

Perquimans County Board of Education  
Regular Session – June 29, 2017

The Perquimans County Board of Education met in regular session on Thursday, June 29, 2017, 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, Leary Winslow (via remote participation), and Arlene Yates were present. Anne White was absent.

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 prayer.

Approval of Agenda

Upon motion by Russell Lassiter and second by Arlene Yates, the Board voted unanimously to approve the agenda as presented, including the two addenda.

Good News

Director of Technology Martha Nixon was recognized for graduating from the UNC Chapel Hill School of Certified Government Chief Information Officer (CGCIO) Certification Program.

Director of School Nutrition Shirley Pelletier was recognized for being named the 2017-2018 School Nutrition Association North Carolina State President.

Approval of Minutes

Upon motion by Arlene Yates and second by Ralph Hollowell, the Board voted unanimously to approve the minutes of the May 22, 2017 regular session as presented.

Closed Session

Upon motion by Arlene Yates and second by Ralph Hollowell, the Board voted unanimously 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 of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Upon motion by Russell Lassiter and second by Leary Winslow, the Board voted unanimously to return to open session.

Consent Agenda

Upon motion by Russell Lassiter and second by Ralph Hollowell, the Board voted unanimously to approve the Personnel Summary Report for June 29, 2017 as presented, including the addendum. Following approval of the Personnel Summary Report, Mr. Cheeseman introduced Mr. Wayne Price, the new principal of Perquimans County High School effective July 1, 2017.

Upon motion by Arlene Yates and second by Russell Lassiter, the Board voted unanimously to approve the Superintendent's recommendations regarding student transfer requests for 2017-2018 as presented, including the addendum.

Public Hearing / Requests from the Public

None

### Board Committee Reports

Board members provided committee reports as follows: Russell Lassiter – Finance Committee; Amy Spaugh – Personnel Committee; Amy Spaugh – Operations Committee; and Arlene Yates – Curriculum & Instruction Committee.

### Unfinished Business

#### Spring 2017 Policy Updates

Upon motion by Ralph Hollowell and second by Russell Lassiter, the Board voted unanimously to adopt the Spring 2017 Policy Updates as presented. In regard to Policy 5008 Automated Phone and Text Messaging, Mrs. Spaugh expressed an observation. She stated there are a lot of phone calls being received through the School Messenger system, more than the policy calls for. The policy also states the calls should be relevant to the educational mission. Mr. Cheeseman stated the team will review our call list and practices during the summer.

#### School Nutrition No Charge Policy

In reviewing the practices of other districts, Mr. Cheeseman stated this is not the first 'no charge' policy in the region. Since implementing 'no charges' on May 15, the School Nutrition debt was reduced by \$6,000.00. During that time, plans were put in place at each school to ensure that students had the opportunity to eat if they did not bring money or a meal from home. The free and reduced applications for 2017-2018 are being printed and will be distributed after July 1<sup>st</sup>. Following a brief time of discussion, the Board took the following action. Upon motion by Ralph Hollowell and second by Russell Lassiter, the Board voted unanimously to approve the Superintendent's recommendation to adopt the School Nutrition No Charge Policy as presented.

### New Business

On behalf of Assistant Superintendent James Bunch, Finance Director Candy Tilley presented information on the proposals received for driving services. A Request for Proposals was submitted for driving services and two bids were received. The North Carolina Driving School entered a cost of \$210.00 per student. The school district has had a relationship with this company for several years and is pleased with their services. The North Carolina Driving School provides services for 39 school districts throughout the state. Three references were received from small and large school districts and all were very favorable. The company provided lots of information in their bid that the district would need prior to entering the contract. Little's Driving School entered a cost of \$200.00 per pupil. Our district has had no prior experience with this company. Little's Driving School provides services for one district throughout the state. Three references were contacted and they were all excellent; however, none of the references were from a school system. Upon motion by Ralph Hollowell and second by Arlene Yates, the Board voted unanimously to enter into an agreement with the North Carolina Driving School, Inc. to provide a program and curriculum of driver education for 2017-2018. This will be a one year contract with the option to renew for two years.

#### School Nutrition Bids

School Nutrition Director Shirley Pelletier presented her recommendations for rolling over bids for the 2017-2018 school year. She noted that bids are awarded by the Board on behalf of School Nutrition. She stated that the bids were the best that can be received in light of the current economy. Upon motion by Arlene Yates and second by Russell Lassiter, the Board voted unanimously to approve bids for food and supplies, milk, bread and water/juice for the School Nutrition Program for August 1, 2017 – July 31, 2018 as presented.

