

Perquimans County Board of Education
Regular Session – September 26, 2016

The Perquimans County Board of Education met in regular session on Monday, September 26, 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 a word of prayer.

Approval of Agenda

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

Special Recognitions

Superintendent Matthew Cheeseman recognized Perquimans County High School Student James Harvey Winslow (not present) who won 1st place at the State FFA Agriscience Fair which qualified his project to be sent to nationals for prequalifying judging. James' project is one of the 15 chosen from the category of Power, Structural and Technical Systems. James will present his project in Indianapolis in October. His project topic is "Gas Money: Does the Company Where One Purchases Their Gas Effect Fuel Efficiency?" Mr. Cheeseman also congratulated James' teacher, Ms. Angel White, FFA Advisor at PCHS.

Transportation Director Jeff Miller recognized two bus drivers, Ms. Denise Taylor and Ms. Ethel White who drove for Perquimans County Schools through June 10, 2016. Ms. Taylor drove Bus 126 for Perquimans County Middle School for eight years, having had her CDL license for 23 years. Ms. Taylor was responsible for training 20 substitute bus drivers over the years. Mr. Miller praised Ms. Taylor for her professionalism and dedication to her job.

Ms. White has had her bus license for 37 years, eight of which she drove full-time in Perquimans County. Several of our current bus drivers were students on her bus at one time. Ms. White organized the Helping Hand Committee for the bus drivers, sending cards and flowers, visiting, and collecting donations for those who were sick, hospitalized or had a death in the family. Mr. Miller applauded Ms. White for being an excellent bus driver and role model and for her professionalism in her job.

Approval of Minutes

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

Consent Agenda

Upon motion by Anne White and second by Leary Winslow, the Board voted unanimously to approve the Student Transfer Requests Report for September 26, 2016 as presented.

Upon motion by Anne White and second by Russell Lassiter, the Board voted unanimously to approve the Personnel Summary Report and addendum for September 26, 2016 as presented.

Public Hearing / Requests from the Public

None

Board Committee Reports

Finance Committee – Russell Lassiter

The Committee received an update on the fines and forfeitures lawsuit of which our district is a part. This appears to be favorable for the district, with the possibility of receiving approximately \$160,000. The Committee also discussed the merit bonus allocation, including the rules for distribution and timeline for the plan. The budget amendments and finance report were also reviewed in detail. Mr. Cheeseman noted that the merit pay plan will be presented to the Board at the October meeting.

Personnel Committee – Dr. Anne White

Dr. White commended Human Resources Director Mr. Oliver Holley, the Superintendent and his team not only for making sure our positions are filled, but also for promoting our employees from within the district. There were three people who were transferred to higher level positions—Lisa Lane to Director of Communications at the Central Office, Stacey Pierce to Media Coordinator at Perquimans Central School, and Devin Mallory to Bookkeeper at Perquimans Central School.

Operations Committee – Leary Winslow

Transportation

Mr. Winslow reported there was some frustration with the new bus procedures during the first weeks of school, but those issues are being worked out now. Also, our district was not in jeopardy of running out of fuel during the shortage.

Maintenance

Mr. Winslow stated the air quality report at Perquimans Central School would be presented by Mr. Cheeseman later on the agenda. In regard to the covered walkway at Perquimans Central School, the engineer has the plans and as soon as he determines how to anchor it, the project will move forward in late October or early November. New HVAC units were installed at the Central Office. The new system is more efficient and some of the ducts have been rerouted to improve hot spots. After a number of inspections, the high school roof that was repaired does not appear to be leaking. There are 450 desks and 500 plus chairs on order for Hertford Grammar School. The auction at Perquimans County Middle School went well, with approximately \$12,000 in sales.

School Nutrition

Last month, Mr. Winslow reported that last year's participation was at 20% for breakfast and 50% for lunch. After the first four weeks of school, those numbers are up about 10% in each area with increases noted each week. Although Mrs. Pelletier's goal was 5%, she has already reached 10% growth in participation. The "grab and go" lunches are still very popular. Revenue is up and an increase of \$175,000 in revenue is projected. There are currently approximately 95 accounts servicing 160 students in the K-12 Payment Center.

