

Perquimans County Board of Education
Regular Session – February 22, 2016

The Perquimans County Board of Education met in regular session on Monday, February 22, 2016, at 6:00 p.m. in the multi-purpose room at Perquimans Central 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. Perquimans Central School students Madison and Caroline Russell led the Pledge of Allegiance and then sang an African-American spiritual, "Let's Go Down to the River." Ralph Hollowell opened the meeting with a word of prayer.

Approval of Agenda

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

Approval of Minutes

Upon motion by Amy Spaugh and seconded by Arlene Yates, the Board voted unanimously to approve the minutes of the January 25, 2016 regular session as presented.

Consent Agenda

Upon motion by Arlene Yates and seconded by Amy Spaugh, the Board voted unanimously to approve the Student Transfer Requests Report for February 22, 2016 as presented.

Upon motion by Steven Magaro and seconded by Ralph Hollowell, the Board voted unanimously to approve the Personnel Summary Report for February 22, 2016, including the addendum, as presented. Following approval of the report, Mr. Cheeseman introduced Mrs. Laura Moreland who was approved as the Principal of Perquimans County Middle School effective February 23, 2016.

Public Hearing / Requests from the Public

Parent Donna Jones shared concerns with the Board for a second time regarding the length of her child's bus ride. Ms. Jones stated her child is on the bus for two hours in the morning and two hours in the evening. She stated after addressing the Board the first time, the bus route was modified and her child arrived home thirty minutes sooner. However, when the bridge that was closed for a time reopened, the bus returned to the previous pick-up and drop-off times. She requested that the route be looked at again and if there are two buses on this route, perhaps breakup the route so that students are not on the bus for such a long time.

Ms. Cox thanked Ms. Jones and noted that the Board would take what she said into consideration and report back to her in the future.

Unfinished Business

Procedures for Adoption of Board Policies

After a discussion at the last meeting regarding the process for adopting board policies, Superintendent Matthew Cheeseman decided to look not only at policies, but at personnel, finance, curriculum and instruction, and operations. Mr. Cheeseman distributed to the board a copy of the proposed board committees regarding how work would be addressed every day and across the school year. The proposal

addressed what the work will be like for personnel, finance, curriculum and instruction, and operations and how often these committees will meet to discuss district business, perhaps monthly or at least quarterly. With committees in place, board members will become highly engaged in the process and speak to the committee's findings. In moving forward with the adoption of board policies, the policies will be reviewed through the operations committee. All board members' names are attached to a committee, along with directors, coordinators and assistant superintendent who serve the district. This proposal was for information only and for the consideration of the Board for the way we do work in Perquimans County. Board Chair Susan Cox asked board members to review this proposal and communicate any suggestions to the Superintendent. Amy Spaugh asked if guidance would be provided regarding the role of board members in this process. Mr. Cheeseman stated that the role of the board member would be to serve as the committee chair. There will be protocols regarding agendas and minutes and the opportunity for board members to share committee discussions at board meetings.

New Business

Budget Amendments

Finance Officer Candy Tilley pointed out in the State Public School Fund, \$3,000.00 was received for an additional stop arm camera, bringing our district total to five stop arm cameras on our buses. Mrs. Tilley stated most of the adjustment was for the state-mandated bonus that all employees received. In the Local Current Expense, money was budgeted for scrap metal that was sold. In Federal, final allotments were received and in Other Specific Revenue, revenue received was budgeted. After entertaining a few questions from the Board, the following action was taken.

Upon motion by Amy Spaugh and seconded by Arlene Yates, the Board voted unanimously to approve State Public School Fund – Budget Amendment #4; Local Current Expense Fund – Budget Amendment #1; Federal Grants Fund – Budget Amendment #4; and Other Specific Revenue Fund – Budget Amendment #4 as presented.

Monthly Financial Report – January 2016

Mrs. Tilley stated that the report was for information purposes. She said that Ms. Cox had asked at a previous meeting about the meaning of #div. This notation was addressed with the budget amendments that were approved. Mrs. Tilley entertained questions from board members regarding information in the report. Ms. Cox thanked Mrs. Tilley for providing the report.

