

**Perquimans County Board of Education
Regular Session – April 25, 2016**

The Perquimans County Board of Education met in regular session on Monday, April 25, 2016, at 6:00 p.m. in the auditorium at Perquimans County Middle School in Winfall, North Carolina. Board members Susan Cox, Arlene Yates, Ralph Hollowell, Steven Magaro, Amy Spaugh, and Anne White were in attendance.

Board Chair Susan Cox called the meeting to order. Steven Magaro opened the meeting with a word of prayer.

Approval of Agenda

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

Approval of Minutes

Upon motion by Amy Spaugh and seconded by Arlene Yate, the Board voted unanimously to approve the minutes of the March 21, 2016 regular session as presented.

Consent Agenda

Upon motion by Ralph Hollowell and seconded by Steven Magaro, the Board voted unanimously to approve the Student Transfer Requests Report for April 25, 2016 as presented. On the report, the term “attend” was changed to “accept.”

Upon motion by Arlene Yates and seconded by Amy Spaugh, the Board voted unanimously to approve the Personnel Summary Report for April 25, 2016 as presented.

Public Hearing / Requests from the Public

None

Unfinished Business

Upon motion by Ralph Hollowell and seconded by Anne White, the Board voted unanimously to approve the proposed school calendar for 2016-2017 as presented. The proposed calendar included Spring Break following Easter, the week of April 17 – 21, 2017.

New Business

Board of Education Committee Reports

Finance Committee – Mrs. Amy Spaugh

The Finance Committee, consisting of Amy Spaugh and Ralph Hollowell, met on April 20th with Finance Officer Candy Tilley. The following items were discussed:

- Recommendation to remain with Donna Winborne for auditing services
- Request from NEAAAT Academy for our district to become the school's fiscal agent
- Financial report for the month of March
- Progress on the annual budget

Operations Committee – Steven Magaro

The following items were discussed at a recent meeting:

- Replacement of lawn tractors since the current tractors have to be repaired each time before they can be used
- Replacement of fuel truck in order to increase capacity
- Replacement of existing, aging fuel tanks to take advantage of buying in bulk
- Replacement of local vehicles due to the excessive mileage on the vehicles
- Proposal to renovate the athletic complex at Perquimans County Middle School
- Security systems at the main entrances
- Retirement of Child Nutrition Director effective July 1, 2016
- Changing the payroll date for Child Nutrition employees so that employees will be paid for actual time worked and so the Board will not have to front money for payroll at the beginning of the year

Personnel Committee – Mrs. Arlene Yates

The following items were discussed at a recent meeting:

- Personnel Summary Report
- Psychological and rehabilitation services
- Clarification of who Athletic Directors are for PCMS and PCHS
- Supplements for school building administrators
- Administrator contracts

Curriculum & Instruction Committee – Dr. Anne White

The following items were discussed at a recent meeting:

- Maker Space grant, \$20,000, and partnership with ECU for resources
- Converting 8th grade science lab at Perquimans County Middle School to STEM lab
- Greenhouse at Perquimans County Middle School
- EMT program to be taught at Perquimans County Middle School by Matt Leicester
- Request for a Career Development Coordinator
- Adobe Academy at Perquimans County High School
- Monsanto Grant, \$10,000, for purchase of equipment for biotechnology lab
- Give 5, Read 5 reading program to encourage students to read during the summer
- Through DPI, books available for download at student's grade level
- Grant in collaboration with ECSU to provide enrichment in science and math at middle and high school
- Race to the Top funds extinguished
- Attended an EC teacher meeting where teachers are doing everything in their power to make sure no child is left behind

Mr. Hollowell commented that Jill Cohen does a really good job with the CTE District Advisory Council. He mentioned that anyone with a business where students could perform job shadowing should contact Mrs. Cohen.

Budget Amendments

Finance Officer Candy Tilley presented information regarding the proposed amendments and entertained questions from board members. Upon motion by Steven Magaro and seconded by Arlene Yates, the Board voted unanimously to approve the budget amendments as presented.