Curriculum & Instruction Committee – Arlene Yates

Title I funds have been used for Perquimans County Middle School to purchase TE21 which are assessments and pacing guides aligned to the Common Core Standards. Mrs. Roberts and Mrs. Moreland attended a workshop in September so that they could become more aligned with the Common Core. TE21 is a very expensive tool, which the company will come to the district to provide additional training. Title I funds have also been used to purchase iStation for literacy and reading at Perquimans Central School, Hertford Grammar School and Perquimans County Middle School. K-2 benchmarks and assessments are used to attain instant results. Also noted were the Literacy Coach for summer reading camp, the STEM program at the middle school, and Introduction to Computer Science, EMT, Adobe Academy, and Photo Shop certification at

the high school. In addition, there will be training with the Friday Institute regarding the Canvas learning management system. There will be meetings with students and parents regarding classes to take at the middle school. Mrs. Yates also mentioned the current Driver's Ed class that has already started, the GEAR UP Grant for grades 8-12, MTSS, and the emphasis on progress monitoring since the expectation for all schools is to get a letter grade of "B."

Unfinished Business

Board Policy Code: 3320 School Trips

Mr. Cheeseman stated at the June board meeting, Mrs. Moreland and one of her teachers asked about potential approval for an international trip. At that time, Policy Code 3320 School Trips, Article A, the last sentence stated, "School trips that require travel outside the continental United States are prohibited." Mr. Cheeseman recommended that the Board of Education allow for the opportunity of international trips by removing the last line of this policy. By doing so, it would not deter opportunities to leave the country for educational opportunities, but allow parents the opportunity to decide whether or not their children should participate in the trip. The way the policy is currently written, the Board would never entertain a request for students to leave the country for an international opportunity. Mr. Cheeseman asked the Board to consider the opportunity to allow students and teachers to study abroad, but to allow families to make the decision whether their student would participate in the trip. By removing the last line of the policy, schools could consider opportunities outside the United States, with the Board considering requests for these trips on a case-by-case basis. Following a brief discussion about board approval on a case-by-case basis, liability, funding, and inclusion of students, the Board took the following action. Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted 4 to 2, with Arlene Yates and Anne White opposing, to remove the last line of Policy Code 3320 School Trips, Article A, "School trips that require travel outside the continental United States are prohibited," noting that the board would consider these trip requests on a case-by-case basis.

Board Policy Code: 2300 Board Meetings

Mr. Cheeseman explained that at the last meeting, the Board took action to approve Policy Code: 2302 Remote Participation in Board Meetings. By doing so, the Board needed to review Policy Code: 2300 Board Meetings, Section F, which contradicts Policy Code 2302 that was adopted last month. Mr. Cheeseman recommended that Section F of Policy Code: 2300 be removed so that Policy Code 2302 could remain as approved. Following discussion about the reasons stated at the last meeting for adopting new Policy Code: 2302, the Board took the following action. Upon motion by Anne White and second by Arlene Yates, the Board voted 4 to 1, with Ralph Hollowell opposing, to delete the highlighted section, Section F., of Policy Code: 2300 Board Meetings due to the adoption of Policy Code: 2302 Remote Participation in Board Meetings at the August board meeting.

Board Policy Code: 9030 Facility Construction

Mr. Cheeseman recommended that the Board adopt Policy Code: 9030 Facility Construction with the understanding there would be further revisions for the Board to consider at the next meeting. There is a mandatory date of October 1st for school districts to adopt this policy. Since the policy committee made so many changes to the policy, there will be additional revisions for the Board to consider at the October meeting. Upon motion by Leary Winslow and second by Arlene Yates, the Board voted unanimously to adopt Policy Code: 9030 Facility Construction as presented.

New Business

Finance

Budget Amendments

Director of Finance Candy Tilley noted that the Finance Committee reviewed the proposed amendments in detail at their monthly meeting. She provided the Board with an explanation for the increases and/or decreases for each fund and, at the request of Mr. Leary, also explained how and when the decisions are made to make amendments to the budget. Upon motion by Arlene Yates and seconded by Leary Winslow, the Board voted to approve State Public School Fund – Amendment #1; Capital Outlay Fund – Amendment #1; Other Specific Revenue Fund – Amendment #1; and Federal Grants Fund – Amendment #1 as presented.

Financial Report

Mrs. Tilley explained the information for each fund in the standard financial report which is presented to the Board at each regular monthly meeting.

State Budget Status

Mr. Cheeseman stated at a recent meeting with State Superintendent Dr. June Atkinson, superintendents were informed that the State is projecting a 2% cut in funding for next school year, which would equate to \$173 million dollars across the state of North Carolina, with an approximate minimum of \$200,000 impact on our district. At the meeting, Phillip Price explained that by multiplying \$111.00 times the total number of students, the result would provide the minimum level of impact for districts. Mr. Cheeseman noted that it will be important to relay this information to the County Commissioners so that they will have an understanding of what this cut will look like for our district. The State is looking at local government as a way of supporting districts' fiscal needs.

