

Perquimans County Board of Education
Regular Session – June 28, 2018

The Perquimans County Board of Education met in regular session on Tuesday, June 28, 2018, at 6:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members Amy Spaugh, Dr. Anne White, Ralph Hollowell, Russell Lassiter, Leary Winslow, and Arlene Yates were present.

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 Russell Lassiter, the Board voted unanimously to approve the agenda as presented, including the addendums.

Good News

The Board recognized the following individuals for their outstanding accomplishments:

Perquimans County Schools 2017-2018 Retirements

Name	Position	School	Retirement Effective Date	Years of Service in Perquimans County
Linda Godfrey	Data Manager	PCS	March 1, 2018	23 years, 6 months
Webb Jackson	Custodian	PCMS	June 1, 2018	28 years
Yvonne Lane	SN Assistant/Bus Monitor	PCHS	July 1, 2018	14 years
Diane Melton	Teacher	PCMS	July 1, 2018	2 years, 8 months
Amy Parker	Teacher	HGS	July 1, 2018	29 years, 8 months
Angela Rose	Teacher	PCMS	July 1, 2018	13 years
Denise Stallings	Teacher	PCHS	February 1, 2018	14 years, 6 months
Judy Wallace	Teacher Assistant	PCS	July 1, 2018	14 years, 5 months
Debbie Whedbee	Teacher Assistant/Bus Driver	PCS	July 1, 2018	30 years

Digital Teaching & Learning Grant Approved by State Board of Education

Martha Nixon – Chief Technology Officer

Years of Service on Perquimans County Board of Education

Ralph Hollowell – July 26, 2010 to June 30, 2018

Approval of Minutes

Upon motion by Dr. Anne White and second by Ralph Hollowell, the Board voted unanimously to approve the minutes of the May 29, 2018 regular session as presented.

Consent Agenda

Student Transfer Requests

Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted unanimously to approve the Superintendent's recommendations regarding student transfer requests for 2018-2019 as presented.

Public Hearing / Requests from the Public

None

Unfinished Business

Upon motion by Arlene Yates and second by Dr. Anne White, the Board voted unanimously to adopt revisions to Policy Code: 3101 Dual Enrollment as presented.

Upon motion by Ralph Hollowell and second by Arlene Yates, the Board voted unanimously to adopt the Fall 2017 Custom Policy Updates as presented.

Fall 2017 Legislative Policy Updates – Set 1

1510/4200/7270	School Safety
2310	Public Participation at Board Meetings
2400	Board Policies
2670 (New)	Business Advisory Council (Board adopted December 2017)
3230/7330	Copyright Compliance
3300	School Calendar and Time for Learning
3460	Graduation Requirements (Board adopted December 2017)
3530	Citizenship and Character Education
3540	Comprehensive Health Education Program
4040/7310	Staff-Student Relations
4240/7312	Child Abuse – Reports and Investigations
4600	Student Fees
6125	Administering Medicines to Students
6340	Transportation Service/Vehicle Contracts
6420	Contracts with the Board
6430	State Purchasing Requirements for Equipment, Materials and Supplies
6440	Local Purchasing Requirements for Equipment, Materials and Supplies
6442	Vendor Lists
6450	Purchase of Services
6560	Disposal of Surplus Property
7130	Licensure
7240	Drug-Free and Alcohol-Free Workplace
7410	Teacher Contracts (Board adopted March 2018)
7510	Leave
7530	Military Leave
7810	Evaluation of Licensed Employees
7900	Resignation
7930	Professional Employees: Demotion and Dismissal
7940	Classified Personnel: Suspension and Dismissal
8210	Grants and Funding for Special Projects
8510	School Finance Officer
9110	Use and Selection of Architects, Engineers, Surveyors, and Construction Managers At Risk
9115	Prequalification of Bidders for Construction Projects
9120	Bidding for Construction Work
9400	Sale, Disposal, and Lease of Board-Owned Real Property

The policies listed below had only minor changes to wording, legal references, and/or cross references.

1310/4002	Parental Involvement
1800	Governing Principle – Stewardship of Resources
3000	Goals and Objectives of the Educational Program
3220	Technology in the Educational Program
4155	Assignment to Classes
6520	Use of Equipment, Materials, and Supplies

Fall 2017 Legislative Policy Updates – Set 2 (Policies with Technical Changes Only)