Monthly Financial Report – March 2016

Finance Officer Candy Tilley presented the monthly financial report for March 2016. She noted that the Financial Committee reviewed the report in detail. She explained in Local Current Expense, there are two items that are overspent. One was due to a coding error which was corrected in April and another was due to waiting on reimbursement from Child Nutrition. The total percentage of funds spent is in line with where it should be at this time.

Audit RFP Results

Finance Officer Candy Tilley explained that five RFPs were mailed out and three intents to bid were received for auditing services, with only one actually submitting a bid, Donna H. Winborne, CPA, PC. The audit committee, which had representation from the school bookkeeping staff, Child Nutrition, and Finance Department staff, recommended the auditing services of Donna H. Winborne for the next three years. There is a \$500 increase in the cost per year over the next three years. Upon motion by Amy Spaugh and seconded by Arlene Yates, the Board voted unanimously to enter into a three-year contract with Donna H. Winborne, CPA, PC, for audit services as presented.

Focus Group Follow-up Letter for 1:1 Project

Technology Director Martha Nixon presented information regarding the focus groups conducted with students and teachers at Perquimans County High School as part of the Golden LEAF digital teaching and learning initiative through the NCSU Friday Institute. Ten students of various grade levels and abilities, as well as a team of teachers, were interviewed about what it is like to learn and teach when they have access to a computing device during the school day. The comments from the Leadership Support Coach also included recommendations for maintaining the momentum for the implementation of this project. When asked about the down side of the project and how distractions are addressed, Mrs. Nixon noted that distractions, whether students are doodling on a piece of paper or playing a game on the iPad, are handled through classroom management. One thing that the 1:1 project emphasizes is digital citizenship, which instructs students, whether in kindergarten or high school, that there is a time a place for everything. There are skills they must learn to prepare for the workplace, such as knowing they can't check social media in the workplace.

County Commissioner Presentation

Superintendent Cheeseman shared that he and the Board met with the County Commissioners in a joint session on April 18, 2016. Mr. Cheeseman pointed out to the Commissioners that the school district is the largest employer in the county. Mr. Cheeseman went through some of the PowerPoint slides so that the audience would know exactly what was shared with the Commissioners at the meeting. There are three major ways that the school system receives funding that influences the children of our county—state, federal, and local funding. In the presentation, Mr. Cheeseman talked about our core business, which is teaching and learning. He used the analogy of the wagon. The company that created the wagon thought that their core business was building wagons and that's why they went out of business. Their core business was transportation. Our district and County Commissioners don't need to lose sight of what our core business is. Mr. Cheeseman stated he asked the County Commissioners to be innovative around how they fund our children. About 80% of our budget is salary based. He asked the Commissioners to think differently and act differently and to think what Perquimans County

Schools could be on a national scale. He asked them about building a model of collaboration for people to see what the County Commissioners do with their local school board. Mr. Cheeseman shared the story about Frederick Smith who presented an idea to his college professor who said his idea must be viable and gave him a "C" on his paper. Frederick Smith was the creator of FedEx. Mr. Cheeseman stated he asked the County Commissioners to invest in that magnitude of thinking. He said we are going to talk about every child. We will no longer say all children. We're not going to lump all children into a group. We have an individual plan for each child. Mr. Cheeseman stated he looks for bell-to-bell engagement 100% of the time. He asked the audience if they would get on a plane with a pilot who had a 93% landing rate. He asked if they would use a surgeon who had a 37% survival rate. He asked if they expected their heat to come on 100% of the time. He stated that he asked the County Commissioners for 100% funding—nothing more, nothing less, but didn't tell them an amount. He asked the Commissioners if they could believe in us at 100%. Don't you expect 100% from your children when they walk into a classroom? Don't teachers expect 100%? Don't we expect our teachers to be working at 100%? Mr. Cheeseman stated being "the new guy," he appreciates being accepted at 100%. Last year the district requested \$2,489,000. The County Commissioners gave the district \$2,375,000. Is that 100%? We don't know why we didn't receive 100%. Mr. Cheeseman asked the audience to talk with the County Commissioners. Last year we received 95.38%. With \$110,000, it could have raised teacher supplements from 2.25% to nearly 4% which would increase the high quality talent that we try to attract for our students. It could have raised the classified salary scale. It could have raised our academics through teaching and learning. When we come to the table on May 12th at 8:00 p.m., we will ask for 100%. The greatest resource in our district is people. Can we fund our people at 100%? Senator Bill Cook said the state of North Carolina is doing all it can and advised us to look at our local County Commissioners. Mr. Cheeseman stated he did exactly what the Senator told superintendents to do—to go to the County Commissioners and ask if they could fund us at 100%.

