

Perquimans County Board of Education
Regular Session – March 21, 2016

The Perquimans County Board of Education met in regular session on Monday, March 21, 2016, at 6:00 p.m. in the multi-purpose room at Hertford Grammar School 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. Jada Lassiter, a 3rd grade student at Hertford Grammar School, sang the Katy Perry song, "Firework." Anne White opened the meeting with a word of prayer.

Approval of Agenda

Upon motion by Amy Spaugh and seconded by Arlene Yates, the Board voted unanimously to approve the agenda, including the addendum (personnel item and new business item), as presented.

Approval of Minutes

Upon motion by Arlene Yates and seconded by Ralph Hollowell, the Board voted unanimously to approve the minutes of the February 22, 2016 regular session as presented.

Consent Agenda

Upon motion by Anne White and seconded by Ralph Hollowell, the Board voted unanimously to approve the Student Transfer Requests Report for March 21, 2016 as presented.

Upon motion by Anne White and seconded by Arlene Yates, the Board voted unanimously to approve the Personnel Summary Report for March 21, 2016, including the addendum, as presented.

Public Hearing / Requests from the Public

Board Chair Susan Cox called for Demetrious Wilson who had requested to speak to the Board regarding a bus concern. Since Mr. Wilson was not present, Ms. Cox proceeded with the next agenda item.

Unfinished Business

Proposed School Calendar for 2016-2017

At the last meeting, it was decided that the proposed school calendar for 2016-2017 would be posted on the district website in order to receive feedback from the public. As a result, seven responses were received after a certain window of time. Of those, five responses addressed that Spring Break is not in the place on the calendar where it normally is (the week after Easter). Research was conducted of districts across our region and it was found that most districts put Spring Break in the place where it is now (the week after Easter). Mr. Cheeseman proposed that the calendar item be tabled until the April meeting so that the Calendar Committee can reconvene to discuss the placement of Spring Break in the proposed calendar. Changing the calendar, however, could impact the day before Thanksgiving which is currently proposed as an annual leave day, which in the past has been an optional work day. Upon motion by Anne White and seconded by Amy Spaugh, the Board voted unanimously to table the consideration of the proposed school calendar for 2016-2017 until the April meeting.

Bus Drop-off Procedures

Based on inquiries from parents, guardians and others who attend children who get off buses, Mr. Cheeseman stated questions were asked about the practices within our district, and more specifically, in the neighboring counties, around the regulation that is currently written that a parent or guardian must be present to receive the care of students in grades Pre-K through 5. A survey was put on the district website as was announced at the February meeting. There were 77 responses to that survey. The survey included three questions--Would you favor that children in grades 3, 4, and 5 could be dropped off without the presence of an adult? Over 66% of the responses favored that to happen. We researched the procedures followed by other districts. Specifically, Camden County Schools requires that a parent or guardian be present for K-2 students; Beaufort County Schools requires K-1; and Dare County requires K-3. Mr. Cheeseman recommended to the Board to require parent/guardian presence at the bus drop-off for students up to and including Grade 2 beginning effective July 1, 2016. Therefore, the presence of an adult/guardian at bus stops for students in grades 3, 4 and 5 would not be required. In essence, this procedure would be for Perquimans Central School students only and would no longer be a requirement for Hertford Grammar School students. Upon motion by Ralph Hollowell and seconded by Anne White, the Board voted unanimously to accept the superintendent's recommendation to require parent/guardian presence at the bus stop drop-off for students up to and including Grade 2 beginning effective July 1, 2016.

New Business

Board of Education Committee Reports

Finance Committee – Mrs. Amy Spaugh

Our contract with Schwartz & Shaw will expire June 30, 2016. This is just for information, but is something to be considered in the next few months.

The audit RFP for three years of audit services has been released now. The results of that RFP will be presented to the full Board in April.

The 2016-2017 budget preparations have begun and we will be hearing more about that soon.

The acquisition of two yellow buses through DPI's replacement schedule is in progress. We are responsible for signing the finance agreement, but the funding is guaranteed by the state.

Personnel Committee – Mrs. Arlene Yates

The 2016-2017 ADM projection is 1,715 which will determine our personnel allotments as well as our dollar allotments.

As part of the budget process, we will be assessing current staffing for both efficiency and effectiveness.

The marketing team has attended one job fair in Pennsylvania and will be attending two in North Carolina on April 8th and will be hosting one at Perquimans County High School on April 22nd.