1610/7800	Professional and Staff Development
3101	Dual Enrollment
3102	Online Instruction
3130	Grouping for Instruction
3200	Selection of Instructional Materials
3210	Parental Inspection of and Objection to Instructional Materials
3400	Evaluation of Student Progress
3405	Students at Risk of Academic Failure
3410	Testing and Assessment Program
3420	Student Promotion and Accountability
3430	School Improvement Plan
3450	Class Rankings
3640/5130	Student Voter Registration and Preregistration
4320	Tobacco Products – Students
5000	Schools and the Community
5026/7250	Smoking and Tobacco Products
6120	Student Health Services
6220	Operation of School Nutrition Services
6410	Organization of the Purchasing Function
6530	Resource Conservation
7130-R	Licensure
7325	Employee Use of Social Media
9010	Site Selection

New Business

Presentation – Beginning Teacher Support / Mentoring Program

Chief Human Resources Officer Mr. Oliver Holley presented a Power Point presentation on the Beginning Teacher Support Program, a required, three-year induction program for beginning teachers. The program is designed to help new teachers improve skills and build confidence to become successful educators through district support and building level assistance. Mr. Holley explained the five Beginning Teacher Support Program standards and the mentor selection, certification process and standards. The program is supplemented through partnerships with the State Employees Credit Union, Elizabeth City State University, NCAE, the New Teacher Support Program, East Carolina University, The Collaborative, and PENC. Mr. Holley also presented a calendar of meetings for beginning teachers and mentors as well as numerous professional development opportunities available during the school year. During the presentation, Mr. Holley and Mr. Cheeseman entertained questions from board members regarding the program. At the request of the Board, the Superintendent will identify a district administrator who will oversee making individual contacts with first year teachers to offer support and the opportunity to ask for help in areas in which the teacher needs help.

Board of Education

Board of Education Meeting Calendar for 2018-2019

Mr. Cheeseman noted one difference in the 2018-2019 proposed meeting calendar. He recommended meeting on August 20th, one week before school starts, which would allow the Board an opportunity to review personnel matters, potential hires, licensure issues, etc., before teachers are assigned to classrooms. Upon motion by Dr. Anne White and second by Arlene Yates, the Board voted unanimously to adopt the Board of Education meeting calendar for 2018-2019 as presented.

Representative for Perquimans County Schools Foundation Board

Upon motion by Dr. Anne White and second by Russell Lassiter, the Board voted unanimously to elect Leary Winslow to continue serving as the Board of Education representative on the Perquimans County Schools Foundation Board for 2018-2019.

Finance

Budget Amendments

Finance Director Candy Tilley thanked the Board for adjusting the board meeting date to allow time for the closeout of the fiscal year. She introduced Taylor Chappell, a graduate of Perquimans County High School who is a student at East Carolina University interning for a second year in the Perquimans County Schools Finance Department through the Golden Leaf Foundation. Mrs. Tilley also thanked her teammates—Sherry Tilley, Sonya Winslow, and Emily Midgett, as well as Annette Johnson and Taylor Chappell—for their work in closing out the fiscal year.

To gain experience in public speaking in a professional setting, Taylor Chappell provided a detailed explanation for each item included in the proposed budget amendments. Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted unanimously to approve State Public School Fund – Amendment #10; Local Current Expense Fund – Amendment #4; Federal Grants Fund – Amendment #5; Capital Outlay Fund – Amendment #7; and Other Specific Revenue Fund – Amendment #6 as presented. In regard to the Local Fund, Mrs. Tilley reminded the Board that \$240,000 of fund balance was appropriated at the beginning of the fiscal year; however, due to conservative efforts of the team, Mrs. Tilley projected that only \$190,000 will be used of the \$240,000 budgeted, with \$50,000 being returned to fund balance.

Continuing Budget Resolution 2018-2019

Taylor Chappell presented the Continuing Budget Resolution, the same budget resolution that was adopted last year, which will provide an operating budget until the new budget resolution is adopted for the 2018-2019 school year. Upon motion by Dr. Anne White and second by Leary Winslow, the Board voted unanimously to adopt the continuing budget resolution for 2018-2019 as presented.

Resolution Authorizing Perquimans County Schools to Engage in Electronic Payments

Upon motion by Russell Lassiter and second by Arlene Yates, the Board voted unanimously to adopt the resolution which authorizes Perquimans County Schools to engage in electronic payments; authorizes the Finance Officer to adopt a written policy outlining procedures for preauditing obligations that will be incurred by electronic payments; and authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as presented.

School Nutrition

School Nutrition Director Shirley Pelletier presented the proposed School Nutrition bids for August 1, 2018 through July 31, 2019 for food & supplies, milk, bread and water/juice to be provided to the School Nutrition Program for the upcoming school year. Upon motion by Dr. Anne White and second by Arlene Yates, the Board voted unanimously to approve the 2018-2019 School Nutrition bids as presented. Dr. Anne White commended Mrs. Pelletier for her service as the North Carolina School Nutrition Director for the 2017-2018 school year.

