

Perquimans County Board of Education
Regular Session – December 18, 2017

The Perquimans County Board of Education met in regular session on Monday, December 18, 2017, at 6:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members Amy Spaugh, Anne White, Russell Lassiter, Leary Winslow and Arlene Yates were present. Ralph Hollowell was absent.

Board Chair Amy Spaugh called the meeting to order. Leary Winslow led the audience in reciting the Pledge of Allegiance. Russell Lassiter 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, including the addendum.

Good News

2017 Christmas Card Contest 1st Place Winners

The first place winners were presented with a framed card which contained the student's first place verse and/or picture.

Perquimans Central School

Verse – Kailey Henard, 2nd Grade
Picture – Amarila Donovan, 2nd Grade

Perquimans County Middle School

Verse – Macon Winslow, 7th Grade
Picture – MacKenzie Davenport, 7th Grade

Hertford Grammar School

Verse – Khila Smith, 4th Grade
Picture – Madilyn Young, 5th Grade

Perquimans County High School

Verse and Picture – Jessicah Brown, 12th Grade

1st Place HOSA District I Competition and 1st Place Veteran's Day Drawing – Jessicah Brown

Approval of Minutes

Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted unanimously to approve the minutes of the November 27, 2017 regular session as presented.

Consent Agenda

Student Transfer Requests

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

Personnel Summary Report

Upon motion by Leary Winslow and second by Arlene Yates, the Board voted unanimously to approve the Superintendent's recommendations regarding personnel items as presented, including the addendum.

Sheriff Shelby White introduced Officer David Murray, who is now the Sergeant of School Resource Officers. Sergeant Murray introduced Deputy Brian Watson, who will be the third School Resource Officer for Perquimans County Schools. Deputy Watson graduated recently from College of The Albemarle from the North Carolina Basic Law Enforcement Training, notably at the top of his class.

Public Hearing / Requests from the Public
None

Unfinished Business

Board Policy 2670 Business Advisory Council

In regard to a question regarding the composition of the council, specifically the inclusion of Elizabeth City State University, Director of Innovation and Policy Cynthia Perry cited that the policy was written according to the General Statute; however, it does not preclude ECSU from participating on the council as a community stakeholder or a business entity. Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted unanimously to adopt Policy 2670 Business Advisory Council as presented.

School Health Advisory Council Action Plan 2017-2019

School Health Advisory Council Chair Kanika Griffin presented revisions to the proposed School Health Advisory Council Action Plan as recommended by the Board, particularly the inclusion of procedures to verify and document the Gfellar-Waller Concussion Awareness Act requirements. She also noted the number of staff that is CPR certified at each school: Perquimans Central – 11; Hertford Grammar – 5; Perquimans Middle – 6; and Perquimans High – 10. Upon motion by Arlene Yates and second by Anne White, the Board voted unanimously to adopt the School Health Advisory Council Action Plan for 2017-2019 as presented.

New Business

Athletic Complex: Land Transfer

Attorney John Leidy stated this is the culmination of a process that started several years ago to receive a gift of property from Dr. William Nixon for an athletic complex across the street from the high school. Initially, the donation of property was contingent upon certain funding requirements being met by February 2015; however, the date for meeting the requirements was extended. Dr. Nixon is now satisfied that the fundraising requirements have been met and is prepared to gift the property to the Board of Education. Dr. Nixon's attorney has communicated with Mr. Leidy and worked out the terms of the Deed of Gift for the 33± acres of land. Mr. Leidy advised the Board to take action to accept the gift so they will have a position to record the deed once the deed is signed and presented to the Board. When asked if the Board would be responsible for paying the taxes for 2017, Mr. Leidy noted there would be no tax due after the Board receives the property; however, the taxes that have accrued for 2017 would be part of the responsibility of the owner for that part of 2017. The Board would have to pay for the recording fees which are approximately \$26.00. There will be no transfer tax since it is a Deed of Gift.

Upon motion by Anne White and second by Leary Winslow, the Board voted unanimously to accept the conveyance of property from Dr. and Mrs. William P. Nixon, Jr., as described in the North Carolina Non-Warranty Deed of Gift, to be used for the athletic complex.

When asked about the promised donation of the field house and the request for the donator to construct the building, Mr. Leidy stated that if someone else is going to pay for the construction, do the construction project, and donate that aspect to the Board, that is acceptable. If the Board were going to do any part of the construction of the facilities, the Board would need to comply with the bidding requirements according to board policy. Chair Spaugh requested that Mr. Leidy provide a formal opinion regarding the donation of the field house.

