

Perquimans County Board of Education
Regular Session – October 24, 2016

The Perquimans County Board of Education met in regular session on Monday, October 24, 2016, at 6:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members Amy Spaugh, Anne White, Ralph Hollowell, Leary Winslow, Russell Lassiter, and Arlene Yates were in attendance.

Board Chair Amy Spaugh called the meeting to order. Leary Winslow led the audience in reciting the Pledge of Allegiance. Arlene Yates opened the meeting with prayer.

Approval of Agenda

Upon motion by Arlene Yates and second by Leary Winslow, the Board voted unanimously to approve the agenda as presented.

Special Recognitions

Superintendent Cheeseman introduced Perquimans County Schools' Principal of the Year, Mr. Jason Griffin. Mr. Cheeseman described the selection process and added that Mr. Griffin joins Mrs. Amy Parker, Perquimans County Schools' Teacher of the Year, to continue to regional competition. Mr. Griffin thanked Mr. Cheeseman, the school board, his wife, and his school family for this honor.

Mr. Cheeseman added that the district learned that Mrs. Amy Parker is one of two finalists for Teacher of the Year in the region. On November 22nd, the selection committee will visit Hertford Grammar School to see Mrs. Parker in action, and speak with parents, teachers and colleagues.

Approval of Minutes

Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted to approve the minutes of the September 26, 2016 regular session as presented, including the additions requested by Dr. White regarding the discussion about departure time for teachers on Fridays. Dr. White also asked that a copy of the revised remote participation policy be sent to board members. In addition, she suggested that "a word of" be removed from the minutes to read "open the meeting with prayer."

Consent Agenda

Leary Winslow asked about having a discussion regarding the information on the Personnel Summary Report. Mr. Cheeseman noted that any discussion would need to take place in closed session at the end of the agenda. It was the consensus of the Board to move the Personnel Summary Report for action following the closed session.

Public Hearing / Requests from the Public

None

Board Committee Reports

Finance Committee – Russell Lassiter

The committee reviewed routine budget items, noting that one of the items would be discussed in closed session. The committee reviewed the monthly financial report as well as the budget amendments.

Personnel Committee – Dr. Anne White

At the meeting, it was noted that there was one opening and one pending opening, pending approval of the Personnel Summary Report and addendum.

Operations Committee – Leary Winslow

Transportation

As a result of Hurricane Matthew, Chinquapin Road was washed out, which affected six middle school students, making it easier to detour buses around this area.

The Transportation Department is completing paperwork to obtain two new yellow buses for next school year. Upon receiving the two new buses, there will be only two buses in our fleet that do not have air conditioning. As a point of interest, in 2013, there were 1,100 students that rode the bus, compared to 883 in 2015. In 2016, there are 817 students that ride the bus, illustrating a constant decline in numbers of students riding the bus.

Maintenance

There were no new leaks from the storm and old leaks are being repaired. Our schools lost power for about 10 hours and there were small areas that washed out on our property. There was an issue with the high school roof due to some storm drains that were not cleaned out properly, which has now been resolved.

Components have been ordered for the new walkway at Perquimans Central School. The project will begin as soon as those items are received.

Desks and chairs were changed out for new ones at Hertford Grammar School.

School Nutrition

Due to the impending storm, food was moved from the schools to a reefer trailer in case power was lost at the schools. Between 3:00 in the afternoon and 10:00 the next morning, the trailer's engine cut off. When discovered, the engine started but the temperature was at 41 degrees, making it too risky to save the food. Insurance will pay for some of the loss, minus the deductible.

The K-12 Payment Center has grown to 125 accounts, with 235 students.

Curriculum & Instruction Committee – Arlene Yates

ECU coaches were with beginning teachers at the Central Office. Beginning teachers had mentor training on all five of the required standards. AIG 101 training has been scheduled for all schools. The PSAT will begin October 20th. The CTE program had an excellent audit. The district has an opportunity to purchase a fire truck. The district will soon begin to look at the lease for iPads. Technology Director Martha Nixon explained the breakout EDU room, an activity staff learned from The Friday Institute during professional development for the 1:1 grant. Pirate Express Printing will attend the state EC Conference in Greensboro to showcase their business. Recertification took place with Mrs. Suter. Mrs. Yates thanked Dr. White for the ECSU participants in our district. Nine weeks assessments will begin the last week of October. PCMS students can get an e-card from the library the first week in November.

Unfinished Business

None

New Business

Finance

Budget Amendments

Director of Finance Candy Tilley explained in detail the proposed budget amendments. Upon motion by Arlene Yates and second by Russell Lassiter, the Board voted unanimously to approve the State Public School Fund – Amendment #2; Capital Outlay Fund – Amendment #2; and Other Specific Revenue Fund – Amendment #2 as presented.