We will be reviewing the possibility of increasing the months of employment for the CTE Coordinator due to workload of the CTE program.

Curriculum & Instruction Committee – Dr. Anne White

Dr. White attended a meeting with the Leadership Team at Perquimans County Middle School that was already planned by the Curriculum and Instruction Committee.

Staff Development is important to ensure that teachers understand the standards, know how to unpack the standards, and know how to align instruction with the standards. They also have staff development on how they can actively engage students in learning. They are moving toward those 21st century skills where students are collaborating, communicating and thinking critically and creatively. There is a new program called Edgenuity that blends technology with instruction and other 21st century skills. Mr. Bunch cautioned the leaders that they keep everything positive. Changes are taking place now and so much is being required of teachers that we don't want them to become overloaded and disillusioned. The Leadership Team must carry the burden and keep it off of teachers.

Parent engagement is critical to help students experience academic success. Fidelity checks are being held monthly. Dr. White recommended a program for consideration where five to ten schools are identified that are similar demographically to our schools that we can communicate and collaborate with to find out what they are doing differently with similar students so that we can focus our efforts more appropriately.

Board Chair Susan Cox stated that she believes the Board Committees have been very positive and that the Board will continue to see rewards from having regular committee meetings.

Summer School Testing 2015-2016

Each year, the NCDPI mandates that the LEA has a board approved summer program. The Board must be aware of the structure of the program and must approve that structure. Mr. Cheeseman distributed a copy of the proposed structure to board members. The program at Perquimans County High School will be for ten days, starting June 15th through June 30th, Monday through Thursday. The staff would work four hours each day, 8:00 a.m. – 12:00 noon and students would attend from 8:30 a.m. – 11:30 a.m. each day. Priority will be given to graduating seniors and juniors lacking credits for promotion, followed by sophomores and freshmen who failed the same class twice. Subjects will include Biology, Earth and Environmental Science, English, and Mathematics. At Perquimans County Middle School, the same dates are being considered, starting June 15th through June 30th, Monday through Thursday. Staff hours would be 8:00 a.m. – 12:00 noon each day and student hours would be 8:30 a.m. – 11:30 a.m., with student selection based upon teacher recommendation. Upon motion by Amy Spaugh and seconded by Anne White, the Board voted unanimously to approve the summer school program structure as presented.

Budget Amendments

Finance Officer Candy Tilley presented information regarding the proposed amendments. In regard to the State Public School Fund, there is an addition for summer reading camps for 1st and 2nd grades, as well as 3rd grade this year. There was a reduction in classroom teachers for VIF as the enrollment is "sured up" after the second semester begins. The other is for classroom materials and instructional supplies, instructional support for substitute teachers, and technology for interest. The \$48.00 is being moved from state textbooks to classroom materials for the purchase of textbooks that could not be purchased through the state textbook warehouse. Mrs. Tilley entertained questions from board members.

In regard to the Other Specific Revenue Fund, money was received from the local interagency coordinating council Albemarle Plantation Woman's Club which awarded the district a \$500 grant to be split between Perquimans Central School and Hertford Grammar School nurses to buy underclothes and clothing to help with students who have accidents during the school day, and anything other health-related items students might need. The literacy grant resulted from a

5K run that was organized by a high school student last year based on the book, The Maze Runner, that high school students read. Upon motion by Arlene Yates and seconded by Amy Spaugh, the Board voted unanimously to approve the State Public School Fund – Budget Amendment #5 and Other Specific Revenue Fund – Budget Amendment #5, including the correction regarding 003 mentioned by Mrs. Tilley.

Monthly Financial Report – February 2016

Ms. Cox explained to the audience that Mrs. Tilley provides the board with a monthly financial report that indicates the percentage of each fund spent. Mrs. Tilley noted that the financial report was filed with the Finance Committee and reviewed with the Committee in detail.

Yellow Bus Acquisition

Perquimans County Schools was on the replacement schedule with the North Carolina Department of Public Instruction to get two new yellow buses this fiscal year. The sooner the purchase order is submitted, the sooner the school district is in que to get its buses. A financing agreement was received from Banc of America Public Capital Corporation. After meeting with the Finance Committee and obtaining a consensus of board members, Mr. Cheeseman signed the agreement on behalf of the Board to meet the March 15th deadline. This vote is for formal approval to enter this financing agreement with the understanding that if the state funding is not available for these buses, the Board of Education and school system are not liable. Upon motion by Arlene Yates and seconded by Anne White, the Board voted unanimously to enter into a financing agreement with Banc of America Public Capital Corporation to purchase two yellow school buses.