Good News

The following students and staff were recognized during the Good News portion of the agenda:

Signed to play football at Fayetteville State University (Broncos)

Join me in congratulating Da'ome Mallory, a Senior at PCHS, for signing to play with the Fayetteville State Broncos. Coach Elvin James is the head football coach at PCHS.

Perquimans County High School Fishing Team

On March 26th, eight of our students participated in a fishing tournament at Jordan Lake. Two of our boats placed in the top 5.

Austin Overton and Nick Foley – 3rd place
Luke Fuller and Colton Meads – 5th place

Austin and Nick finished one place behind last season's points champions, and both teams finished ahead of a young man voted as one of the two best high school anglers in North Carolina. Public Safety / EMT Teacher Matt Leicester is the advisor for the PCHS Fishing Team.

Team members:

Dylan Valousky	Luke Fuller	Da'Wan Skinner
Colton Meads	Timothy Estep	Kevin Spivey
Nick Foley	Austin Overton	Coy Symonds

Partnership in Education

Chuck Pagels

Mr. Pagels is frequently at athletic and school events taking pictures of our students. Not only does Mr. Pagels take pictures, but he prints them for the students as well. We appreciate Mr. Pagels volunteering in this capacity for our school district.

Partnership in Education

Tommy's Pizza & Family Restaurant

Tommy's Pizza donates pizzas for PBIS for Perquimans Central School classes and feeds the football team before every home game. We are grateful to Mr. Barrett for his support of Perquimans County Schools.

Partnership in Education

Carden Graphics, LLC

Carden Graphics sponsored the printing of our Perquimans County High School athletic programs this year. We appreciate Mr. Carden's partnership with our school system.

Cup Stacking Competition

Da'Qauntae' Sykes – 5th grade student at Hertford Grammar School

Da'Qauntae' was the grand champion during the HGS PBIS celebration. He competed against students in all grade levels to become the top cup stacker for HGS.

Coastal Envirothon

Madison Loftis

James Winslow

Austin Overton

Colton Meads

Luke Fuller

The Envirothon is a competition where students demonstrate knowledge and problem solving in the areas of aquatics, forestry, soils, wildlife and current environmental issues. They were the second place FFA team in Area 5. Agriculture Educator Angel White is the FFA advisor for Perquimans County High School.

State Science Fair

Ellie Ward

Elizabeth Wheeler

Ellie and Elizabeth, both 4th grade students, received Honorable Mention at the state Science Fair. These girls were recognized out of 80 projects in the elementary division.

North Carolina Farm Bureau Ag in the Classroom Grant
Angel White – Perquimans County High School

North Carolina Farm Bureau provides agricultural outreach grants to North Carolina teachers through Ag in the Classroom...Going Local program. These grants value up to \$500. Going Local Grants help educators provide Pre-K through collegiate level students with valuable, real-world education and experiences directly related to the agricultural industry and the Common Core State and Essential Standards.

Donors Choose Grant
Holly Jordan – Perquimans Central School

Founded in 2000 by a high school teacher in the Bronx, DonorsChoose.org empowers public school teachers from across the country to request much-needed materials and experiences for their students.

