

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

The Perquimans County Board of Education met in regular session on Monday, August 22, 2016, at 6:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members Amy Spaugh, Ralph Hollowell, Russell Lassiter, and Arlene Yates were physically in attendance. Leary Winslow and Anne White participated remotely via telephone.

Board Chair Amy Spaugh called the meeting to order. Ralph Hollowell led the audience in reciting the Pledge of Allegiance. Russell Lassiter opened the meeting with a word of prayer.

Approval of Agenda

Upon motion by Arlene Yates and seconded by Russell Lassiter, the Board voted unanimously to approve the agenda as presented, including the addendums to the Student Transfer Report and the Personnel Summary Report.

Special Recognition

Finance Director Candy Tilley was recognized for completing the NCASBO certification for finance directors. The NCASBO certification courses provide a great deal of information in a relatively short period of time. Courses are in-depth training rather than classes in theory and are intended to cover practical major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use. The Director Certificate program encompasses 29 classes, for a total of 114 hours of instruction. The NCASBO Certification Program has been endorsed by the North Carolina Department of Public Instruction, the North Carolina School Boards Association, and the North Carolina Association of School Administrators. A picture of Mrs. Tilley with State Superintendent Dr. June Atkinson at the graduation ceremony was displayed on the screen. Mrs. Tilley began her classes in February 2014 and completed them in July 2016. The Board congratulated Mrs. Tilley on her accomplishment and dedication to the school district. Mrs. Tilley thanked the Board of Education and staff for their support and the opportunity to take time from work to engage in these classes.

Approval of Minutes

Upon motion by Arlene Yates and seconded by Russell Lassiter, the Board voted to approve the minutes of the July 25, 2016 regular session as presented.

Consent Agenda

Mr. Cheeseman noted, per Board request, that an additional column was added to the Student Transfer Report to include the reason for the transfer request.

Upon motion by Ralph Hollowell and seconded by Arlene Yates, the Board voted unanimously to approve the Student Transfer Requests Report for August 22, 2016 as presented, including the addendum.

Public Hearing / Requests from the Public

None

Board Committee Reports

Mr. Cheeseman explained that Board Committees were implemented last spring for board members to work very closely with a specific team including directors and/or the Assistant Superintendent regarding the operations of our schools. The four committees include Finance, Personnel, Operations, and Curriculum & Instruction. During the meetings, board members can ask questions and gain knowledge in a different setting and then share that information with the other board members prior to the regular board meeting.

Finance Committee – Russell Lassiter

As noted in the recognition earlier, Mr. Lassiter mentioned that the district is in very capable hands under the leadership of Finance Director Candy Tilley. Items discussed at the meeting included salary scale and teacher supplement increases. The committee decided to meet on a regular basis on Thursday morning before each board meeting.

Personnel Committee – Dr. Anne White

Dr. White congratulated Superintendent Cheeseman and Human Resources Director Oliver Holley for the district being 100% staffed with a diverse, highly-qualified staff at the start of the new school year.

Operations Committee – Leary Winslow

Mr. Winslow stated that the Operations Committee consists of Transportation Director Jeff Miller, Maintenance Director Jim Davison and School Nutrition Director Shirley Pelletier.

In regard to transportation, Mr. Miller discussed bus route efficiency and student ride time. This year, the Transportation Department has been able to drop one bus from the routes which will save our district about \$30,000, with a possibility of dropping a second bus. Mr. Miller is working to keep student ride time at a minimum. Two new yellow buses and a fuel truck have been added to the fleet (paid with funds from the State, except for the license), in addition to a new activity bus (paid with Capital Outlay funds). This will allow the district to sell one, possibility two, of our older activity buses, a 1987 model and a 1991 model. There is a new parent application for alternative transportation form being implemented this year. Parents should submit the form for alternate transportation for the week by 10:00 a.m. on Monday morning. This will eliminate phone calls and handwritten notes from parents, except in the case of emergency situations.

Mr. Davison noted that air quality tests are being performed at Perquimans Central School (PCS). Preliminary results from these tests look very positive from the samples taken at the school. The modular unit at PCS, which is not used very often, is being recommended to be sold once approved by the Board. Once approved by the engineer, a covered walkway will be built at PCS at the parent drop-off area. At Hertford Grammar School, 100% of the desks and chairs will be replaced before school starts. The Maintenance Department has purchased a drone which will be used to take pictures of the roofs and document pre-storm/post-storm damage. In addition, one of the three HVAC units at the Central Office is not functioning, with the newest of the three units being 19 years old. The administration is looking at ways of possibly replacing one or all three of the units.

