

Perquimans County Board of Education
Regular Session – January 25, 2016

Prior to the board meeting, a meet and greet was held at the Central Office to welcome Superintendent Matthew Cheeseman.

The Perquimans County Board of Education met in regular session on Monday, January 25, 2016, at 6:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, 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 led the audience in reciting the Pledge of Allegiance and Arlene Yates 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.

Oath of Office

Perquimans County Clerk of Court Mr. Todd Tilley issued the oath of office to Superintendent Matthew Cheeseman.

Special Recognitions

Assistant Superintendent James Bunch presented the Employees of the Month for January 2016—Jill Cohen, Career & Technical Education (CTE) Coordinator / Instructional Management Coordinator (IMC), and Kaley Hoffman, an 8th grade science teacher at Perquimans County Middle School. On behalf of the Board of Education, Mr. Cheeseman presented Mrs. Cohen and Mrs. Hoffman with a certificate for the outstanding work they do for our district. Mrs. Cohen and Mrs. Hoffman introduced their guests in attendance. Melissa Fields, principal of Perquimans County High School, nominated Mrs. Cohen for her leadership of the CTE program and for her coordinating the testing at the high school. Laura Moreland, principal of Perquimans County Middle School, stated that Mrs. Hoffman starts her day early and stays late in the evening, teaching and actively engaging her students.

Director Brenda Dail recognized Stacey Pierce, a 1st grade teacher and Holly Winslow, a 2nd grade teacher at Perquimans Central School, and Lynn Jordan, school counselor at Hertford Grammar School for the renewal of their National Board Certification. Perquimans County Schools currently has 26 National Board certified teachers. Bonita Jones, principal of Perquimans Central School, and Jason Griffin, principal of Hertford Grammar School offered their congratulations to these three educators. Mrs. Pierce, Mrs. Winslow, and Mrs. Jordan introduced their families and thanked them for their support through the process.

Community Relations Coordinator Teresa Beardsley introduced Raquelle Allen, a 9th grade student at Perquimans County High School. Raquelle won 3rd place for her artwork in the Chowan Arts Council Art Competition for which she won \$75.00. Mrs. Beardsley also introduced Ms. Amber Kocher, Raquelle's art teacher at Perquimans County High School, who expressed her appreciation for Raquelle and other talented students in Perquimans County who are interested in art. Raquelle introduced her family to the audience.

Mrs. Beardsley introduced Mr. Sunny Patel of Subway and thanked him for Subway's partnership with Perquimans County Schools. Mrs. Beardsley has had several conversations with Mr. Patel on how he would like to partner with our school system, including job shadowing experience for a student at Subway. Mr. Cheeseman thanked Subway for reaching out to the district and wanting to make a difference for our students and teachers. The influence of Subway will be seen across the district in the form of donations and recognition of our teachers.

Mr. Bunch introduced Dr. Claudie Mackey and Mrs. Yvonne Walton of Elizabeth City State University. Dr. Mackey and Mrs. Walton presented Board Chair Susan Cox, Vice Chair Arlene Yates, Superintendent Matthew Cheeseman and Assistant Superintendent James Bunch with a plaque in appreciation for the district's partnership and participation in the Northeastern North Carolina School Leadership Program, of which the district benefitted in the amount of \$123,993.99. The purpose of the program was to increase the number of certified principals and assistant principals at high need schools. Funding in the amount of \$2.9 million was provided by the United States Department of Education to assist nine school districts in northeastern North Carolina. This funding provided an opportunity to public school teachers to get a Master's in School Administration degree with all expenses paid. Retired superintendent Dr. Dwayne Stallings served as the chair of the advisory council for the program. Those in attendance who participated in the program included Tracy Gregory (currently a principal with Bertie County Schools), Hertford Grammar School Principal Jason Griffin, Perquimans County Middle School Interim Assistant Principal Tammy Miller-White, and district administrators Jill Cohen and Julie Roberts. Others recognized, but not in attendance included Michelle White (currently a principal with Edenton-Chowan Schools), Perquimans County High School Media Coordinator Martha Nixon, and Joan White (retired). Chairman Cox stated the school district is proud of the relationship it has with Elizabeth City State University and thanked Dr. Mackey and Mrs. Walton for all they do for our school system.

Approval of Minutes

Upon motion by Amy Spaugh and seconded by Ralph Hollowell, the Board voted unanimously to approve the minutes of the December 14, 2015 regular session as presented.