One to One Update

Technology Director Victor Eure presented an update on the one to one initiative. Mr. Eure reported that this is the second year with the Golden Leaf One to One iPad Grant. One of the primary goals of the grant was to ensure students have equitable access to digital resources in a timely manner in grades 3 through 12. Two very intensive surveys have been done—school technology needs assessment, one for students and one for teachers. Mr. Eure shared feedback from the student and teacher surveys. These are students' comments about using the iPad in school: has made learning more interesting (74%); has helped me enjoy school more (65%); has helped me get better organized (67%); has helped me communicate better with my teachers (55%); has made it easier to work with other students (64%); has helped me do better quality schoolwork (65%); has helped me do better on quizzes and tests (61%); has helped me think more about the subjects I am learning (61%); has helped me understand how information I learn in school relates to real world problems (59%); has made me feel expert or advanced in terms of technology use (80%); and has improved their group collaboration skills (68%). This was an externally validated survey that was fairly intensive. Teachers' responses included teaching is more student-centered and interactive when technology is integrated (81%); technology has helped my students work more collaboratively (77%); technology has increased students' engagement in their learning (69%); and technology has helped my students achieve greater academic success; and overall teachers say that ipads have had a positive effect on student learning (83%).

Mr. Eure explained that the Learning Management System Canvas has become a critical part of the success of our one to one initiative, providing 24/7 access to learning resources. Canvas currently contains 196 published courses across the three grant schools. In a sampling of usage, the top fifty courses indicate English I has been viewed 357,141 times in the last two years; science grade 6 has been viewed 195,791 times; and Principles of Business has been viewed 261,732 times. This is amazing considering that students have had access to the iPads

for 13 months. The hard to reach, reluctant users became much more engaged because of using a tool like the iPad. Mr. Eure entertained questions from board members.

Ms. Cox thanked Mr. Eure for the update on technology and noted that the district would not be where it is today had it not been for his efforts. He spearheaded the Impact Grant, the One to One Golden Leaf Grant, and other technology grants for the school system. In recognition of his retirement and in appreciation for all that he has done for Perquimans County Schools, Mr. Eure received a round of applause and a standing ovation.

Good News

Before recognizing the bus drivers, Director of Transportation Jeffery Miller presented information regarding perfect attendance. For the month of February, there were 15 drivers with perfect attendance, with seven drivers having perfect attendance for the year—Sheneka Whidbee, Lillie Simpson, Mary Williams, D'Mondrae Downing, Faye Riddick, Mae Belle Leigh, and Janice Butts.

Mr. Miller stated the bus drivers are very special to him. The bus driver is the first person our students see in the morning and the last face they see in the afternoon. They start very early in the morning and finish very late in the afternoon. They transport about 1,000 of our students each day. They travel 469,683 miles per school year and they are behind the wheel 22,500 hours per school year. These drivers sometimes have three full classrooms of students behind them on the bus. They do this safely and efficiently and provide a very important role in the education of our students.

Bus Drivers/Monitors

Perquimans Central School

Danielle Bateman – Bus 77 AM
Elva Lee – Bus 77 PM
Sandy Carnes – Bus 115
Maebelle Leigh – Bus 118
Tiffany Coleman – Bus 120
Sheneka Whidbee – Bus 121
Mary Williams – Bus 122
Johnetta Banks – Bus 131 AM
Debbie Jean Whedbee – Bus 131 PM

Hertford Grammar School

Frances Jordan – Bus 109
Belinda Sadler – Bus 111
Timothy Steward – Bus 112
Satoria Parker – Bus 113
Terica Lee – Bus 114
Coleen Proctor – Bus 123
Ebony Reid – Bus 132

Perquimans County Middle School

Leon Felton – Bus 73
Ethel White – Bus 116
Beverly Mercer – Bus 117
Denise Taylor – Bus 126
Lillie Simpson – Bus 127
Shirley Foreman – Bus 129
Faye Riddick – Bus 130

Perquimans County High School

Brenda Jackson – Bus 39
Amos Fletcher – Bus 106 AM
Gloria Fain – Bus 106 PM
Aaron Burke – Bus 108 AM
Jonathan White – Bus 108 PM
Henry Miles – Bus 110
Donald Reid – Bus 124
Janice Butts – Bus 125
Zita Ferebee – Bus 128