American Red Cross Shelter Agreement

In regard to this request, Dr. White asked that principals' offices be "off limits" due to personal information in the space that shouldn't be available to other people or groups. It was noted that this is a standard agreement that has been honored in the past. Upon motion by Anne White and second by Arlene Yates, the Board voted unanimously to enter into an agreement with the American National Red Cross to permit Perquimans County Middle School and Perquimans County High School to be used as an emergency shelter during a disaster.

Air Testing Results for Perquimans Central School

After concerns were brought to the school's attention in the spring regarding potential mold in the building, the district hired Randy Childress, an industrial hygienist who studies and monitors air quality. According to the report, which can be posted for public information, there is no considerable threat of mold in our buildings. Like any structure, mold does exist. The report listed findings from room to room and specifically reported the types of fungal mold spores in the building. There was high mold accumulation in the mobile unit that the Board voted on last month to sell. If someone has allergies, they can take this report to inform their doctor of what allergens are in the building.

Capital Outlay Projects

Transportation Director Jeff Miller showed pictures of the old ramp at the transportation building and how current buses did not fit properly on the ramp. The old ramp was demolished and a large hole was dug to install a water pump/tank. Mr. Miller showed pictures of the front of the transportation building where the drainage issue was addressed by putting in concrete. He also showed pictures of the service lift, which make the department's work more efficient and safe. A lift will soon be installed inside the building as well.

Athletic Complex Purchase Resolutions

When purchasing a large structure such as a football stadium or track, an RFP process is typically used. After conducting research, it was found that our district qualifies for using an Interlocal Corporation Agreement which allows purchases directly from the vendor as the vendor has already been vetted by this service. In order to purchase in this manner, the district would have to become a part of The Interlocal Purchasing System (TIPS) by adopting a resolution. Using this system, there are cost savings in joining 20-30% of school districts across North Carolina that are already engaged in such a process. N.C.G.S. §160A-461 states that any unit of local government in this State may enter into such contracts or agreements to execute such an undertaking. Mr. Cheeseman asked the Board to adopt the resolution to join the membership of TIPS which would allow our district to bid directly and purchase outright from the vendor. This eliminates the RFP process which speeds up the process for acquiring materials. If the Board opted not to do this, the only drawback would be time since the RFP process would have to be used. Upon motion by Anne White and second by Ralph Hollowell, the Board voted unanimously to enter into The Interlocal Purchasing System as presented.

North Carolina School Performance Report Card Grades

Mr. Cheeseman was very excited to announce that Perquimans County Schools no longer has one or more schools identified as low performing. He congratulated the principals who worked hard to make sure that our schools are in the top 30% of schools in the state. This is a great win for our district. The work is not done, but our schools are headed in the right direction. Perquimans County High School is a "C" school; Perquimans County Middle School is a "C" school which exceeded growth; and Hertford Grammar School is a "B" school which exceeded growth. The principals are very intentional around their work and decision making. The Board applauded the schools for what they are doing to improve our district.

Student Discipline Data

Assistant Superintendent James Bunch presented the student discipline data for Month 1, noting that the number of suspensions is down from last year at this time.

Overnight Field Trip

PCHS Principal Melissa Fields explained that the Occupational Course of Study class has participated in a school-based enterprise called Pirate Express Printing. As a result, they have been invited to present their business at the EC conference in November. This is the first time in history that our school system has been invited to participate. Ms. Laura Ullom, the OCS teacher, will be attending with the two students who will highlight the program. Upon motion by Arlene Yates and second by Anne White, the Board voted unanimously to approve the overnight field trip for the School-Based Enterprise Sales Booth at the 68th Annual Exceptional Children Conference, November 8-9, 2016, at the Joseph S. Koury Convention Center in Greensboro.

Voting Delegates for the NCSBA Annual Conference for Board Member Development

Upon motion by Arlene Yates and second by Leary Winslow, the Board voted unanimously to appoint Leary Winslow, Russell Lassiter and Ralph Hollowell as voting delegates for the NCSBA Annual Conference for Board Member Development, with Anne White as an alternate.

Superintendent's Report

Aspiring Superintendent Fellows Program

Mr. Cheeseman congratulated Dr. Norris Parker and Mr. Oliver Holley who have been accepted in the Aspiring Superintendent Fellows program which is facilitated by Mr. Jack Hoke.

