

Perquimans County Board of Education  
Regular Session – January 29, 2018

The Perquimans County Board of Education met in regular session on Monday, January 29, 2018, 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, Ralph Hollowell, Leary Winslow and Arlene Yates were present.

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

Approval of Agenda

Upon motion by Anne White and second by Ralph Hollowell, the Board voted unanimously to approve the agenda, including the addition of a closed session prior to taking action on the Personnel Summary Report.

Good News

The Board recognized the following individuals for their outstanding accomplishments:

North Carolina Farm Bureau Ag in the Classroom Going Local Grant

Susan Perry – Agriculture Teacher, Perquimans County High School

Aquarium Scholars Mini Grant

Laura Duncan – First Grade Teacher, Perquimans Central School

North Carolina State Improvement Project Regional Coach for Reading

Carole Laughton Sykes – Exceptional Children's Program Specialist

National Board Certified Teachers

Laura Duncan – First Grade Teacher, Perquimans Central School

Darlene Gray – Exceptional Children's Teacher, Hertford Grammar School

Dee Winslow – Exceptional Children's Teacher, Hertford Grammar School

North Carolina School Boards Association Academy for School Boardsmanship 2016-2017

Dr. Anne White – Board Vice Chairperson

Leary Winslow – Board Member

Approval of Minutes

Upon motion by Dr. Anne White and second by Arlene Yates, the Board voted unanimously to approve the minutes of the December 18, 2017 regular session as presented.

Consent Agenda

Student Transfer Requests

Upon motion by Arlene Yates and second by Ralph Hollowell, 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 Dr. Anne White and second by Leary Winslow, the Board voted unanimously to move the Personnel Summary Report to the end of the agenda following the closed session.

Public Hearing / Requests from the Public

None

Unfinished Business

None

New Business

Finance

Budget Amendments

Finance Director Candy Tilley provided a detailed explanation for each item included in the proposed budget amendments. Upon motion by Arlene Yates and second by Dr. Anne White, the Board voted unanimously to approve State Public School Fund – Amendment #5, Capital Outlay Fund – Amendment #3, and Other Specific Revenue Fund – Amendment #4 as presented.

Financial Report

Mrs. Tilley presented the Financial Report for December 2017. Board members did not have any questions regarding the report.

Field Trip Requests

Out-of-State Field Trips

CTE Director Jill Cohen stated that the trip to Sumitomo, a welding company that makes gears, is part of a new program with College of The Albemarle in the Advanced Manufacturing Pathway. The trip to Chesapeake, Virginia, is scheduled for January 30th and 31st, 2018 and will be facilitated by Ms. Twine. A group of five girls will go to the company one day and a group of five boys will go the next day. When asked why the girls and boys are going separately, Ms. Cohen explained that there are female welders and male welders at this company and that gender specific trips would ease the students' ability to ask questions.

The trip to the 2017-2018 Virginia State VEX Robotics competition is part of the coding grant. Port Discover will pay for the trip. The competition will be held at Woodrow Wilson High School in Portsmouth, Virginia, on Saturday, February 3, 2018 and will be facilitated by Ms. Midgette.

Information about these trips was provided for information only. No action was needed.

Overnight Field Trips

Ms. Cohen stated that Ms. Perry, agriculture teacher at Perquimans County High School, will take a group of female students on an overnight field trip to North Carolina State University to attend the Women in Agriculture Program on February 19-20, 2018.

Perquimans County Middle School CTE students will travel to North Carolina A & T University for the Middle Grades Rally Competitions on March 8-9, 2018.

When asked about the number of students attending each overnight field trip, Ms. Cohen stated that approximately 23 middle school students will attend the competition on March 8-9, 2018 and five female students from the high school will attend the program on February 19-20, 2018. She also indicated that when transporting small groups of students to events such as the latter, renting a van is more cost effective for the district.

Upon motion by Anne White and second by Arlene Yates, the Board voted unanimously to approve the overnight field trip requests as presented.

## Reports / Updates

### 2017-2018 TIMS Transportation Audit

Transportation Director Jeff Miller reported that all aspects of the transportation operation are audited each year. The audit of the TIMS system, which is done state-wide each September, includes auditing hours, mileage, and student count. Students Transported - Perquimans County Schools audit rating was 137.4%. There are 1,165 students assigned to buses in our district. During the week audited, the district averaged 848 students. Variables involved in this include athletics (a.m. versus p.m. and athletic seasons), and yearly assignments (students assigned the year before are automatically assigned to a bus the following year). Total Bus Miles - Perquimans County Schools audit rating was 106.8%. Variables involved include bus notes each week, which affect mileage. Total Driver Hours - Perquimans County Schools audit rating was 99.4%, which Mr. Miller believed to be the highest rating ever received by the county. The state goal is 90%. The rating reflects the amount of time the system says it will take to complete a bus route compared to the actual time drivers report on their time sheets. Number of Buses Operated - Perquimans County Schools audit rating was 100%, noting that 28 buses out of 28 run each day.