Consent Agenda

Upon motion by Steven Magaro and seconded by Anne White, the Board voted unanimously to approve the Student Transfer Requests Report for January 25, 2016 as presented. Mr. Magaro noted a trend in the number of student releases from 2013-2014 to 2014-2015

Upon motion by Amy Spaugh and seconded by Arlene Yates, the Board voted unanimously to approve the Personnel Summary Report for January 25, 2016, including the addendum as presented. Mr. Cheeseman entertained questions from board members regarding the report. Following the approval of the Personnel Summary Report, Finance Officer / Director of Human Resources Candy Tilley introduced the three new appointments: Tyler Bridgers, math teacher at PCMS, Chelsea Morris, science teacher at PCHS, and James Davison, maintenance director for the district. The principals spoke to the teachers' appointments and welcomed them to the district. Mrs. Tilley noted that both teachers have gone through the mandatory orientation for new teachers. Mr. Davison introduced himself to the Board and expressed his enthusiasm about starting to work with the school system. Mr. Cheeseman noted that Mr. Davison's references spoke highly of his abilities and his attention to detail.

Public Hearing / Requests from the Public

None

Unfinished Business

Fall 2015 Policy Updates

A motion was made by Steven Magaro and seconded by Amy Spaugh to adopt the policies as presented. Following the motion, there was discussion regarding the review process for board policies as well as board members' involvement in that process. Superintendent Cheeseman recommended tabling the policies until a structured process and protocol are created for the review and adoption of policies to involve all stakeholders. Upon motion by Steven Magaro and seconded by Anne White, the Board voted unanimously to rescind the previous motion to adopt the policies as presented. Upon motion by Anne White and seconded by Ralph Hollowell, the Board voted unanimously to table approval of policies until the Superintendent creates a structured process and protocol for the adoption of board policies.

Revised School Improvement Plan for Perquimans County Middle School

Perquimans County Middle School Interim Principal Laura Moreland presented revisions to the school's School Improvement Plan as recommended by the Department of Public Instruction. After meeting with school and central office staff, it was decided that the goals listed would be kept and Goal 2, implementation strategies, would be revised to target interventions, including tutors for math. Upon motion by Anne White and seconded by Steven Magaro, the Board voted unanimously to table the adoption of the revised School Improvement Plan for Perquimans County Middle School until later in the meeting. Board members questioned the legal impact of pulling students from physical education to participate in this tutoring and asked that this be investigated.

New Business

Student Suspension Data

Board members received this information at the last meeting and asked that it be placed on the agenda for further discussion at this meeting. Principals were on hand to answer questions posed by board members. Mr. Magaro voiced concern with suspension of students in Kindergarten and First Grade. Mrs. Yates stated she would like to see students kept in school, if possible, instead of them having out-of-school suspension. Perquimans County High School and Perquimans County Middle School have in-school suspension. Principal Jason Griffin explained that Hertford Grammar School does not have in-school suspension, but it has tiers for addressing specific behaviors. Principal Bonita Jones stated that the suspensions at Perquimans Central School are minimal and are also for specific behaviors. Anne White commended Perquimans County High School for its use of PBIS to improve student behavior; however, she voiced concern about the number of suspensions at Perquimans County Middle School, knowing that the State has identified the school as a school for improvement. Dr. White requested student suspension data on a continuing monthly basis. Principals were commended for what they are doing and were encouraged to keep doing what they are doing, yet try to keep students in school when possible.

Fall Semester Academic Data

Testing Coordinator Betty Hartley presented the fall semester academic data for Perquimans County High School, noting that 98% of the students were tested in EOCs and North Carolina Final Exams. English II scores were up ten points from last year; however, math and biology were not. Strategies are being worked on to improve those scores by the end of the school year and even into next year. Changes are being made to the Math I schedules to cluster students according to their EVAAS probability of making a Level III or higher on the EOC test. Students who failed math first semester are retaking it and will be retested in the spring. If they pass the EOC, that score will wipe out the first score. Adjustments are being made in teachers' schedules to Semester II with one period having a full EC staff for the entire class time.

After school tutoring will begin in early February. A plan is being developed to monitor student progress by studying the assessment data. There is a CTE/CP night scheduled on February 23rd when there will be a math team present to show parents the importance of Math I.

Mrs. Hartley shared a chart of the EOC scores for Perquimans County High School for the first semester with the percentage of students demonstrating mastery. Mrs. Yates asked about the passing rate for online courses for last year compared to this year. Discussion ensued regarding the success of online courses and the use of the 1 to 1 initiative by teachers and students. Mr. Magaro suggested that this information be captured to share with the County Commissioners who partnered with the school district in this initiative. Victor Eure noted that very lengthy, detailed reports are completed regularly for Golden Leaf. Principal Melissa Fields applauded the middle school for implementing tutoring for math during the school day as well as after school to better prepare students for high school. Superintendent Matthew Cheeseman stated what this comes down to is that students learn. We have to develop a fierce sense of urgency to change the mindset of the adult. At the end of the day, it is job of the adult to understand if the students “got it” before they walk out of the classroom.