Field Trips

Overnight Field Trips

Upon motion by Anne White and seconded by Ralph Hollowell, the Board voted unanimously to approve the following overnight field trips: Health Occupations Teacher Laura Gardner to take twenty (20) PCHS students to the State HOSA Conference in Greensboro, NC, Wednesday, March 30, 2016 to Saturday, April 2, 2016; Agriculture Education Teacher Angel White to take eight (8) PCHS students to the National FFA Convention in Indianapolis, Indiana, Tuesday, October 18, 2016 to Saturday, October 22, 2016.

Information was shared with the Board regarding an upcoming field trip for HGS 3rd grade students to the Children's Museum of Virginia on Friday, April, 22, 2016.

Distance Learning (RUS) Grant Application with College of The Albemarle

Director of Technology Victor Eure provided information regarding the Distance Learning (RUS) Grant Application opportunity with College of The Albemarle (COA). Funding from this grant would allow

Perquimans County Schools to replace all of the distance learning equipment in our Information Highway Room, as well as work with COA to develop hybrid courses to include face-to-face video and well as on-line courses. Since this is a RUS grant, COA is seeking a match of between 15% and 51%. Options for the match include buying equipment or software, but does not include salaries since salaries cannot be paid from this grant. Mr. Eure entertained questions from board members.

In regard to his retirement, Ms. Cox told Mr. Eure that he would be missed and thanked him for his contributions to Perquimans County Schools.

Success Rate for Students Taking On-line Courses

Mr. Eure stated this is all good news. At the last meeting, Mrs. Yates asked about how our students are doing with these courses. Three years ago, students were taking 120 college courses per year; two years ago, 148 courses per year; and 168 courses so far this year. The pass rate to date for this school year is 78%. This equates to about \$500.00 per course, including \$100.00 for books, or approximately \$65,000 that students have in tuition toward college credit. COA requires a 3.0 GPA at the end of the sophomore year. Students must be a Junior or Senior to take these classes and they are encouraged to take two courses per block. Mr. Eure stated if COA were to lower the GPA requirement, a few more students could be included in this opportunity.

In regard to North Carolina Virtual Public School (NCVPS) courses, 86% of students are earning grades of A, B, or C. Approximately 88 students are taking 98 courses this year so far. Students can use this knowledge to become familiar with the learning management system and other classes can benefit from this type of hybrid learning. Mr. Eure fielded questions from board members.

Proposed School Calendar for 2016-2017

Director of Testing Betty Hartley presented the proposed calendar for 2016-2017. The Calendar Committee met on February 3rd and came up with a calendar based on the legislative requirements. School cannot begin until the Monday closest to August 26th and cannot end later than the Friday closest to June 9th. Knowing this, the earliest that school can start this year is August 29th and cannot end later than Friday, June 9th. The calendar that was created has New Teacher Orientation on Monday, August 15th through Wednesday, August 17th; the first day for teachers on Thursday, August 18th; Convocation on Monday, August 22nd; Open House for all schools on Wednesday, August 24th; and first day for students on Monday, August 29th. The calendar consists of eight required workdays, six optional workdays, and ten annual leave days. There are five early release days for all students. The first semester will end on Friday, January 20th, an early release day. The last day for students will be Friday, June 9th. There are eleven holidays. In the event of makeup days for inclement weather, early release days will be used, then teacher workdays, Christmas holidays, Spring Break, and finally, Saturdays as a last resort. The calendar will have 180 school days. That meets the requirements of having up to 185 schools days or 1,025 instructional hours. Teacher workdays can be added to the end of the calendar, if needed. Right now, the last calendar day for teachers is June 14th. Board members made comments regarding the parameters regarding the building of this calendar. In order for parents to have input in the calendar process, Mr. Cheeseman stated that the draft calendar will be posted on the district website and suggestions can be directed to Mrs. Hartley or him by phone or email.

