. Cox and Mr. Eure will discuss putting together a response to Mr. Peeler's questions next week.

There being no further items on the agenda, the retreat was adjourned at 3:20 p.m.

Susan B. Cox, Board Chair

Dwayne K. Stallings, Superintendent