Financial Report

Mrs. Tilley explained in detail each of the six budgets in the financial report for September. She was asked about the anticipated percentage for School Nutrition after replacement of the food that was lost. Mrs. Tilley stated she immediately contacted DPI as well as Emergency Services Director Jonathan Nixon about the loss of food, which will be included in the items for the FEMA request. She spoke with a DPI insurance agent about filing a claim so that the food could be replaced as quickly as possible. The district lost \$15,000 in food. Approximately \$2,800 of that was USDA food which Mrs. Pelletier filed a claim for through the U.S. Department of Agriculture. Of the remaining \$12,600, there is a \$5,000 deductible. The amount of the claim from DPI will be approximately \$7,600. If the district receives FEMA reimbursement, the district will have to reimburse DPI.

Merit Pay Proposal

Human Resources Director Oliver Holley explained House Bill 1030, Section 36.1A.a, which set aside money for school districts from the general fund and highway fund. According to the legislation, districts must devise a plan to disburse these funds according to specific guidelines. This is a merit-based bonus for non-educators who are paid by state funds, which cannot be paid across the board. The bonus is not subject to increasing an employee's retirement and is a one-time-only payment. The Board must outline eligibility requirements, the amount that will be spent, the payment date for those who qualify, and report the Board's findings to the State Board by December 1st. Perquimans County Schools received a total of \$35,147.00 to pay to qualifying staff. The proposed plan includes 55 staff members, which roughly equates to \$594.00 per employee to be paid in the November paycheck. The following are the proposed guidelines for Perquimans County Schools plan: The employee must be a current full-time employee in good standing with Perquimans County Schools who served in one of the identified subgroups during 2015-2016 school year. The proposed employees include 3 assistant principals, 16 custodians, 28 transporters (bus drivers and monitors), 3 bookkeepers, 4 data managers and 1 high school office manager. Upon motion by Dr. White and second by Mrs. Yates, the Board voted unanimously to adopt the merit pay proposal as outlined in the PowerPoint presentation by Human Resources Director Oliver Holley.

Purchasing a Fire Truck from the Town of Hertford

Mr. Cheeseman proposed purchasing the Town of Hertford's fire truck for the Perquimans County High School Fire Tech program, which is taught by Mr. Michael Cartwright. Mr. Cartwright frequently borrows the Town's fire truck to provide instruction for his class. The Town recently purchased a new ladder truck and is trying to recoup a portion of the cost. Mr. Cheeseman asked the Town Manager and the Mayor if our school district could have first right of refusal. The Town is asking \$55,000 for the truck. The district proposed an offer of \$45,000, which would include \$18,000 in CTE funds to be used as a down payment, with the remainder coming from a grant if the district is able to secure a grant. Mr. Cheeseman and CTE Director Jill Cohen fielded questions regarding the Fire Tech program and the use and upkeep of the truck. With our district owning and having insurance on the fire truck, our students would be covered to travel off campus to training sites. Upon motion by Dr. White and second by Arlene

Yates, the Board voted unanimously to grant permission to the Superintendent to proceed with writing a grant for funds to purchase a fire truck from the Town of Hertford. Mrs. Cohen stated there are currently 16 students in Fire Tech I for the fall semester and 17 students in Fire Tech II and III for the spring semester. Four years ago when the program first began, there were 4 students in the Fire Tech I class. Mrs. Cohen stated our enrollment has increased this year with girls and with African American students.

Revised 2016-2017 School Calendar

At the beginning of the school year, there were 1,080 instructional hours based on our school calendar. The minimum number of instructional hours required by law is 1,025 hours. The district has been closed seven full school days, has had one fog delay, and winter has not yet begun. Our total number of instructional hours is currently at 1,036. Mr. Cheeseman proposed adding 15 minutes per day starting November 1st for the rest of the year, which would add 34 hours to the total number of hours. In addition, he asked to make October 28th a full day for students. He noted that a survey was conducted about making up the time, with 157 employees responding. The survey asked two questions, yes or no—I favor adding 15 minutes to the school day or I favor using release days, holidays, Saturdays, etc. Of the responses, 88.5% of the employees indicated they would like to add 15 minutes to the school day. The school day start time would not change. All four principals would have the autonomy to utilize the 15 minutes in their master schedule. When asked, the four principals voiced how the additional time would be used in their school's schedule. In regard to a question about how teachers could make up time using technology, Mr. Cheeseman stated he would investigate the question with reference to Policy 7550, which the district follows in the event of inclement weather. There was also mention of concern around hourly employees losing time by not making up the days missed. Upon motion by Dr. White and second by second by Ralph Hollowell, the Board voted unanimously to adopt the revised 2016-2017 school calendar as presented, including the extra 15 minutes at the end of the school day.

Overnight Field Trip

FFA Advisor Angel White noted that four vet science students would be going to Central Carolina Community College to compete in the state vet science competition. This is a competition where students demonstrate skills needed to be veterinary technicians. Students have been practicing on Fridays during Lunch and Learn sessions. Ms. White stated the group will leave on Friday after school, spend the night at a Holiday Inn and travel to the community college the next morning. Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted unanimously to approve the overnight field trip request as presented.