Mr. Miller also reported that bus inspections were completed last week. There are approximately 400 things that the field consultant can write up in the report when school buses are inspected. A perfect score is zero; the state average is 40. The lowest score received during Mr. Miller's tenure to date was a 26; the highest score was a 58. This year, the district received a 16.3, which Mr. Miller attributed to the efforts of the transportation team. During the inspection, 10% of bus fleet is inspected, along with one activity bus.

### Bus Driver Perfect Attendance

Mr. Miller reported the following for perfect attendance: September - 25 drivers; October - 15 drivers; November - 19 drivers; and December - 25 drivers. There are currently nine drivers with perfect attendance for the year: PCS - Mary Williams and Erica Holley; HGS - Lillie White, Angela Hedgepeth, and Frances Jordan; PCMS - Faye Riddick; PCHS - Colleen Proctor and Janice Butts, who has 10 years of perfect attendance; and EC - Diana Moore.

Mr. Miller announced that February is Love the Bus Month and February 12-16 is Bus Driver Appreciate Week. Board members were invited to ride a school bus in the morning or afternoon, which Mr. Miller would arrange. Many district administrators are already scheduled to ride a bus during this week. In addition, the district Bus Roadeo is scheduled for Wednesday, April 11, 2018. More information will be forthcoming.

### HB 13 Class Size Update

Dr. Norris Parker reported the current HB 13 status: Kindergarten - 111 students, class size of 14 children; First Grade - 112 students, class size of 19 children; Second Grade - 126 students, class size of 10 children; and Third Grade - 138 students, class size of 9 children. This year the class size limit is 20 children per class. Next year, the class size limits are as follows: Kindergarten - 18; First Grade - 16; Second Grade - 17; and Third Grade - 17. Considerations for next school year include moving a co-teacher to First Grade in English Language Arts or moving a teacher pending enrollment. The district does not anticipate having to hire another teacher or build additional facilities with the current enrollment numbers.

### Revisions to 2017-2018 School Calendar

Due to the recent inclement weather in January, schools were closed on January 4<sup>th</sup> and 5<sup>th</sup>, and six optional workdays were added to the calendar. In addition, the following changes were made to the 2017-2018 school calendar:

- January 19<sup>th</sup> will change from an early release day to a full school day
  - January 22<sup>nd</sup> will change from an optional work day to a full school day
  - January 23<sup>rd</sup> will change from a required work day to a full school day
  - January 30<sup>th</sup> will change from a full school day to a required work day signifying the end of the first semester
  - March 28<sup>th</sup> will change from an early release day to a full school day
  - March 29<sup>th</sup> will change from an optional work day to a full school day
  - June 14<sup>th</sup> will become an optional work day (covering the weather day on January 4<sup>th</sup>)
  - June 15<sup>th</sup> will become an optional work day (covering the weather day on January 5<sup>th</sup>)
- In addition, January 18<sup>th</sup> and 19<sup>th</sup> changed from full school days to optional work days. No holidays have been impacted. Spring break has not been impacted.

According to state law, districts must provide 1,025 instructional hours. As of today, each school has the following number of hours: PCS – 1,045; HGS – 1,052; PCMS – 1,067; and PCHS – 1,072. As days/hours are made up in the calendar, there will be about 16 hours to add to each school's total hours. In addition, there is a 215-day calendar for 10-month employees. Depending on the decision to declare weather days or optional work days, optional days are added to the end of the calendar in the event days are declared weather days.

#### Athletic Complex Update

Maintenance Director Jim Davison stated that the land transfer is in progress and is expected to be complete soon. The private donor has decided to donate a building instead of money. The donor will construct the field house which means the district will be responsible for constructing a building for restrooms and concessions. The district is seeking donations for this 1,000 square foot building, which will cost approximately \$100 - \$150 per square foot. The Athletic Complex Design Committee will meet next week to hear updates on budget, design changes, and locations of buildings. Mr. Davison distributed a budget document that contained three columns: CHA's estimates, Mr. Davison's estimates, and actual proposals. Within five weeks, the district should know actual dollar amounts as pre-bid meetings are scheduled for the third week in February. Figures that are noted as "hard costs" are items that are assumed by the district, which include the grandstand, press box, concrete walkways, utilities and fencing around the football field. Mr. Davison spoke with Ms. Matthews, the county finance director, who will contact the state lottery office to confirm when the requested lottery funds might be available. Also, Mr. Davison is working with the architect on bid specs and plans to have a pre-bid meeting the third week in February.