Teacher Contracts

Human Resources Director Oliver Holley presented information on the changes in teacher contracts for the 2018-2019 school year. General Statute 115C-325.3(a) Length of Contract

states a contract between the local board of education and a teacher who has been employed by the local board of education for less than three years shall be for a term of one school year. A contract of renewal between the local board of education and a teacher who has been employed by the local board of education for three years or more shall be for a term of one, two, or four school years. Mr. Cheeseman added that in February the Board will consider a draft board policy related to contracts. In March, the Board will vote on that policy and decide if the three years is three consecutive years or three years overall.

The base requirements for two (2) and four (4) year contracts include the teacher must have taught in the LEA for at least three (3) years AND the teacher must be rated at least "Proficient" on the teacher evaluation instrument. The renewal recommendation shall be for a maximum of one (1) year if the teacher has not demonstrated proficiency on the evaluation instrument. The superintendent can use additional criteria when deciding on the length of teacher contracts.

Additional factors that could be considered in determining the length of the contract term include hard to staff schools, hard to staff subjects (example, math, science, EC), NBPTS certified, multiple areas of licensure, extracurricular responsibilities, local needs, low-performing schools, student growth, and summative rating.

The Board of Education can approve the Superintendent's recommendation, decline to offer the teacher a new or renewed contract, or offer the teacher a contract for a term different than the term recommended by the Superintendent. If the Board offers a contract for a term different than the Superintendent recommends, it can only be a one, two, or four-year contract.

Mr. Cheeseman noted that he has begun meeting with teachers about teacher contracts so that he can answer their questions and prepare them with information about this change.

Budget Amendments

Finance Director Candy Tilley provided a detailed explanation for each item included in the proposed budget amendments. Upon motion by Russell Lassiter and second by Anne White, the Board voted unanimously to approve State Public School Fund – Amendment #4, Local Current Expense Fund – Amendment #2, and Federal Grants Fund – Amendment #2 as presented.

Financial Report

Mrs. Tilley presented the Financial Report for November 2017 and noted that there were no issues to note at this time.

Mrs. Tilley noted that the district had received some of its federal funding, but not all of it. Mr. Cheeseman thanked Cynthia Perry for her efforts in completing the applications for the federal funding.

Reports / Updates

HB 13 Class Size Affidavit

Chief Academic Officer Dr. Norris Parker stated the class size averages have not changed since the last meeting. He informed the Board that the class size affidavit was successfully submitted on December 8th ahead of the December 15th deadline. He will continue to monitor the numbers for class sizes and provide a report to the Board each month.

Curriculum Council / iReady Implementation Update

Dr. Parker noted that the Curriculum Council met on December 7th with five participants from each school. Council members had a brain storming session and a district data overview. They had an extensive discussion of i-Ready data including instructional uses reports and growth monitoring reports by school. The needs analysis reports were reviewed by vertical planning groups. Vocabulary, comprehension and relevant text were the main needs that came out of these discussions. Mrs. Sykes and Mrs. Perry provided a brief overview of MTSS and how the district is doing in that area. The Council then talked about next steps including updating the county-wide literacy plan and having a shared book list. The Curriculum Council will meet again in February 2018. The next round of i-Ready benchmark data runs from January 3rd to January 31st, along with mCLASS. A representative from i-Ready will provide professional development on February 2nd, 8th, and 12th. Several administrators will attend an English Language Arts training on February 13th as the ELA standards will be changing. After the training, the Curriculum Council will reconvene to do a series of vertical planning meetings. A Google Doc was sent to all participants to get feedback on the meeting.

School Nutrition Update

School Nutrition Director Shirley Pelletier provided an update on the status of school breakfast. She compared participation data from 2016-2017 to the current school year for Week 1 and Week 16, notably that breakfast participation increased from 36.85% to 79.93%. They are delivering breakfast in the classroom to over 60 individual classrooms right now. From a one week pilot at Hertford Grammar School last year to Pre-K through 12th grade participation this year, this is an amazing feat which Mrs. Pelletier attributed the cafeteria staff who does the work, the administrators and staff at the schools who make it work, and the Board, Superintendent and Assistant Superintendent for believing it could be done. Over 85% of the students who qualify for free and reduced meals are receiving meals in the district, thereby reaching the population that needs it the most.