Many exciting things are happening with School Nutrition under the leadership of Mrs. Shirley Pelletier. Last year, there was a 20% participation rate for breakfast and a 30% participation rate for lunch. Although approximately 70% of our students qualify for free or reduced lunch, those students were not eating school meals. Mrs. Pelletier's goal is to increase those numbers by 5% this year. She is committed to working with a skeleton staff until things improve and is

also looking at reducing the cost per plate. Some of the new items available this year are the Grab and Go breakfasts, salads, and sandwich boxes for lunch. The K-12 payment center is now live. Before calling in tonight, Mr. Winslow said he went online and added money to both of his children's accounts. He said the system is very easy to use. There is a \$1.95 transaction fee to add money to the account, but there is no charge to the district for this service. Martha Nixon will link the K-12 payment center to the website, if she hasn't already done so.

Curriculum & Instruction Committee – Arlene Yates

The Committee will meet this Wednesday, with a follow-up by e-mail, and will share the information at the September board meeting.

Unfinished Business

Mr. Cheeseman stated the proposed policy updates for Fall 2015 and Spring 2016, which were prepared by the North Carolina School Board Association, were shared through Google Drive and presented to the Board for a first reading at the August meeting. Some board members had questions about certain policies, in particular, Policy 2302 Remote Participation in Board Meetings, Policy 7325 Employee Use of Social Media, Policy 2320 regarding audio minutes, Policy 3320 School Trips and Policy 2130 Board Member Compensation and Expenses. Mr. Cheeseman recommended that the Board adopt the new and revised policies included in the updates for Fall 2015 and Spring 2016. Mrs. Spaugh mentioned specifically Policy 2302 Remote Participation in Board Meetings, noting that the main difference in the current Policy 2300 Board Meetings Item F. and the proposed Policy 2320 is that in the current Policy 2300, remote participants are not included in the quorum; however, in the proposed Policy 2302, remote participants are included in the quorum. There was discussion by board members around the current policy and the proposed policy in regard to remote participation. Mrs. Spaugh also encouraged board members to read Policy 2130 Board Member Compensation as there is much content and procedural information in this policy regarding board travel. Upon motion by Anne White and seconded by Russell Lassiter, the board voted 5 to 1, with Ralph Hollowell opposing, to adopt the revised/new board policies included in the board policy updates for Fall 2015, Fall 2015 Part 2 and Spring 2016 as presented.

New Business

Construction of Fire Training Center

There have been some changes in the FEMA grant that Michael Cartwright, Fire Instructor, was writing for the fire program. The CTE program is working with the county to develop a fire training center. At the time, the opportunity to construct such a fire training center (picture shown in board materials) would cost approximately \$175,000 to \$195,000. Mr. Cartwright received notice this past Friday morning that the FEMA grant is not accepting training centers this year in potential applications. In response, the district will contact the Masonboro Group to assist the district in seeking grants for the CTE department for a fire training facility. If this is not possible, Mr. Cartwright will seek a FEMA grant next year.

Final Testing Results for 2015-2016

Director of Testing and Accountability Dr. Norris Parker presented information about last year's student testing data, presenting each school's information individually. On August 2nd, he received a communication from the regional accountability office regarding growth. In calculating a school performance grade, 80% goes toward proficiency and 20% toward growth. Although the growth numbers have been calculated, they have been embargoed until the State Board of Education votes on them in mid-September.

In speaking with Principal Jason Griffin regarding the data, there were eight percentage points of proficiency growth which equates to approximately 80 more students proficient this year than in the previous year. This is a great reflection of the hard work of Mr. Griffin, Mrs. Brickhouse and the staff at Hertford Grammar School. The school is looking at areas of need to improve these scores next year including restructuring the reading program, providing teachers and staff with an outline of schedule interventions, and resources to do so.

For Perquimans County Middle School, Dr. Parker reviewed the proficiency scores by grade level for each subject. Mrs. Moreland was elated at the proficiency growth of the students at the middle school this year. In looking forward, she wants to focus on literacy as an area of concentration. Dean of Students Julie Roberts will be instrumental in helping to increase students' literacy skills. She has also worked extensively to redo the schedule to meet students' needs at both the high and low end of achievement.