Dr. Seuss Poetry Contest Winners
The Perquimans County Junior Woman's Club sponsored a Dr. Seuss poetry contest for all of our 5th grade students. The following students placed in that contest:

1st - Hailee Williamson
2nd- Sydney Russell
3rd- Victoria Williamson

HOSA Gold Star Chapter
While we were enjoying Spring Break, Mrs. Laura Gardner and 11 students traveled to the 40th annual HOSA State Leadership Conference. Perquimans HOSA was 1 of 12 schools within North Carolina to be recognized as a "HOSA Gold Star Chapter" (first time recipient). Perquimans HOSA also received a plaque from the American Red Cross for 2015-2016 blood drive contributions. Perquimans High School Health Science Education Teacher Laura Gardner is the PCHS HOSA Future Health Professionals Advisor.

Please congratulate the following students for their successes at the conference:

Amanda Pulley – State Finalist in Research Persuasive Speaking
Dalton Bray, Madison Loftis and Jarod Johnson – Advanced to 2nd rounds for Creative Problem Solving
McKenzie Twine and Toni Woodward – Advanced to 2nd rounds for Health Career Display
Bailey Joyner – competed in Physical Therapy
Jazmyne Turner – competed in Extemporaneous Health Poster
Melissa Winslow – competed in Job Seeking Skills
Kathryn Williams and Kayla Parks – competed in CPR/First Aid

Grade "A" Rating on Quarterly Custodial Inspection

Perquimans Central School

Ronald Wilson
Melvin Jackson
Mary Williams
Sandra Bizzell

Perquimans County High School

Quinton Brickhouse
Devin Mallory
Annette Johnson
Elizabeth Tavares
Tim Jordan
Bernadette Ferebee

Hertford Grammar School

Robert Banks
Willie Downing
Joyce Hunter

Support Buildings

Ruby Ainsley

Changing the Payroll Cycle for Child Nutrition Employees

Child Nutrition has been a focal point since Mr. Cheeseman arrived in January. He has been working with Mrs. Donna Harris, Director of Child Nutrition, specifically around ways we can support ourselves in terms of recoulement. This recommendation to change the payroll cycle would not apply to next school year, but to the 2017-2018 school year. At the end of August, Child Nutrition employees are paid in advance of work performed. Essentially, the Board has to front the money that is yet to be earned which puts the Child Nutrition Department in the hole. It is challenging to try to make that money up very quickly. In this coming year, starting August 29th, it will be troublesome to try to fund Child Nutrition in that regard without asking for another loan for the August and September payrolls. In a cost-cutting, debt-reducing opportunity, we are asking the Board of Education to consider changing the payroll for Child Nutrition based on hours worked, not hours anticipated. Whatever an employee's timesheet represents is specifically what they will be paid.

Dr. White expressed her concerns with changing the payroll cycle and asked to delay this request at least until the end of the year when we can have specific figures as to how much money has been lost. Mr. Cheeseman stated he couldn't delay. The Board of Education has put in his hands the weight of the fiscal stability of this school system. Mr. Cheeseman stated the primary focus is not the money lost from employees who don't work the time. We are recouping an \$85,000 loan from Child Nutrition which is projected to earn \$27,000 by the end of the year. The payroll for this coming August is \$55,000 and if Child Nutrition doesn't earn that by the end of August (in three days), we will have to prepare for another \$55,000 in September. Mr. Cheeseman stated his concern is that if he doesn't put in an action plan right now, by October 1, 2016, we may be looking at a deficit of nearly \$200,000 for Child Nutrition. Can we give our employees 14 months to prepare themselves and/or to make choices? He stated he has no problem going back to the table and reconsidering, but we have already made enough changes that we are running skeleton crews. He said it is the upfront costs for this year that make him ask for this request for next year.

Mr. Hollowell asked if this could be revisited at the end of 14 months. He also asked what other school districts are doing. Mr. Magaro shared information that was discussed during the Operations Committee meeting. Transportation Director Jeff Miller stated that bus drivers are paid this way. They don't get their first full paycheck until the end of October. They are making the same salary. Instead of getting pre-paid in August, they are getting a large check at the end of June instead of a partial check. He stated it's the same salary. The difference is when it falls

in the calendar. Again, Dr. White expressed her concerns, but stated she realizes we have to be fiscally responsible. She stated, however, she could not vote for this.