### School Resource Officer

Mr. Cheeseman reported that the County Commissioners approved funding for a third School Resource Officer. After speaking with Sheriff White, that officer would probably begin duty in December after advertising, training, and obtaining a vehicle. Mr. Cheeseman stated there may be enough money in Fund Balance to fund a fourth officer. The cost is typically around \$46,000.00 to fund the salary and benefits of the School Resource Officer and about \$4,000.00 to acquire the weapon, safety materials, and other equipment the officer would need, including outfitting the interior of the car. It would cost approximately \$20,000.00 to \$25,000.00 to purchase a used vehicle that is sufficient for a law enforcement officer. Mr. Cheeseman and Mrs. Tilley believe there is funding for the officer, but they would like to investigate the funding for the vehicle. The Board's approval would not be to fund a fourth officer, but to investigate the acquisition of another law enforcement officer in the future. According to *The Perquimans Weekly*, the Sheriff will station one full-time SRO at PCHS, one full-time SRO at PCMS, and one SRO will be shared between HGS and PCS. Mr. Cheeseman provided instances where an SRO was needed at each school this year for the safety of our students and staff. Upon motion by Arlene Yates and second by Russell Lassiter, the Board voted unanimously to approve the Superintendent's request to investigate resources to provide and fund a School Resource Officer for 2017-2018.

### Digital Learning Coach

Mr. Cheeseman explained that the person employed as the Digital Learning Coach will work with teachers and staff members as a measure to support the district's 1:1 technology plan. Mr. Cheeseman explained that this is not an administrative position and the person in this position will be supervised by Chief Technology Officer Martha Nixon. He added that the funding for this position and teacher supplements would come from the approximately \$130,000.00 that the district will be able to add to the Fund Balance. He stated the district's goal is to put money back into the people who work with our children. This position would cost the district between \$50,000.00 and \$70,000.00 depending on salary and benefits. Upon motion by Arlene Yates and second by Ralph Hollowell, the Board voted unanimously to approve the Superintendent's recommendation to create a Digital Learning Coach position as a measure to support the district's 1:1 technology plan.

### Curriculum Associates, K-8 Curriculum & Instruction

Director of Testing and Accountability Dr. Norris Parker provided an overview of Curriculum Associates' program, which is a program of inactive, blended learning. In this context, blended learning is a combination of online pieces and teacher-led pieces. It provides personalized instruction, guided practice, how to enforce those skills, as well as progress monitoring. It does diagnostics, gives an entry level, and provides online, interactive exercises. Student and class profiles are created and broken down in various categories. The profiles are linked to resources such as lesson plans and activities that guide the teacher's next steps in obtaining skills mastery. These online activities can be used to introduce a concept, reinforce a concept, and to review a concept. Another important part of the program is the intervention screener, which is in line with MTSS, multi-tiered support system. It also provides a multitude of district reports. Upon motion by Arlene Yates and second by Ralph Hollowell, the Board voted unanimously to approve the Superintendent's recommendation to purchase the iReady K-8 curriculum sets for Perquimans Central School, Hertford Grammar School and Perquimans County Middle School.

### Teacher Supplements

Upon motion by Arlene Yates and second by Russell Lassiter, the Board voted unanimously to approve the Superintendent's recommendation to raise the teacher supplement from 2.5% to 3.0% for the 2017-2018 school year. Based on the new salary scales, this will amount to approximately \$38,000.00 which will come from Fund Balance.

### Budget Amendments

Director of Finance Candy Tilley thanked the Board for moving the June board meeting to later in June to allow a few extra days to prepare. She also thanked the Finance Department staff, Emily Midgett, Sonya Winslow, Sherry Tilley and Taylor Chappell (intern), for their outstanding efforts this year. Mrs. Tilley said this is the first year fund balance has not been appropriated. In fact, approximately \$100,000 to \$130,000 will be added to the fund balance as of June 30. Mrs. Tilley explained in detail each of the proposed budget amendments. Upon motion by Russell Lassiter and second by Arlene Yates, the Board voted unanimously to approve State Public School Fund – Amendment #10, Local Current Expense Fund – Amendment #2, Federal Grants Fund – Amendment #7, Capital Outlay Fund – Amendment #8, and Other Specific Revenue Fund – Amendment #9 as presented.

### 2017-2018 Continuation Budget Resolution

Upon motion by Ralph Hollowell and second by Russell Lassiter, the Board voted unanimously to adopt the 2017-2018 Continuation Budget Resolution as presented by Mrs. Tilley.

### Financial Report

Mrs. Tilley did not go into detail regarding the May financial report since it was the end of June; however, she stated the district was able to spend down state funds, specifically EC grant funds that were received in December, by moving personnel by how they are coded. There is some carryover in federal funds that will help the district next year. She added that the local fund ended very well this year.