Mr. Cheeseman stated the donor has opted to have an MOU drafted based on whether the project is done in a timely fashion, specifically by the end of 2018. If Phase I of the project is not complete by the end of the year, there is a reversal right. Attorney John Leidy is working with the donor's attorney on this document which should be received by the end of the week. If that is the case, there will be a special called meeting in the next ten business days for board members to consider the MOU. Mr. Davison noted that once the MOU is approved and the land is transferred, he will schedule a time to present a re-zoning application to the Hertford Town Council. Russell Lassiter expressed concern about the MOU, particularly about spending money on the project and the possibility of the land reverting back to the donor if the project is not complete by the end of the year. Leary Winslow expressed concern about the rate money is being spent in regard to the amount of money there is to spend on the project. Mr. Davison noted that once the bid packages are received, the district will know exactly where it stands as far as the budget for the project.

### Student Discipline Data

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

### State Board of Education Updates

2017 North Carolina Wells Fargo Principal of the Year Jason Griffin provided updates from the recent State Board of Education meeting which included the following:

- ESSA submitted and approved with corrections
- Roberta Scott appointed new advisor to State Board by NCSBA
- Perquimans County recipient of CTE Extension Grant
- Currituck County JP Knapp Early College was approved
- School Connectivity Report – Internet access for students at home
- Chronic Absenteeism – G.S. 115C-378 for definition
- New Teacher Contracts
- Teacher Preparation Programs – NCSU 100% passing rate on new assessments
- Restart Applications / Process – School in Lumberton first to be approved for Innovation School District
- Report on Bullying – Increase in cyberbullying
- Next SBOE Meeting January 31-February 1 – State-wide Strategic Plan

### Superintendent's Report

#### Personnel Changes

Personnel changes sometimes occur across the district due to mid-year retirements, relocations, etc., resulting in personnel changes during the school year.

#### Teacher Contracts

A draft version of a board policy regarding teacher contracts will be presented to the Board for review at the February meeting and for action at the March meeting. A Teacher Advisory Council meeting will be held on Wednesday, January 31, 2018 for all teachers who want to learn more about teacher contracts. Last Thursday, Perquimans hosted the regional superintendents' meeting to hear what other school districts in the region are doing or considering doing regarding teacher contracts.

#### Joint Education Steering Committee

There will be a Joint Education Steering Committee meeting on Tuesday, January 30, 2018 at 4:00 p.m. with Superintendent Cheeseman, Board Chairperson Amy Spaugh, Finance Director Candy Tilley, Maintenance Director Jim Davison, County Commissioner Chairman Wallace Nelson and County Manager Frank Heath to learn the Commissioners' thinking about a funding formula for the school district. Dr. Eddie West of The Masonboro Group presented information on this topic to the County Commissioners at their meeting on January 16, 2018.

#### 2018-2019 Budget

As the 2018-2019 budget season approaches, all directors were asked to submit their budget requests to Finance Director Candy Tilley by January 19, 2018, indicating budget needs for the new school year.

#### NC Star: School Improvement Plans

At the beginning of the school year, the Board approved the four local NC Star School Improvement Plans. In February and March, the Board will receive the mid-year review of the

plans in the form of short presentations from principals or their designees in regard to their progress on the School Improvement Plans for the year.

2018-2019 Transportation Goals

The district will look at potentially restructuring our transportation program. A taskforce/steering committee of parents and community members will be formed to hear their ideas and concerns regarding our transportation program. Mr. Cheeseman and Mr. Miller are looking at planning criteria, thinking innovatively in terms of what groups of students ride buses, what age groups are appropriate, and possibly employing bus monitors to ride on those buses to allow greater flexibility in terms of what age groups are on the buses.

Board of Education Site Visits

Mr. Cheeseman invited board members to make an appointment with him to visit our schools in February, either individually or two a time, to see the great teaching and learning that is happening across our district, as well as to see some of the items in action that the Board has approved such as i-Ready.

Announcements

Regular Board of Education Meeting: Monday, February 26, 2018 at 6:00 p.m., Central Office

Other

Dr. Anne White commented on acknowledging tragedies in board members' families with a card. She also mentioned the possibility of employees working from home in inclement weather situations. She recommended conducting a study on what other school systems across the United States are doing in these situations, such as "cyber days" for students.

Closed Session

Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted unanimously at 7:27 p.m. to enter closed session pursuant to General Statute § 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.

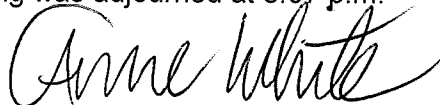
Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted unanimously to return to open session.

Personnel Summary Report

Upon motion by Ralph Hollowell and second by Arlene Yates, the Board voted unanimously to approve the Superintendent's recommendations regarding personnel items as presented in the Personnel Summary Report for January 29, 2018.

Adjournment

There being no further business, the meeting was adjourned at 8:07 p.m.



Dr. Anne White, Vice Chair



Matthew F. Cheeseman, Superintendent