Revised School Calendar for 2015-2016

Mrs. Hartley noted that on February 12th, there was no school due to expected inclement weather. A day built into the calendar, April 29th (a No Day), is the make-up day for February 12th. That will keep 182

school days in the calendar for this school year. School districts are required to have either 185 days or 1,025 instructional hours. With this revision, the district will still have at least 1,025 instructional hours.

Safe and Healthy Schools Assessment

This information was provided for information only. Principals were on hand to provide responses as needed.

Bus Drivers with Perfect Attendance – January 2016 and Love the Bus Update

Transportation Director Jeff Miller provided information on the bus drivers with perfect attendance for January 2015. There are eight drivers with perfect attendance for the year so far, and eighteen drivers with perfect attendance for the month of January. D'Mondrae Downing, EC driver, and Faye Riddick, PCMS driver, have had perfect attendance for one year running; substitute teachers MaeBelle Leigh and Shaneka Whidbee, for three years running; and Janice Butts, PCHS driver, for seven years running.

February is Love the Bus Month, promoting bus safety and appreciation for our bus drivers. The week of February 8-12 was designated Bus Driver Appreciation Week. Mr. Miller commended all four schools for doing something special each day for their drivers, including snacks, goody bags, cards from students, and a banner at each school. On the morning of Wednesday, February 10th, several principals, administrators and Central Office staff members, rode a school bus. In addition, Mr. Miller and Mr. Bunch actually drove a school bus route while the regular driver rode the bus. One board member asked if someone rode the bus of the parent whose student rides for two hours in the morning and two hours in the afternoon. Although no one rode that route, Mr. Miller stated that Mrs. Candy Tilley rode a bus that departed campus at 5:30 a.m.

Bus Drop-off Procedures

Mr. Cheeseman stated he has received an increasing number of parental requests regarding our bus drop-off procedures, in particular in the afternoon with parents not being home. Our procedures currently state that parents or their designee should be at home and visible to a bus driver to meet their students in grades PreK – 5 at the bus stop in the afternoon. It also stated that bus drivers should not release the student unless they can physically see a parent or guardian or approved designee at the bus stop. If the parent is not at the drop-off location, the student is brought back to school. Parents, guardians and community members have reached out to the district and asked that the procedure be revisited. Several school districts have shared their procedures with us. Four to five districts around Perquimans County Schools do not require that students in grades 3, 4, or 5 be dropped off with a parent or guardian present, but they require parents to receive students in grades PreK, K, and 1. Mr. Cheeseman asked board members to allow him to post a survey on the district website where parents can answer three to five questions regarding their beliefs about this procedure. Parents in the community asked that the procedure be revisited for multiple reasons. They may have a 4th or 5th grader of age and maturity to walk from their bus straight into their house and lock the door behind them. Other parents are struggling with the cost of daycare just to appease our procedure. Mr. Cheeseman requested that the Board allow him to share the data collected from this survey at the March meeting and to revisit and possibly make changes to this procedure. It was noted that the window that the bus arrives in the afternoon varies. Also, about 70% of the workforce works outside the county, which makes it even later when parents return home in the afternoon.

Good News

The following students and staff were recognized for their outstanding accomplishments and/or service:

Junior Women's Club Art Expo

Perquimans County High School Students

Kele Younger
Nokoma Davis
James Winslow
Nick Foley
Preston Layne

Perquimans County Middle School Students

Chloe Sehlmeier
Carlie Salvatore
Nayanna Parker
Mckayle Knapp
Jordan Mustgrave
Jenna O'Neal
Kyajia Jackson
Madison Byrd
Austin Ralph
Zachary Miller