Student Transfers

Mr. Cheeseman provided information regarding student transfers to home, private and charter schools for 2013-2014, 2014-2015, and 2015-2016. He stated that parents have choices and school districts have competition. We are in the business of educating and serving students. Parents are looking for more in terms of course offerings and achievement. The numbers on the charts indicate that people are making choices. We need to make sure we provide the education so that parents choose us. We have to look at how we market our district, what programs we include, and how we can make this sustainable over time.

Consideration of Budget Amendments

Upon motion by Anne White and seconded by Amy Spough, the Board voted unanimously to approve State Public School Fund – Budget Amendment #3, Federal Grants Fund – Budget Amendment #3, and Other Specific Revenue Fund – Budget Amendment #3 as presented.

Monthly Financial Report

Mr. Cheeseman stated that in his experience across the nation, it is fantastic the way that Mrs. Tilley and her team put information in this format to clearly show the percentages that have been spent in each of the budgets. Ms. Cox voiced concern about the Child Nutrition program in regard to repayment of the money loaned to the department at the beginning of the year. Mr. Cheeseman stated he and his team are scheduled to create an action plan on February 5th to address the situation. Child Nutrition Director Donna Harris is aware of the urgency to repay the loan and start a fund balance. Mr. Cheeseman will report back to the Board on this at the February meeting. When asked about the adequacy of funding for the school district, Mr. Cheeseman stated that we have to be intentional with every dollar and that there should be no spending in the district unless it is tied to a plan. All stakeholders in the district have to execute that plan and be fiscally responsible for how dollars are spent. Investing in people is the greatest investment we can have to ensure that they grow in capacity in order to do their work effectively and efficiently.

Board Representative on Calendar Committee

Betty Hartley explained the process for appointing members to the calendar committee and for coming up with the proposed calendar for 2016-2017 that will be presented to the Board in February. Mrs. Hartley mentioned that the committee also includes central office staff and a representative from the Board. The committee is scheduled to meet on Wednesday, February 3, 2016 at 3:30 p.m. at the central office. Mr.

Hollowell expressed interest in serving on the committee as the board representative. Upon motion by Arlene Yates and seconded by Steven Magaro, the Board voted unanimously to appoint Ralph Hollowell as the board representative on the Calendar Committee for 2016-2017.

Revised School Improvement Plan for Perquimans County Middle School

Mr. Bunch thanked Ms. Darden, who is the chair of the School Health Advisory Committee, for her assistance with the question about physical education. Mr. Bunch stated according to the State Board of Education policy, the State does not mandate any specific time for the standard course of study in grades K-8 for any subject area. In grades K-8, thirty minutes of physical activity shall occur on a daily basis, which can be through physical education, structured recess, dance, etc. At the end of the year, the district is required to submit to DPI a Healthy Active Children Progress Report. There are two attestation forms that have to be signed—one by the principal and the other by the superintendent. Mrs. Moreland stated the middle school team will re-evaluate its plan for tutoring and look to embed it somewhere else. Upon motion by Steven Magaro and seconded by Amy Spaugh, the Board voted unanimously to adopt the revised School Improvement Plan for Perquimans County Middle School as written.

Superintendent's Report

Bus Drivers with Perfect Attendance

Superintendent Cheeseman congratulated Transportation Director Jeffery Miller on the work that he does, being out early in the morning and late at night, and sometimes on Sundays, working closely with him and the Department of Transportation regarding whether it is safe for our stakeholders to attend school. Mr. Miller reported that nineteen drivers had perfect attendance for the month of December, and nine of those have perfect attendance for the year. Two employees, Mr. D'Mondrae Downing and Ms. Faye Riddick, drivers for Bus 107 and Bus 130 respectively, have had perfect attendance for one year running. Two additional employees, Ms. Mae Belle Leigh and Ms. Sheneka Whidbee, drivers for Bus 118 and Bus 121 respectively, have had perfect attendance for three years running. Finally, Ms. Janice Butts, driver for Bus 125, has had perfect attendance for seven years running.

Mr. Miller noted that February is Love the Bus Month. This is a state-wide event and all districts are encouraged to participate. Specifically, the week of February 8-12 is Bus Driver Appreciation Week. All schools in the district will be planning something special to show appreciation for their drivers during that week. He also shared that the student loading and unloading procedures using hand signals began the first day of school and was officially implemented on January 1st.