All Schools

D'Mondrae Downing – Bus 107
Yvonne Lane – Bus 107 Monitor
Natasha Downing – Bus 119
Danita Whidbee – Bus 119 Monitor

Drivers on Leave

Angela Hedgepeth
Annette Ward

In addition, Assistant Superintendent Mr. James Bunch announced the following Good News recognitions:

Grant Awards

Donors Choose Grant

Holly Jordan - PCS
Michelle Swinney - PCMS
Megan Clayton - PCS

Albemarle Electric Membership Corporation Bright Ideas Grant
Michele Swinney - PCMS

North Carolina Farm Bureau Ag in the Classroom Grant

Stephanie Crank - PCS

Stacey Pierce - PCS

Mobile Dairy Classroom from Southland Dairy Farmers

Stephanie Crank - PCS

Pets in the Classroom Grant

Nancy Rountree - HGS

Legislative Grant that reduced cost of Canvas and Home Base

E-rate funding and Race to the Top Grant to install high density wireless in all schools

NCVPS additional funding for student enrollment

On-going 1:1 Golden Leaf Grant

Victor Eure (Mr. Eure is retiring from Perquimans County Schools effective April 1st.)

There have been quite a few smaller grants but these are the major ones through the years:

- 1 to 1 Golden Leaf iPad grant, \$874,000.00
- STEM Connect Golden Leaf grant, \$550,000, 2011-2014
- Impact IV federal grant, \$1.5 million, 2009-2012
- Impact I federal grant, \$1.2 million, 2003-2007
- College Tech Prep federal grants, \$400,000, 2003-2011
- North Carolina Information Highway videoconferencing grant, state, \$100,000, 1995
- E-rate funding commitments totaling \$1.6 million, 1998-present
- E-Communities Initiative grant, \$32,000.00, 2003
- Community Technology Learning Center federal grant, \$125,000, 2001-2002
- Eastern NC Broadband Initiative with Golden Leaf, \$147,000, 2005-2010

A total of over \$7 million in grants for the school district!

Employee of the Month

Jonathan White, EC Assistant

Hertford Grammar School

Mr. White was nominated by Hertford Grammar School Principal Jason Griffin.

Rotary Students of the Month

Autumn Miller

Autumn was recognized for her Career and Technical Education certifications as well as her leadership and community involvement. She plans to attend College of The Albemarle for cosmetology.

Brandon Winslow

Brandon was recognized for his academic excellence, leadership and community involvement. He plans to attend North Carolina State University and major in computer science with a double major in psychology and a minor in chemistry.

Partners in Education

Perquimans Arts League

Mrs. Sheryl Corr, President (and other PAL members)

- The Arts League has created a collaborative partnership to support the arts programs in our school system through scholarship opportunities, a variety of donations, providing the opportunity to display student art work in the gallery, and by providing an annual “arts” program for our students.

Trillium Health Resources

Mr. Blan Baker

Ms. Tracey Webster

Ms. Diane Waters

- Trillium Health provides a variety of support and resources for the students of our school system. They provided the Rachel’s Challenge program, serve on our Judicial Attendance Council, and provide funding for mental health services.

Rotary Club of Hertford

Mr. Sandy Stevenson, President

- The Hertford Rotary Club sponsors two Perquimans County High School Students of the Month, annual Rotary Teachers of the Year, library books for our media centers, scholarship opportunities and many members volunteer within the school system.

Junior Woman’s Club of Perquimans County

Mrs. Brandee Phelps (and other club members)

- The Junior Woman’s Club provides scholarship opportunities, the opportunity for students to participate in art exhibitions and a Dr. Seuss Poetry contest.

Perquimans County Library

Ms. Wonder Lewis

Mr. Kellen Whitehurst

- The Perquimans County Library staff continuously offers support to our school system through a variety of venues. They serve as volunteers and mentors to our students, collaborate with family events and display student art work. They are also members of the Ministers Council for Education.

Perquimans County Cooperative Extension

Mrs. Jewel Winslow

Mrs. Meredith Wood

- The Perquimans County Cooperative Extension office provides a variety of curriculum support for students. They collaborate with each school to teach lessons and bring other exciting experiences to our students. Meredith Wood also voluntarily serves as the middle school cheerleading coach.