At Perquimans County High School, there are five different measures that calculate into the school grade, not merely a measure of proficiency and growth. Those include grade level proficiency, ACT, Work Keys, Cohort Graduation Rate for four years and math rigor. There was a dip in College and Career Ready scores in terms of grade level proficiency; however ACT took a three point jump. In Work Keys, there was a three point dip, while the graduation rate and math rigor stayed at a high number. Mrs. Fields was pleased with the ACT scores, considering the difficulty they had administering the test online, later offering students to retake the test by paper and pencil. The administration has addressed the need for growth in Math I, Algebra and Biology. In regard to English scores, Mrs. Fields is working with teachers in unpacking standards. Last year, there was inconsistent staffing with regards to Biology. An experienced teacher has been hired in that department and will be teaming with teacher on staff.

6th Grade Participation in Interscholastic Athletics

On August 4th, LEAs were given the opportunity to allow 6th grade students to participate in athletics this year, with the exception of football due to concerns around safety and security of students. Mr. Cheeseman recommended that the Board of Education allow 6th grade students to participate in athletics. In regard to team size, he stated this does not mean that the size of the team will increase. Coaches will have to look at a greater talent pool in terms of who they believe should be on the team. There could be potential cuts with 6th graders displacing 8th graders and 6th graders could try out for a team and not be selected. There is also the consideration of physicals, drug testing, appropriate equipment, and uniforms for students. Since football is not an option for 6th graders, there will be time to plan for spring sports. For the Board's information, Tyrrell County and Washington County are moving forward with implementation this year; however, Camden County is using this as a planning year. Also, Beaufort County and Pitt County will not implement this year. Some of the counties not implementing have multiple middle schools. Upon motion by Ralph Hollowell and seconded by Arlene Yates, the Board voted unanimously to implement Grade 6 athletics this school year.

Maintenance

Revision to Critical Incident Response Plan

Maintenance Director Mr. James Davison distributed a hard copy of the Critical Incident Response Plan to board members, noting that the plan has been updated in collaboration with the Safety Committee and Assistant Superintendent Mr. James Bunch. Board members requested a copy of the plan with the revisions highlighted.

Projects Update

Mr. Davison invited board members to tour the middle school as the entire interior of the school has been painted. The interior of the school was painted by in-house labor and the lockers were painted by outside contractors due to the type of paint they have to use.

Using the new drone, Mr. Davison captured video footage of the second story roof project at Perquimans County High School which is approximately three-fourths complete. The project should be complete before the new school year begins.

According to Mr. Davison, 100% of the furniture at Hertford Grammar School will be replaced this year. Although the replacement will not be done before school begins, there will be a plan to replace the furniture with minimum disruption to the education environment. Once the change out is complete, the furniture will be available to the other schools in the district if they have a need for it. Once the other three schools get the furniture that they want, the remaining furniture will be available at general sale or public auction or be available to local counties with development programs. Any remaining furniture will be placed for bid as a bulk unit.

The HVAC units at the Central Office will be replaced. The newest unit at the Central Office is 19 years old. The evaporator coil in the unit has gone bad and cannot be replaced. After discussions with the Finance Director and Superintendent, funding has been secured to replace all three units at Central Office as the other two units date back to 1986. The temperature in the building has averaged 89 to 91 degrees on the back hallway. Portable units are being used until the three units are replaced.

Removal of Modular Unit at Perquimans Central School

The modular unit behind Perquimans Central School which dates back to 2005 is beginning to pose a safety and risk environment as the unit contains some mold growth. The HVAC system cycles on and off and these types of building are not designed for that type of environment. The district will electrically and mechanically disconnect the unit; however, the person who purchases the unit will be responsible for removing it. The unit was last used for the occupational therapist. Prior to that, it was used as a second grade classroom. Upon motion by Ralph Hollowell and seconded by Leary Winslow, the Board voted unanimously to approve the removal of the modular unit at Perquimans Central School.

Volunteer Work at Perquimans County Middle School Baseball Field

According to Mrs. Spaug, Mr. Leary Winslow has agreed to supply all the needed labor and materials necessary to renovate the baseball field at Perquimans County Middle School at no cost to our school system. Mr. Winslow has requested that he be allowed to use the field to practice on for his youth team based on the availability of the field. She also stated that Mr. Winslow would recuse himself from the vote on this matter. Mr. Cheeseman stated the code of ethics for school board members talks about not using the position as a board member for personal gain. This could fall into two categories. The first would be the safety and security of our students and community members trying to do great things for us. The other, for example, would be Dr. White's work with ECSU and her students attending the first day of our beginning teacher session. Dr. White did not personally gain from our district allowing these students to be a part of the beginning teacher session. Mr. Cheeseman stated with the information learned from School Board 101, the request from Mr. Winslow would not violate that code of ethics. Mr. Winslow offered to do the work even if he were not able to use the field for his youth team. However, Mr. Winslow did encourage the Board to allow him to proceed with the work due to the timeline for preparing the field. Mr. Cheeseman stated that the Board could take a vote on the matter this evening with the contingency that if the NCSBA should deem the document in

violation of the code, the project would not move forward. Upon motion by Ralph Hollowell and seconded by Russell Lassiter, the Board voted to allow volunteer work at the Perquimans County Middle School baseball field as requested. Mr. Lassiter noted that in addition to the renovation of the field, the district would save money on transportation costs of student athletes to and from the field at the recreation department.