Athletic Complex Update

Maintenance Director Jim Davison reported that the lottery funding request was approved by the County Commissioners in a 3-2 vote. As soon as the lottery funding is released to the county, the county will do a budget amendment. Once the budget amendment is approved, Mr. Davison will proceed with requisitions for the press box, grandstands and foundation for the grandstands.

The land transfer is underway which will involve rezoning the property through an application to the Hertford Town Council.

The private donation will be a building with very specific requirements. With that, the district will need to concentrate on restrooms and concessions for the football field and overall athletic complex. Mr. Davison pointed out placement of the proposed restrooms and concessions in the south end zone where the fieldhouse used to be before it was moved to a central location. This will also act as the utility hub for all utilities coming in off the street.

Mr. Davison met with the contractor this morning to begin brainstorming and initial budgeting. Worst case scenario, based on the size of the grandstands, ten toilets would have to be installed for the men and nineteen toilets for the women. Discussions have started with the building inspector's office. If the building inspector will let the district do an average, five or six toilets would be installed on each side. The building is approximately 1,000 square feet and will house restrooms and concessions. For large events and playoffs, portable toilets would be brought in the area of the back parking lot. A groundbreaking ceremony for the athletic complex will be scheduled for late January or early February.

COA Book Costs

Assistant Superintendent James Bunch, PCHS Principal Wayne Price, PCHS Counselor Nancy Morgan and College of The Albemarle representatives met recently to discuss college courses and the costs of textbooks. The cost of an average college textbook is between \$100 and \$300. Our district needs to be more intentional about the purchase of these textbooks for efficiency and the benefit of our students. The COA representatives stated they hope to have a core of academic courses to offer our district where there would be no charge for college textbooks. More information will be available about this at the end of the academic school year.

In addition, Mr. Price will be looking at scheduling. Block scheduling is the best type of scheduling to have as far as textbooks are concerned. The district will look at renting versus buying textbooks. Our students will still receive the selections that they need for classes offered by community colleges. If there is a class (i.e., College Math) that students will need and the book for the class will be used for three or four years, the district will probably buy the books for the class. On the other hand, if there is a class with a minimum number of students, the district may rent the books for the class. All factors will be considered in becoming more attuned to textbook costs.

Student Discipline Data

Assistant Superintendent Mr. James Bunch presented the student discipline data for the month of December. There were no questions from board members concerning the data.

Stuff the Bus Event Update

Director of Community Relations Lisa Lane noted that it was Board Member Arlene Yates' idea to do Stuff the Bus this year. Three dates were set; however, items were collected on two dates due to rain on one of the dates. Ms. Lane displayed pictures that she took during the event. Students from the Student Government and the PCHS Band were present, as well as Mrs. Yates, to collect the donated items. Items for elementary students were collected on the first date and for middle and high school students on the second date. Mrs. Yates stated she thought of the idea as she was shopping with her granddaughter and discussing that some people could not purchase the items they needed or that some students may not get anything for Christmas.

Ms. Lane also mentioned another event, Soup with the Supe, which has been held at PCHS and PCMS on nights when other student events were scheduled at the schools. The event was held at the high school on the night of a band concert and at the middle school on i-Innovate Night. Superintendent Cheeseman had the opportunity to talk and interact with parents and students in an informal setting. The next Soup with the Supe will be held at Central School during Dr. Seuss Week and at Hertford Grammar School in April.

CTE Update: Grant Applications

On behalf of Director of CTE Jill Cohen, Director of Innovation and Policy Cynthia Perry presented updates on grant applications that have been submitted and/or awarded recently for the CTE program. Ms. Perry shared information that was prepared in a report compiled by Ms. Cohen.

Mr. Cheeseman added that Ms. Cohen hosted a ribbon-cutting ceremony last week for the greenhouse at Perquimans County Middle School.

Athletics Update

Athletic Director Justin Roberson provided the following updates regarding district athletics.

Lee Duncan, the Golf Pro at Albemarle Plantation, approached our district about having golf as a sport at Perquimans County High School. Since then, there has been a meeting with Mr. Cheeseman and an interest meeting at the high school with adequate interest to pursue this. The goal for this year is to create a co-ed golf team. This spring is male golf only, but students can participate on a co-ed team. However, females will not be able to participate in playoffs unless they beat the males. The ultimate goal moving forward would be to have a girls' team and a guys' team. All the matches this spring would be held at home. For students with a fiscal barrier, clubs will be provided for them. Mr. Duncan will collect equipment from people at Albemarle Plantation so that students can participate in a trial. The cost to the district will be the cost for the shirts and the coach.