Mr. Cheeseman asked the Board how far down does it wanted to spend its fund balance. After additional discussion by board members, Mr. Hollowell made a motion to change the payroll cycle for Child Nutrition employees from initial payment on August 25th to initial payment on September 25th beginning with the 2017-2018 school year, with the provision that at the end of one year, the Superintendent will report back to the board on the status of Child Nutrition program for the possibility of additional changes. The motion was seconded by Arlene Yates. The Board voted four to two, with Mr. Magaro and Dr. White opposing. The motion carried.

School Health Advisory Council Action Plan

Assistant Superintendent James Bunch presented to the Board for consideration the Perquimans County Schools' School Health Advisory Council Action Plan for 2016-2017. Our policy states that the School Health Advisory Council will be maintained by the Board of Education to help plan, implement, promote and monitor health and nutrition issues. There were eight parts of school health that were addressed. Mr. Bunch thanked Keisha Darden for providing her expertise and for serving as chair. Mr. Hollowell served on this committee as well. Mr. Bunch highlighted the provisions of the plan and fielded questions from board members. Upon motion by Anne White and seconded by Steven Magaro, the Board voted to adopt the Perquimans County Schools' School Health Advisory Council Action Plan for 2016-2018 as presented.

Pre-K Site Selection for 2016-2017

Director of Federal Programs and Elementary Education Brenda Dail announced that Perquimans Central School has again been selected to be the NC Pre-K site for 2016-2017. Perquimans County Schools has to contract to oversee the program. Mrs. Dail stated that signs have been posted in various locations in the county to announce the application process for next year. To apply for the NC Pre-K program, a child must be 4 years old by August 31, 2016. Mrs. Dail noted that 54 slots were requested on the application, which increases the number of classes from two to three.

Bus Drivers with Perfect Attendance for March 2016

Transportation Director Jeff Miller referred to the attachment for perfect attendance. He noted that each red block indicated that a substitute driver had to be secured for bus drivers who were absent. He stated our substitutes work very hard, as well as our regular drivers, and they are very much appreciated. There were thirteen drivers with perfect attendance for the month of March and six with perfect attendance for the year—Mary Williams, Timothy Stewart, Faye Riddick, Mae Bell Leigh, Sheneka Whidbee, and Janice Butts.

Last month, the Transportation Department hosted the local bus rodeo, with twenty-one drivers competing in the event. Mr. Miller thanked all who donated items for the meal that followed the competition. The winners of the rodeo, who will be recognized at the next board meeting, include 1st Place – Johnetta Banks; 2nd Place – Debbie Jean Whedbee; and 3rd Place – Ebony Reid. Mrs. Banks will represent our district at the regional rodeo which will be held in Raleigh at the State Fairgrounds on May 5th.

Mr. Magaro thanked Mr. Miller for his participation in the Week of the Young Child event which was held at the Recreation Department. Mr. Miller had a school bus at the event to share information about bus safety. Mr. Miller stated the event, which he has participated in for three years, is held from 10:00 a.m. to 2:00 p.m. NCDPI provides safety materials, bookmarks,

activity books, and pencils. He and Julie Williams passed out 120 safety packets at this year's event. He stated that the young children enjoyed getting on the bus so they would know what a bus is like when they are old enough to enroll for school.

Overnight Field Trip Request

Upon motion by Ralph Hollowell and seconded by Anne White, the Board voted unanimously to approve the overnight field trip for Agriculture Education Teacher Angel White to take ten Perquimans County High School students to the State FFA Convention in Raleigh, Tuesday, June 21 through Thursday, June 23, 2016.

Grants

EC Coordinator Kanika Griffin presented a summary of the IDEA Part B 611 Grant and the IDEA Part B 619 Preschool Grant for 2016-2017. Upon motion by Steven Magaro and seconded by Arlene Yates, the Board voted unanimously to approve the 2016-2017 IDEA Part B 611 Grant and the 2016-2017 IDEA Part B 619 Preschool Grant as presented.