Other Board Policies

Policy Code: 9030 Facility Construction

This policy was presented for a first reading. Action will be taken at the September meeting.

Policy Code: 3320 School Trips

This policy was presented for discussion only. Action will be taken at the September meeting. The discussion of the policy is in direct response to Principal Laura Moreland and her teacher who made a presentation to the Board of Education two months ago regarding an EF Tours opportunity. According to Policy 3320, school trips that require travel outside the continental United States are prohibited. By removing this statement from the policy, parents would be allowed to make decisions regarding their child traveling outside the country.

2016-2017 Budget Resolution

Director of Finance Candy Tilley presented the proposed budget resolution for 2016-2017, a \$19.3 million budget. She stated that of the “three buckets” the administration wanted to identify for this budget--classified salary schedule (a minimum 1.5% increase), teacher supplements (a .25% increase from 2.25% to 2.5%), and curriculum and instruction department (Dean of Student positions at each school)--all three buckets have been addressed, but perhaps not at the level the district wished to address them. There is a state-mandated increase in teacher salaries, an increase of \$60,000 in hospitalization benefits (\$200 per year per employee), and a 1% increase in the retirement rate (\$520,000). The State budget is \$12.3 million and the Local Current Expense budget is \$2.8 million, with no fund balance appropriated. The Federal grant fund includes planning allotments as well as carry over money from last fiscal year. Title I was cut \$26,000, federal EC money was cut \$10,000, CTE federal dollars were cut \$5,000, and Title II was cut \$1,700. In regard to School Nutrition, Mrs. Shirley Pelletier is anticipating a 10% increase in revenue this year. GEAR UP, NC Pre-K, and School Nurse are grants that are received every year. The Medicaid money is carry over money from last year. There was one correction for Capital Outlay. Sidewalk repair, which was for last fiscal year, should be covered walkway at Perquimans Central School. Upon motion by Arlene Yates and seconded by Leary Winslow, the Board voted unanimously to adopt the budget resolution for 2016-2017 as presented.

Athletic Complex Design

Mr. Cheeseman stated stakeholders all want the same thing—an athletic complex across the street from the high school. Through different lenses they see it coming to fruition in different ways and different phases. There has been an Athletic Complex Steering Committee for fundraising and a design has been created. On August 4th, Mr. Cheeseman met with Dr. Nixon in Wilmington, along with Mr. Ed Nixon, who was in attendance at the board meeting. On February 22, 2010, a group signed a document that said when the complex is brought to fruition, the land would be transferred and the school would be using it and making decisions around it. Mr. Cheeseman met recently with the County Commissioners and informed them that the district would be moving forward in some direction with the complex and that he would return to request the \$600,000 to use as a grant match. All of the items on the design are still in play; but not as shown on the drawing. Dr. Nixon discussed having a very intimate setting for a football field, without a track around it. Right now, the Board of Education has enough money in

the state lottery fund to build the football field which could be ready for use by August 2017. The original document that was signed in 2010 said the football field and practice football field should be put in place first. The track could possibly be placed at the back of the property, along with a soccer field. Dr. Nixon did not have a preference regarding the material to be used for the field, whether artificial turf or sod. He did specify that the football field should be used for a single sport. Mr. Cheeseman asked the Board to allow him to have greater conversations with Dr. Nixon to finalize a new scheme for the athletic complex for Perquimans County Schools. If the Board decides to remain with the original design, the opportunity would be withdrawn. If any money from the windmill project is used to support this, the opportunity would be withdrawn, unless the money rolled through the county tax base. The facility would not be Texas football, but local, Perquimans County football, with 1,000 seats, aluminum-enclosed bleachers, with two ramps on the side and eight handicap-access seats, and a pre-fab 8' x 30' press box, which could be installed by August of next year, along with a possible lease agreement with Musco lighting. There is a donation on the table for sod. If the Board approves the request to move forward as proposed, Mr. Cheeseman will contact Dr. Nixon and schedule a time to meet with him. He will then put together a committee to include Mr. James Davison regarding the design. Some of Dr. Nixon's concern was with the original design company. After seeing other designs and the quality of work of the company, the district may seek out other companies to assist with the project. The land will be surveyed again in the event the topography has changed and a new timeline of events will be submitted to the Board by October 1st. Mr. Cheeseman added that it is much less expensive to purchase a football stadium during football season because the installers are all watching the games. Mr. Cheeseman would like to install a sign on the property on October 1st, depending on the Board's vote.