Resolution to Dispose of Personal Property

Maintenance Director James Davison presented a resolution to declare desks and chairs from Hertford Grammar School as no longer suitable, necessary or desirable to Perquimans County Schools. The desks and chairs were recently replaced at Hertford Grammar School on one of the days that school was closed due to Hurricane Matthew. There was some discussion about donating the used items to one of the school districts affected by the hurricane, if needed. Upon motion by Leary Winslow and second by Arlene Yates, the Board voted unanimously to adopt a resolution to dispose of desks and chairs as presented.

Special Policy Update: Construction Contracts and Change Orders

Mr. Cheeseman presented for a first reading policies 6420, 9030, 9120 and 9130 regarding construction contracts and change orders. Action will be taken on these policies at the next board meeting.

Bids for Perquimans County Schools Copier/Network Printers

Technology Director Martha Nixon presented the bids received from Ricoh, Systel, and Toshiba for Perquimans County Schools' copier/network printers. Of the three bids received, Ricoh and Systel reported a 2- to 4-hour response time. Toshiba did not address maintenance in its bid; however, the company agreed to what the RFP asked for which was a 4- to 6-hour response time. Ricoh and Systel offered meter counter software. Systel offered backup equipment if any machines in the district went down. In addition, Systel was the only vendor that offered a free 18 x 24 printing machine for our maintenance department to print maps. After reviewing the bids and considering the rebranding of our district and our expectations moving forward, Mrs. Nixon recommended that the Board enter a 36-month lease with Systel. Upon motion by Arlene Yates and seconded by Anne White, the Board voted unanimously to award a contract to Systel for a 36-month lease for copier and network printers for Perquimans County Schools.

Reports / Updates

Return to Learn: Care Plan

Assistant Superintendent James Bunch presented Perquimans County Schools' Return-to-Learn After Concussion Guidelines for Implementation. This information provided procedures to educate our students and parents, as well as school staff, on concussion monitoring / return to learn procedures. Mr. Bunch will provide a report to the Board in June regarding this topic.

Student Discipline Data

Mr. Bunch also provided the student discipline data for Month 2, noting that out-of-school suspensions are down. He attributed the decline to the district's use of Positive Behavior Interventions & Support (PBIS) and character education.

CTE Credential Report

CTE Director Jill Cohen announced that Perquimans County Schools has the second highest percentage of students earning credentials (workplace certificates) compared to other districts in the state. There will be an Open House at Perquimans County Middle School in December highlighting the STEM classroom and greenhouse.

Bus Driver Perfect Attendance – September 2016

Transportation Director Jeff Miller announced that there were 23 drivers / monitors with perfect attendance for the month of September. National School Bus Safety Week was observed October 17-21, 2016 to promote school bus safety.

Improper Equipment Fines Lawsuit

Superintendent Cheeseman provided a letter from Attorney Richard Schwartz regarding the status of the case, Anson County Board of Education and others versus The State of North Carolina. According to the letter, a Motion for Judgment or Motion for Summary Judgment was filed on September 26th, as well as a Calendar Request and Notice of Hearing for these motions to be heard on November 7th in Wake County Superior Court.

Superintendent's Report

Athletic Complex

Mr. Cheeseman will attend the County Commissioners' meeting on November 7th to formally request the \$600,000 donated by the Ward family for the athletic complex. An architect will need to redraw the plan and resurvey the land across from Perquimans County High School. The target date for completion of the football field is August 2017, but not later than August 2018.

Board Chair's Comments

Mrs. Spaugh shared a thank you card from Arlene Yates for the page that the Board of Education purchased in the program booklet for the Black Pearls event.

Mrs. Spaugh thanked the Perquimans County Schools Foundation, Inc. for the two complimentary tickets given to each board member to attend the School of Rock performance at Perquimans County High School on October 27, 2016.

Mrs. Yates provided a brief update from the North Carolina Caucus of Black School Board Members 2016 Fall Retreat and Issues Forum she recently attended at Fayetteville State University.

In regard to Central Office staff leaving early on Fridays, Dr. White questioned what administrators are doing for teachers on Friday afternoons.

Announcements

- 2016 NCSBA Annual Conference for Board Member Development, November 16-17, 2016, Sheraton Greensboro
- Regular Board of Education Meeting, Monday, November 28, 2016, 6:00 p.m., Board of Education Building

Upon motion by Ralph Hollowell and second by Arlene Yates, the Board voted unanimously at 8:12 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 of initial employment of an individual public officer or employee or prospective public officer or employee.

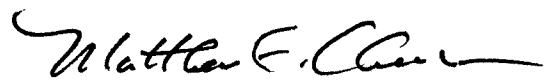
Upon motion by Arlene Yates and second by Leary Winslow, the Board voted to return to open session. It was noted that Ralph Hollowell was not present at this point in the meeting.

Upon motion by Anne White and second by Leary Winslow, the Board voted to approve the Superintendent's recommendations regarding the personnel items in the Personnel Summary Report and addendum for October 24, 2016 as presented.

There being no further business, the meeting was adjourned at 9:40 p.m.



Amy G. Spaugh, Board Chair



Matthew F. Cheeseman, Superintendent