### Insurance

Upon motion by Arlene Yates and second by Russell Lassiter, the Board voted unanimously to enter an agreement with the North Carolina School Boards Trust for errors and omissions/general liability insurance as presented by Mrs. Tilley.

### Application for Lottery Funding for Auditorium Upgrades

Director of Maintenance James Davison explained that the lottery funding would be used to update the lighting in the auditorium at Perquimans County Schools including adding lights across center stage and updating the dimming system. The funding request is for \$61,300, which includes 10% for contingency. If all the money is not used, it will roll back into the lottery fund. Once the Board of Education acts on the application, it will be submitted to the County Commissioners for action as the county manages the funding. Mrs. Tilley noted that there is \$420,000.00 in lottery funding according to the last report. Upon motion by Russell Lassiter and second by Arlene Yates, the Board voted unanimously to approve the application for lottery funding for auditorium upgrades as presented by Mr. Davison.

### Participation in North Carolina School Boards Action Center for 2017-2018

Mrs. Tilley provided a brief explanation regarding the North Carolina School Boards Action Center. Following a brief discussion, it was the consensus of the Board not to participate in the North Carolina School Boards Action Center for 2017-2018.

### Representative for Perquimans County Schools Foundation Board

Upon motion by Ralph Hollowell and second by Arlene Yates, the Board voted unanimously to elect Leary Winslow to serve as the Board of Education representative on the Perquimans County Schools Foundation Board for 2017-2018.

### Board Meeting Calendar for 2017-2018

Upon motion by Arlene Yates and second by Ralph Hollowell, the Board voted unanimously to adopt the board meeting calendar for 2017-2018 as presented.

### Reports / Updates

#### 2017 EOG and NCFE Results

Director of Testing and Accountability Dr. Norris Parker presented the preliminary, unofficial test data for the 2016-2017 school year. The official results will be released by NCDPI in September. Last year, Hertford Grammar School was a B school. Right now, Hertford Grammar School is at 69 Grade Level Proficiency, which is one point from a B. School grades are counted 80% proficiency and 20% growth; however, growth is unknown at this time. HGS grew 1.4 in overall Grade Level Proficiency. HGS picked up 54 proficient scores in summer school. They started at 63.1 before summer school and ended at 69.

Right now, Perquimans County Middle School is at 54.8 Grade Level Proficiency, which is right at a C. PCMS gained 3.8 in overall Grade Level Proficiency. ELA/reading increased by 0.1, and math by 1.7. Before testing, 86.8% of the students passed the 8<sup>th</sup> grade science test, which reads as a misnomer compared to test results across the state. PCMS picked up 27 proficient scores in summer school, starting out at about 51 and ending right at 55.

Perquimans County High School Grade Level Proficiency went up 20.2, starting at 30.7 and ending at 50.9. Right now, PCHS is at 68, which is two points from a B. Keep in mind, PCHS has not met growth for four straight years and was a C. Although there was a slight dip in ACT scores, everything else was on the positive side—Algebra I: +37.5, Biology: +21.3, English: +11.4. The graduation cohort even raised a couple of tenths of a point.

#### Student Discipline Data

Mr. Cheeseman thanked Assistant Superintendent James Bunch and Administrative Assistant Shatasha Leary for assembling the student discipline data. There were no questions from board members regarding the information.

#### Bus Driver Perfect Attendance

Human Resources Director Oliver Holley reported for Transportation Director Jeff Miller. Mr. Holley announced there were 17 bus drivers with perfect attendance for the month of May, and 5 bus drivers with perfect attendance for the 2016-2017 school year. Bus drivers with perfect attendance for the 2016-2017 school year included Lillie White, Ebony Reid, and Timothy Steward. In addition, Maebelle Leigh has had perfect attendance for 5 years to date and Janice Butts for 9 years to date.

Mr. Holley announced that the Transportation Department had an end-of-year celebration on Thursday, June 9, 2017 to thank bus drivers and district staff for a successful 2016-2017 school year. The Transportation team will be busy over the summer preparing for the new school year and transporting students for the Read to Achieve and EC Extended School Year summer programs.

### Chromebook Loan Agreement

Chief Technology Officer Martha Nixon presented the Chromebook Loan Agreement for the 2017-2018 school year. The agreement is not new; it has been used for the past three years with the iPads. The document has been updated to include the required technology fee along with what the students will be asked to do. Mrs. Nixon stated she plans to roll out the Chromebooks at the Back to School Bash, making this a family effort where the parent and student will sign the document and be shown how to sign in to the Chromebook.

### Athletic Complex Update

Maintenance Director James Davison stated that two architect firms have responded to the Requests for Proposal for the athletic complex. The Athletic Complex Design Committee will interview the firms, and the committee's recommendation will be presented to the Board at the July meeting. The plan is to develop, design and move dirt by this fall and play football there in 2018.