There will be an interest meeting for girls' soccer in February. Mr. Roberson was approached about having a girls' team instead of a co-ed soccer team. If enough interest is shown, this will be for the 2019 soccer season as the girls play soccer in the spring at the same time as softball. This could be a problem as the girls who have shown interest in playing soccer also play softball; however, they cannot do both.

There is a great group of rising freshmen who played football this year and were undefeated under the direction of Coach Allen Brothers. The goal is to have a JV football team next year. By having a JV football team at the high school, there will be more participation. If the students don't play, there cannot be a JV team. Some students are scared and uncomfortable to play being matched up with an 18 year old student. The district's vision is to have JV football, even though numbers are not yet available, hoping it will encourage enough students to play. Head Football Coach Ian Rapanick is on board with this idea. Coach Rapanick's idea is that this group of kids would be kept together so that they will be used to playing together.

There has been discussion about having indoor track. An interest meeting will not be necessary as track is "a big deal" in Perquimans County. Indoor track is not indoors; it is outdoor track during the winter. When athletes compete at the state level, it will be indoors. This is something that eventually will be available at the athletic complex, which could be used for cross country meets as well.

Mr. Cheeseman noted that Coach Roberson has assumed athletics for grades 6 through 12.

Board Member Russell Lassiter added that his daughter-in-law, Gabby Lassiter, led the cheerleaders in state competition on December 2nd, placing fourth overall. He said Mrs. Lassiter received a lot of support from Coach Roberson and the athletic staff. Coach Roberson stated that a conference cheerleading competition is coming up in February, which is the first time our cheerleaders have competed in a conference competition since he has been in Perquimans County.

Technology Update

Chief Technology Officer Martha Nixon provided an update regarding district technology. At Perquimans Central School all K-2 students have had iPads assigned to them. Each classroom has a cart to charge and lockup the iPads each night. Digital Learning Coach April Benton has provided professional development for K-2 teachers. In grades 3-12, students have been assigned Chromebooks. Parents have been very appreciative of the \$50 cap and hardship waiver, with approximately 120 families taking advantage of the hardship waiver. The Technology Department is able to take care of Chromebook damages onsite with replaceable parts. For damages that cannot be repaired onsite, the Chromebook is sent off and the student is given a replacement device to use at school until their device is returned. The Technology

Department is able to manage the Chromebooks from their office. They have put in place a safer YouTube search and social media websites on the Chromebooks. In addition, the Chromebooks will be used for testing in January. Mrs. Benton provides professional development for teachers so they will be comfortable using Chromebooks versus iPads and know what Chromebook extensions are comparable to the iPads.

Each of the media centers has a cart of iPads that they use for coding, makerspace activities, and teachers to check out for projects, videoing, etc. Also, the second group of teacher technology leaders just received their new MacBook Air for being in the program. They will be leading the second technology conference on January 23, 2018 at PCHS. Our Digital Learning Coach and Friday Institute staff will also help with the event.

Superintendent's Report 2018 Legislative Priorities

Mr. Cheeseman stated that he will send NCASA 2018 Legislative Priorities to board members via email once he receives an official draft of the five priorities which include: help school districts meet class size reduction mandate, enhance the new pay plan for school-based administrators, enhance state support for school district facilities, fine-tune school performance grades and accountability system, and enhance each district's ability to support their schools and students (i.e., forego the slated next round of budget cuts to the Central Office allotment for 2018-2019).

2018 Tier I Status

Mr. Cheeseman stated that County Manager Frank Heath has verified that Perquimans County has returned to Tier I status for the 2018-2019 school year. Unfortunately, the district was unable to apply for certain funding sources for the athletic complex due to the current Tier 2 status.

Board Chair's Comments

Chair Amy Spaugh thanked administrators for their informative presentations during the meeting.

Announcements

- Christmas and New Year's Holidays: December 21, 2017 through January 1, 2018 – Schools and Central Office closed
- Martin Luther King, Jr. Holiday: Monday, January 15, 2018 – Schools and Central Office closed
- Regular Board of Education Meeting: Monday, January 22, 2018 at 6:00 p.m., Central Office

Adjourn

There being no further business, the meeting was adjourned at 7:25 p.m.



Amy G. Spaugh, Board Chair



Matthew F. Cheeseman, Superintendent