Spring Board of Education Meeting Locations

Mr. Cheeseman stated he is excited about the opportunities to be a part of our community. He asked the Board to consider physically moving the Board of Education meetings to the schools for the spring of 2016 to show the community that we are invested in them as much as they are invested in us. He requested moving the February meeting to Perquimans Central School, the March meeting to Hertford Grammar School, the April meeting to Perquimans County Middle School and the May meeting to Perquimans County High School. It was the consensus of the Board to follow this schedule of meetings for the spring of 2016.

UNCG iSchool Dual Credit Enrollment

Noting that we use multiple providers for our distance learning opportunities, Technology Director Victor Eure stated one of the providers used in the past was UNCG. At that time, 184 of our students participated in iSchool and responded very well to those courses. The legislature stopped paying for those courses

years ago; therefore, UNCG had to stop offering the courses. Mr. Eure announced that Perquimans County Schools has an opportunity to partner with UNCG iSchool in a pilot this fall. In the pilot, UNCG may be able to use federal Pell Grant funds to fund tuition for disadvantaged students, enabling us to use UNCG as a provider again. UNCG has asked our district for participation in and endorsement of this pilot.

AdvancED Accreditation

Assistant Superintendent James Bunch stated that three of our four schools will have to host an external site review through AdvancED next year to keep their continuing accreditation which is based on a five-year cycle. The schools that will be involved are Perquimans Central School, Hertford Grammar School and Perquimans County Middle School. By February 1st of this year, the schools have to select the dates for the site visits which will take place during the 2016-2017 school year. The accreditation process looks to make sure learning is taking place at the school. Perquimans County High School is accredited through 2020. Mr. Cheeseman noted that he looks forward to joining with our administrators in going to the state conference next year to present the positive continuous improvement models that are going on in our district.

Regional Science Fair

Mr. Cheeseman thanked Principal Jason Griffin for having him at his school for the recent science fair. Mr. Griffin announced that on February 20, 2016, there will be five students from Hertford Grammar School that will compete at the regional science fair at East Carolina University. Mr. Cheeseman noted that he looks forward to supporting these students at the event.

Job Fairs

Our team is working on the marketability of the district, specifically on securing highly qualified professionals as were approved at this meeting. In addition to seeking highly qualified professionals locally, our team is planning to go to two different job fairs in two different locations on the same date, March 8, 2016 at Millersville University and Winston-Salem. Also, on April 8, 2016, our team will go to Beaufort County Community College to participate in a job fair. Our plan is to develop a marketing scheme to gather highly qualified professionals in those hard-to-reach positions. By that time, we should have a general understanding of the areas where our needs will be. Our goal is to have the district staffed by August 1st so that no student has a substitute on the first day of school.

Evening for Learning

Mr. Cheeseman announced the Evening for Learning on Wednesday, January 27th at 6:00 p.m. The evening is designed specifically for candidates seeking election to the Board of Education. Our goal is to have a very transparent opportunity for the four candidates running for the school board. During the first hour, directors and others will present information about their areas and develop conversation around the needs in those areas. Afterwards, there will be a twenty-minute Q & A session for the candidates to ask questions.

Other

Anne White commended Mr. Cheeseman for coming in and "hitting the ground running" and as he says, "taking swift actions."

Board Chair's Comments

Dr. West of the Masonboro Group provided evaluation forms for board members to complete regarding the superintendent search process. Board members were encouraged to complete the brief survey and give them to Mary Kay before they leave.

Ralph Hollowell stated as a member of the Asthma Coalition Board, he mentioned that our schools are some of the cleanest in the area and that they are inspected regularly. In response to that comment, Mr. Hollowell stated we may be getting calls with questions from other school districts about what we are doing. Mr. Hollowell also stated that he sits on the Epi Board as well and they have created Project Lazarus in response to the drug growth in our area. He hopes that the school district will be involved with the Keep It Real Project as there are funds available for this project for the schools.

Anne White mentioned that she read about grants for athletic fields that Camden County is applying for that are not specific to Camden County. Ms. Cox stated there are problems with us applying for the PARTF grant because Dr. Nixon wants the school system to own the land. In order to qualify for a PARTF grant, the county has to own the property. The Athletic Complex Committee is scheduled to meet next week on February 2nd. The committee has searched diligently for grants to help with the complex, but so far has been unsuccessful due to various requirements that have to be met.

Announcements

Regular Board of Education Meeting – Monday, February 22, 2016, at 6:00 p.m. at Perquimans Central School

There being no further business, the meeting was adjourned at 8:28 p.m.

Susan B. Cox, Board Chair

Matthew F. Cheeseman, Superintendent