### PQ Agronomy Team

The Perquimans County High School Agronomy Team placed 6<sup>th</sup> in the state FFA Career Development Event at the North Carolina FFA State Convention. Students that participated in the event included Brandon Melton, Caleb Richardson, Madison Loftis and Jackson Woodell. Mrs. Spaugh and Mr. Cheeseman thanked Ms. Angel White for all of her work and her support of our students.

### Superintendent's Report

#### FY 2017-2018 Budget

Mr. Cheeseman stated meetings were held with four County Commissioners, two at a time before they voted on the budget. The purpose of the meeting was to help the County Commissioners understand our interpretation of the email from the County Manager. As the County reported a 9.6% increase in Capital Outlay funding, it actually appears there is a 35% decrease for the 2017-2018 school year. The 1:1 funding of \$175,000 has been considered as a set aside for the past three years; however this year, the 1:1 funding is included in the Capital Outlay funding. After their meeting, the County told the media they will "keep the door open" based on the capital projects the school system may have.

### Staffing Update

Ms. Ginny Ambrose will transfer from a classroom teacher at Hertford Grammar School to Dean of Students at Perquimans Central School. Ms. Dani White will transfer from a teacher to lead teacher at Perquimans Central School for the 2017-2018 school year. This is an internal promotion for Ms. White to build the capacity of other teachers in research-based instructional practices. Mr. Cheeseman noted for the record this is not an administrative position.

### Date/Time/Location for Board of Education Retreat

Mr. Cheeseman asked board members to check their schedules for possible dates in September and October for the upcoming board retreat.

### ESSA (Every Student Succeeds Act)

The State of North Carolina has not yet submitted their final plan for ESSA. They are still working on it now, but anticipate submitting the plan to the federal government in September. Director of Innovation and Policy Cynthia Perry will have a lot of work around ESSA.

#### Organization Chart – School Administrators

Board members received a copy of the organization chart for 2017-2018 which included for each school the names of the principal, assistant principal, dean of students, and lead teacher, as well as the district administrators and directors. In response to a question from a County Commissioner about why the district is staffing the schools so heavily with administrators, Mr. Cheeseman explained that the district has not changed its staffing ratios, but changed their titles in order to provide the adults the credit they deserve when pursuing positions in administration in the future.

This past year, the five administrators at PCHS were clearly successful. One of those administrators is paid by the STOP Grant. If that grant were to expire, the administrator would be displaced. This year, PCHS has gone from five administrators to four with the one position being moved across the district. In fulfilling his state obligations as the North Carolina Principal of the Year, Mr. Griffin will be out of the building approximately 40% of the time. Considering, Ms. Joycelyn Hinton will become a Dean of Students at Hertford Grammar School to support Ms. Trisha Brickhouse in the absence of Mr. Griffin to continue the advancement of student learning. Perquimans County Middle School will stay intact with Laura Moreland, Dexter Jackson-Heard, and Julie Roberts. Isaac Lister, Teressa Blanchard, and Teresa Beardsley will be joined by new principal Mr. Wayne Price. Of course, Melissa Fields has returned to Perquimans Central School as principal, along with Ginny Ambrose and Dani White, who were mentioned earlier. Based on state allocations, each school gets one principal, the district gets two assistant principals, with extra funding, and dean of students, who were initially instructional facilitators. The lead teacher position is not an administrative role.

#### Organization Chart – District Office

In July, there will be a new organization chart for review which will include some of this information. Mr. Cheeseman recognized Brenda Dail who is retiring effective July 1<sup>st</sup>. He stated that was part of the reason he did not distribute an organization chart this evening because her name would not be in it. The revised organization chart will be distributed at the next board meeting.

#### Board Chair's Comments

Mrs. Spaugh stated she has had a couple of conversations with one of the County Commissioners about creating a steering committee of commissioners and board members that would meet periodically during the year as a means to collaborate on the budget. She asked for volunteers to serve on this committee.

#### Announcement

The next regular Board of Education Meeting will be held on Monday, July 24, 2017, at 6:00 p.m. at the Central Office. This will be the organizational meeting of the Board. The chair and vice-chair will be elected at that time.


#### Closed Session

Upon motion by Ralph Hollowell and second by Arlene Yates, the Board voted unanimously 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 of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Upon motion by Russell Lassiter and second by Arlene Yates, the Board voted unanimously to return to open session.

There being no further business, the meeting was adjourned at 10:15 p.m.

 7-24-17  
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Amy G. Spaugh, Board Chair

 7-26-17  
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Matthew F. Cheeseman, Superintendent