Upon motion by Arlene Yates and seconded by Anne White, the Board voted unanimously to approve the recommendation of giving authority to the Superintendent to work with Dr. Nixon to redesign the athletic complex scheme.

Superintendent's Report

Board Retreat: October 5-6, 2016

Times will be finalized and shared with board members according to the timeline that board members stated would work in their schedules.

Staffing Update

Mr. Cheeseman was excited with everyone working in our schools toward being 100% staffed in our teacher-based positions. He thanked principals and team members such as Teresa Beardsley for going the extra mile to secure high-quality candidates for those positions in our schools.

Strategic Plan Update

At the administrative retreat, the team began looking at the progress-monitoring tool. On or around September 1st, teams will receive their assignments on how the plan and its goals will be progress monitored.

Administrative Retreat Update

On August 2nd and 3rd, the Masonboro Group, as contracted, held an administrative retreat for nearly 30 people within our district including principals, assistant principals, deans of students, directors, and coordinators. The retreat, which was held at the recreation center, was a phenomenal two days of learning how to think differently.

Central Office Hours

Mr. Cheeseman asked the Board to consider the office hours of the Central Office staff. In January, a survey was done of the office hours of other districts in our region. Employees cannot be given more salary when funds are cut, but they can be given back their time, especially when they are highly efficient. At the September meeting, Mr. Cheeseman will propose to the Board that it consider approving closing the Central Office at 4:00 or 4:30 p.m. on Friday afternoons as some of the other districts are doing in our region.

District Website

Mr. Cheeseman extended congratulations to Mrs. Martha Nixon as she has worked tirelessly to get all the information on the new website. The links to the school websites will be updated in the near future.

Cheeseman's Chronicles

The Board of Education will receive their first edition of Cheeseman's Chronicles next week. On the Superintendent's page on the district website, Cheeseman's Chronicles will be added with information to share with the community about all the great things that are going on in our schools.

Exchange Student

There will be an exchange student from Thailand at Perquimans County High School this year. We are excited to have people come from beyond our borders to be a part of the great education opportunity in Perquimans County.

Superintendent Leadership Cohort

Starting in September, seven to ten of our employees who aspire to be a dean of students, an assistant principal, director or even a superintendent, will be invited to participate in a monthly professional development. The Masonboro Group and others may help us with this professional development to establish a pipeline of highly-professional individuals to support and lead our students.

Recognitions

Mr. Cheeseman announced that Dr. Norris Parker was recently accepted into the Aspiring Superintendents Cohort. Mr. Oliver Holley has submitted an application for the cohort for acceptance either this year or next year. In addition, Mr. Cheeseman thanked the Foundation Board for their \$500 donations to our principals and our schools, specifically for startup money for professional development and/or helping teachers begin the new year. Also, Mr. Jeff Miller was very excited to showcase the new activity bus which he parked outside the building for board members to see following the board meeting.

Closed Session

Upon motion by Arlene Yates and seconded by Russell Lassiter, the Board voted unanimously at 8:00 p.m. to enter closed session pursuant to G.S. § 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions or initial employment of an individual public officer or employee or prospective public officer or employee.

Upon motion by Arlene Yates and seconded by Russell Lassiter, the Board voted unanimously at 8:55 p.m. to return to open session.

Personnel Summary Report

Upon motion by Arlene Yates and seconded by Russell Lassiter, the Board voted unanimously to approve the Superintendent's recommendations regarding personnel items in the Personnel Summary Report and addendum for August 22, 2016 as presented.

Board Chair's Comments

Mrs. Spaugh stated she was pleased with what had been said about our staffing and test results. Good news!

Announcements

- Open House, Wednesday, August 24, 2016, 4:00 – 6:00 p.m., floating, at all schools
- NCSBA District I Meeting, Wednesday, September 7, 2016, 4:00 – 8:00 p.m., Weldon City Schools
- Regular Board of Education Meeting, Monday, September 26, 2016, 6:00 p.m., Board of Education Building
- At Convocation, Mrs. Amy Parker, teacher at Hertford Grammar School, was announced as the Teacher of the Year for Perquimans County Schools.

There being no further business, the meeting was adjourned at 9:02 p.m.

Amy G. Spaugh, Board Chair

Matthew F. Cheeseman, Superintendent