Next Generation of Superintendents

The Next Generation of Superintendents, which is a series of professional development for new superintendents, will begin on October 12, 2016.

Superintendent's Leadership Cohort

The Superintendent's Leadership Cohort, which begins September 27, 2016, is a professional development opportunity for our employees. There are currently ten people signed up to attend.

District Staffing Update

There is one teaching position to be filled for Grade 3 and there are multiple upcoming maternity leaves.

Teacher of the Year

Our district Teacher of the Year, Mrs. Amy Parker, will have an interview in October for the regional Teacher of the Year. A mock interview is planned to prepare Mrs. Parker for the regional interview.

AdvancED Accreditation

The first evaluation will be done at Perquimans County Middle School with Mrs. Moreland spearheading that opportunity.

Office Hours for Central Office

After surveying other districts in the area, it was found that many districts close on Fridays at 4:00 or 4:30 p.m. The Board had a brief discussion surrounding this topic. Specifically, Dr. White asked the administration to consider the opportunity for school-level employees to receive some sort of time if the central office is given this opportunity. In addition, she asked about the opportunity for teachers to stay at home and work remotely when schools are closed and teachers are required to go to work. Upon motion by Leary Winslow and second by Arlene Yates, the Board voted unanimously to adjust the Central Office hours to close the office at 4:00 p.m. on Fridays.

Other

Mr. Cheeseman congratulated the Board of Education for attending the NCSBA Region I meeting on September 7, 2016, in Weldon City and for taking their life-long learning seriously.

Mr. Cheeseman thanked Mary Kay Peele for setting up the board meetings and the directors for providing materials and information for the meetings.

Board Chair's Comments

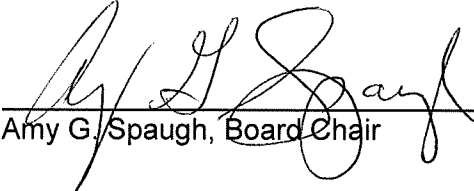
Mrs. Spauth thanked the Board, directors, and building leaders for their work. She saw at the Open House the excitement of the students, parents and teachers. She has attended some sporting events and hopes to attend other events at the schools. All that she has seen in the district has been top-notch and professional.

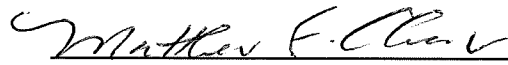
Announcements

- Board Retreat
Wednesday, October 5th at Central Office: 1:00 p.m. – 5:00 p.m. – Program Review
Thursday, October 6th at Central Office: 6:00 p.m. – 8:00 p.m. – Superintendent Goal Setting
(The October 6th session was cancelled and rescheduled for the October board meeting.)

- Regular Board of Education Meeting, Monday, October 24, 2016, 6:00 p.m., Board of Education Building
- The Board discussed traveling to the NCSBA Conference in Greensboro on Tuesday afternoon, November 15th and returning Thursday evening, November 17th following the awards program.
- Dr. White mentioned that Mrs. Arlene Yates “hit the ground running” since moving to our county. She has gone back to school and earned several degrees and opened a daycare center, serving as its CEO for over ten years. For that, Mrs. Yates will be honored on October 22nd at a Black Pearls Unsung Heroes Awards program. Dr. White asked the five board members to consider purchasing an ad for the program booklet at a cost of \$20.00 per person. Dr. White will meet with Director of Communications Lisa Lane about including the school logo on the ad page. Dr. White mentioned that she is a member of the organization that will be recognizing Mrs. Yates at the awards program.
- Mr. Cheeseman congratulated Mrs. Jill Cohen, the Director of CTE, and the members of her department, for a very successful CTE audit. The feedback from Ms. Christy Harris was phenomenal as there were no compliance issues on which to be cited. In visiting the schools, Ms. Harris saw students highly engaged and very responsive. Under Mrs. Cohen’s leadership, Perquimans County Schools is truly innovative in its CTE program.
- Dr. White asked what the district can do to announce our programs through churches, with brochures and bulletin boards. Mr. Cheeseman stated that the district would develop marketing strategies to share this information.
- Mr. Hollowell noted that he had received numerous positive comments on how the iPad sessions were designed this year at the Back to School Bash. Mr. Cheeseman congratulated Technology Director Martha Nixon for her efforts in organizing this successful event.

There being no further business, the meeting was adjourned at 7:54 p.m.

 10-28-16
 Amy G. Spaugh, Board Chair

 10/31/16
 Matthew F. Cheeseman, Superintendent