Superintendent's Report

Student Discipline Data

The Board received the monthly student discipline data from each school.

Budget Update

Superintendent Cheeseman and Finance Officer Candy Tilley have been working on preparing the proposed budget for presentation to the County Commissioners on Thursday, May 12, 2016 at 8:00 p.m. In preparation for that presentation, Mr. Cheeseman asked to have a special called meeting on Monday, May 9, 2016 at 6:00 p.m. for our Board to review and vote on the budget. It was the consensus of the Board to meet at the Central Office on the requested date to review the budget. Mr. Magaro indicated that he would participate virtually.

Licensure Process Update

Last Wednesday, Mr. Cheeseman met with State Superintendent Dr. June Atkinson regarding delays in licensure for our teachers and other personnel. She told Mr. Cheeseman and other superintendents attending the NERESA meeting, that by the end of May, licenses should be cleared. After updating a 1985 system and reducing personnel, Dr. Atkinson stated they should not have reduced personnel immediately. NCDPI has hired staff to help with the situation. Perquimans has four outstanding licenses at this time.

North Carolina Grading Scale

Currently, schools are on a 15-point grading scale, with our grammar school and high school at a "C" and our middle school at a "D." Mr. Cheeseman stated if the legislature does not change the grading scale in the short session, we are looking at a 10-point scale for the 2016-2017 school year which means we will have to be highly intentional, highly influential, and act in a fierce sense of urgency in the instruction of our students.

Job Fair

Kudos to Teresa Beardsley, Heather Forbes, Candy Tilley and all district staff, including the principals, and especially Mrs. Melissa Fields for hosting our first annual job fair this past Friday, April 22, 2016. Mr. Cheeseman stated it is not necessarily the quantity, but the quality. We did have a high quality educator that we were able to come to an agreement with regarding hiring

for our middle school next year. Mr. Miller also joined the job fair and found six potential candidates as future drivers for our bus team.

Other

Mr. Andrew Harris, the CEO of the NEAAAT public charter school academy asked if Perquimans County would serve as its fiscal agent in exchange for a dollar amount. The exchange would be for roughly \$40,000. We anticipate a loss of \$50,000 going to the charter school. Our Finance Director and her team met with Mr. Harris to talk about what the actual work would look like. Mr. Cheeseman spoke with Mr. Harris and told him that this financial partnership could evolve into a great academic partnership. Mr. Cheeseman was cautioned by that idea in terms of free advertisement for our kids to go to a charter school. He asked the Board's permission to enter into a negotiation with the public charter school regarding becoming its fiscal agent. On behalf of the Board, Mr. Cheeseman would negotiate the cost of services the NEAAAT would pay us. It was the consensus of the Board to give the Superintendent authority to negotiate with Mr. Harris.

Board Chair's Comments

Vice Chair Arlene Yates

One of Mrs. Yates' fellow board members from another county went to the national conference. Mrs. Yates was told that several vendors gave away money and an entire class received a demo (one of which she shared with the Board). She stated it has a lot of courses, including CTE courses. When the student is using this device, the teacher can be at her desk and see what time a student logs in. If a student is on Facebook, the teacher can turn it off. The price for the device is \$99 and the service is \$2500 if it is purchased for the school system.

Mrs. Yates also received information on the A-F letter grades that she will share with the Board at the next meeting. She also has another item to demonstrate for K-2, as well as provide information about education grants, which she will do at the next board meeting.

Announcements

- Special Board of Education meeting, Monday, May 9, 2016 at 6:00 p.m.
- Budget Presentation to County Commissioners, Thursday, May 12, 2016 at 8:00 p.m. in the Commissioners' Meeting Room at the Courthouse Annex
- Regular Board of Education meeting, Monday, May 23, 2016, at 6:00 p.m. at Perquimans County High School

Ms. Cox thanked Mrs. Moreland and the Perquimans County Middle School staff for hosting the board meeting.

There being no further business, the meeting was adjourned at 8:05 p.m.

Susan B. Cox, Board Chair

Matthew F. Cheeseman, Superintendent