Ministers' Council for Education

Bishop Landon Mason

Pastor James Spaugh

- The Ministers' Council for Education works collaboratively to meet the needs of students in our school system. They provide an emergency fund on an as-needed basis to assist families with barriers that they may have. They also provide immediate counseling services to students during difficult times within our school system and community.

Perquimans County Schools Foundation, Inc.

Mr. Bob Clinkscales, President

Mrs. Brenda Lassiter, Director

- The School Foundation provides a variety of scholarship opportunities for students within our district. They provide the graduation yard signs and other grant opportunities such as field trip coordination and funding. They also seek out grants and apply for grants that will benefit our students at large.

Bagley Swamp Wesleyan Church – Love PQ

Pastor James Spaugh

Mr. Phil Johnson

- Love PQ has provided an abundant amount of resources to the school system for the benefit of our students. They painted the high school football goal posts, cleaned out some storage closets at the middle school and also set up a high school clothing closet, just to name a few. They also serve as mentors to students within the district and as liaisons to other community groups.

Albemarle Regional Health Services

Mrs. Ashley Stoop

- Albemarle Regional Health Services collaborates with the school system through grant opportunities and support services. They also provide two out of our three school nurses through the School Nurse Funding Initiative.

Coastal Carolina Family Practice

Dr. Robert E. Lane

- Dr. Lane's office provides middle and high school students with free athletic physicals. This is a huge undertaking by their office and the school system greatly appreciates it.

Albemarle Electric Membership Corporation

Mr. Chris Powell

- The Albemarle Electric Membership Corporation provides grant opportunities for the district and collaborates with staff regarding participating in school career days. Finally, they provide an immense amount of Christmas presents for students of all ages over the holiday season.

Superintendent's Report

Child Nutrition Update – Mr. Cheeseman congratulated Mrs. Donna Harris and Mrs. Kim Cullipher on the actions they are taking in the Child Nutrition Department as it has a great influence and impact on our students. Mr. Cheeseman stated he is very excited about what the team will bring to this department. He mentioned specifically, there have been recent transfers across the district to balance the number of employees at each school and school menus are being updated to include a variety of selections.

Student Discipline Data – Student discipline data was provided for board members. Questions regarding this information should be directed to the principals.

Millersville University Job Fair – A team from Perquimans County Schools attended a job fair in Pennsylvania at Millersville University on Tuesday, March 8, 2016. From 9:00 a.m. until 4:00 p.m., our team spent time interviewing high-quality educators. Most districts just passed out information; however, our team actually conducted interviews and offered letters of intentional employment. Some of the candidates that were interviewed will come down over the next four weeks to visit us. Mr. Cheeseman congratulated the team which consisted of Melissa Fields, Heather Forbes and Teresa Beardsley who did an outstanding job promoting Perquimans County Schools. Upcoming job fairs include the UNC Charlotte Job Fair and the Northeast Regional Job Fair at Beaufort County Community College on Friday, April 8, 2016. Perquimans County Schools will host a job fair on Friday, April 22, 2016 at Perquimans County High School.

Legislative Summit – Superintendents and board members from the Northeast Regional Education Service Alliance (NERESA) met with Representative Bob Steinburg and Senator Bill Cook on Friday, March 18, 2016 at the K.E. White Graduate Center, Elizabeth City State University. Superintendents highlighted five items in their discussion with the legislators—education as an investment; personnel; low performing schools/A-F grading/school calendar flexibility; resources; charters and virtual charter schools. Mr. Cheeseman and Board Chair Susan Cox attended the event.

Budget Update – There will be a joint work session of the Perquimans County Board of Education and Perquimans County Commissioners on Monday, April 18, 2016 at 6:00 p.m. at the Central Office. The date for the formal budget presentation to the Commissioners is yet to be set.

Board Chair's Comments

Interim Chancellor of Elizabeth City State University, Dr. Conway, will be at Captain Bob's tomorrow morning for a meet and greet.

The Legislative Summit was held at the K. E. White Graduate Center free of charge. Seventeen counties attended the Summit. The group is planning to do this again next year as it was a very positive experience.

Announcements

Regular Board of Education Meeting – Monday, April 25, 2016, at 6:00 p.m. at Perquimans County Middle School

There being no further business, the meeting was adjourned at 7:16 p.m.

Susan B. Cox, Board Chair

Matthew F. Cheeseman, Superintendent