Chowan Arts Council Art Competition

Perquimans County High Schools Students

Jessicah Brown
Raquelle Allen
Kaylynn Watson

Hertford Grammar School Science Fair Winners

Elizabeth Ward
Elizabeth Wheeler
Georgia Wand
Landon Castle
Noah Swinney

Volleyball Signing to Pitt Community College

Kele Younger

Certified Veterinary Assistants

Morgan Chase
Madison Midgett

OSHA Certification of General Industry – Agriculture

Luke Fuller
Colton Meads
Madison Loftis

Fleet Reserve Association (FRA) Americanism Essay Contest Winner
Kaylin Russell

Self-Structured Discipline Program at PCHS
Sgt. Anthony Kent

Grants

Tina Mathis – PCHS
Windows of Opportunity – NC Beautiful Grant

Stacey Pierce – PCS
Windows of Opportunity – NC Beautiful Grant

Kendall Pierce – Husband of Stacey Pierce
America's Farmers Grow Communities Grant for Perquimans Central School

Rotary Teachers of the Year

Tina Mathis – PCHS
Kaley Hoffman – PCMS
Rachel West – HGS
Helen Lane – PCS

Employee of the Month

Siana Elliott – 1:1 Mentor, EC Classroom at Hertford Grammar School

Grade "A" Rating on Quarterly Custodial Inspection

Perquimans Central School
Ronald Wilson
Melvin Jackson
Mary Williams
Sandra Bizzell

Hertford Grammar School
Robert Banks
Willie Downing
Joyce Hunter

Perquimans County Middle School
Webb Jackson
Elmer Rumble
Eassie Revell
June Hunter

Board of Education
Ruby Ainsley

Perquimans County High School
Quinton Brickhouse
Devin Mallory
Annette Johnson
Elizabeth Tavares
Tim Jordan
Bernadette Ferebee

NCSBA Academy of School Boardsmanship

Susan Cox
Arlene Yates
Ralph Hollowell
Steven Magaro
Amy Spaugh
Anne White

Superintendent's Report

Child Nutrition Update

On February 5th, Mr. Cheeseman had a meeting with Child Nutrition Director Donna Harris and some of the team to address concerns regarding fund balance and overall operations. On the Personnel Summary Report this evening, the Board approved the appointment of a Child Nutrition Manager for the Perquimans Central School Cafeteria. The team is looking at the overbalance of staff at some schools and the underbalance at others, and will be looking at how to re-balance the staff across the board. They have made plans to address the loan provided by the Board of Education to Child Nutrition, personnel, and fund balance. Mr. Cheeseman will provide monthly updates to the Board regarding the progress of these plans for Child Nutrition.

Student Discipline Data

Mr. Cheeseman stated that student discipline data was included in the board packet for board members' review. Last week, principals and their administrative team participated in a performance management session. Student discipline data was reviewed, as well as student absences and professional staff attendance. At some of our schools, there is a correlation between professional employees' absences and the number of disciplinary actions that occur, which is a trend that will be addressed. If there are questions about the discipline data, board members should contact Mr. Cheeseman or the principals.

Principal/Superintendent Travel

Mr. Cheeseman stated he wants to be transparent and for the Board to know where the administrative team is at all times and what is being done to build capacity and grow leadership.

Mrs. Bonita Jones has registered for the opportunity to attend the NCASA Conference on Educational Leadership, April 14-15, 2016, at the Wilmington Convention Center, in Wilmington.

Mr. Cheeseman will attend the Summer Leadership Conference, June 19-22, 2016, at the Grove Park Inn, in Asheville. There will also be a Superintendents' Meeting with an agenda compiled by State Superintendent Dr. June Atkinson.

Other

Mr. Cheeseman thanked those that set up for the board meeting at Perquimans Central School, including Mary Kay Peele, Victor Eure, the school custodial staff, and others who had a hand in the preparations.

Board Chair's Comments

The Board of Education will meet on Monday, March 21, 2016, which is a week earlier than usual due to Spring Break. In addition, Richard Schwartz will present a legislative update that same day at 3:15 p.m. at Hertford Grammar School for board members and administrative staff.

Ms. Cox also thanked Mrs. Jones for her hospitality and those who helped prepare for the meeting.

There being no further business, the meeting was adjourned at 7:19 p.m.

Susan B. Cox, Board Chair

Matthew F. Cheeseman, Superintendent