Innovation and Policy

Innovation and Policy Director Cynthia Perry presented the North Carolina Prayer Certification and Single Set of Assurances for ESEA and ESSA. Upon motion by Ralph Hollowell and second by Arlene Yates, the Board voted unanimously to authorize Superintendent Matthew Cheeseman as the Perquimans County Board of Education's fiscal agent in applying for federal funds from the U.S. Department of Education for the 2018-2019 school year as presented.

Maintenance

Maintenance Director James Davison presented the proposed Capital Outlay projects for 2018-2019. He explained the County funded \$475,000 for Capital Outlay for 2018-2019. Of that, \$160,000 is for the 1:1 technology initiative. Mr. Davison proposed the following items be completed during the 2018-2019 school year: PCS HVAC Replacement (office area) \$25,000; HVAC Controls System Upgrades \$150,000; Engineering Fees \$10,000; Desks & Chairs Replacement at PCHS \$40,000; Vehicle Replacement \$45,000; and Fire Truck (6-year lease) \$7,000, totaling \$437,000, including the 1:1 initiative, leaving a balance of \$38,000 for contingency. Mr. Davison fielded questions from board members regarding items proposed for completion during 2018-2019. Upon motion by Dr. Anne White and second by Arlene Yates, the Board voted unanimously to approve the recommended Capital Outlay projects for 2018-2019 as presented. Dr. White voiced her appreciation for the improvements made at the high school as far as removing dead landscaping and cleaning up the eco-literacy gardens.

Reports / Updates

Athletic Complex

Mr. Davison presented a Power Point containing aerial photos illustrating the progress of the site work at the athletic complex. Work completed and/or in progress includes retention ponds, erosion controls, field prep, north end drain elevations set to catch basins, water lines marked, and building pads in place with plumbing and electrical going in next week. Over the next three

weeks, there will be a lot of work done at the site including installation of sprinkler systems, sod, pad for grandstands, lighting poles, grandstands, press box, fencing, electrical, sewer, storm water, and more excavating. Mr. Cheeseman noted that Lifetouch will fund the football scoreboard, game clocks, and detail the complex with wind screens and banners, with no contract expected, all of which are valued at approximately \$20,000-\$25,000. Mr. Davis answered questions asked by board members regarding the work site.

Policy Watch

Innovation & Policy Director Cynthia Perry shared educational highlights from Session Law 2017-5 (formerly SB99), "Current Operations Appropriations Act of 2018." Some of the highlights of the legislation included Needs Based School Capitol Fund, Allotment Adjustment: Children with Disabilities and Gifted Children, Small County School System Supplement, School Safety Grants Program, Part VIII Salary Schedules, Bus Driver Pay Increase, Bonuses for Career Teachers and Bonuses for Classroom Teachers, just to name a few.

Mr. Winslow asked a question about a policy change at the middle school regarding Math I students and how their test scores are applied to the school report card. Chief Academic Officer Dr. Norris Parker addressed the question, noting this is the first year this policy will take effect. According to the state, about 44% of 8th graders have taken NC Math I. As a result, the state has decided not to double test those 8th graders. Every 8th grader who takes Math I does not take the 8th grade end-of-grade math test. NC Math I will be counted at the middle school and NC Math III, which students will take in 11th grade, will be the high school math score. This does not apply to 7th graders as 7th graders taking Math I will take the 7th grade end-of-grade math test. This change will affect the scores because in years past, those students were double tested as the majority of those students taking NC Math I passed the end-of-grade math test.

Student Discipline Data

Assistant Superintendent Mr. James Bunch presented the student discipline data for the month of June. He pointed out that the reportable offenses decreased from twelve in 2016-2017 to nine in 2017-2018. He also mentioned some interesting facts that he gathered from Educators Handbook regarding when reported discipline incidents occur at each school. The goal is to reduce reportable offenses and suspensions each year and the number of days associated with student suspensions.

Superintendent's Report

Teacher Working Conditions Survey Results

Mr. Cheeseman reported that 100% of Perquimans County Schools teachers responded to the 2018 state-initiated survey. The school district conducts a local survey during the odd years. Mr. Cheeseman will email to board members the link containing the survey results.

Dollar General Literacy Foundation – Summer Reading on the Roll

The Summer Reading on the Roll program is a collaborative effort between Perquimans Central School, Perquimans County Title I Program and the Chowan/Perquimans Smart Start funded through a generous grant from the Dollar General Literacy Foundation. According to Lead Teacher Dani White, the program will begin on Tuesday, July 10, 2018 and run through August 14th. The bus will stop in the community at Wynne Fork Court, Meads Mobile Home Park, Stokes/King Street and Perquimans Central School. During the stops there will be story time, learning games, free books and snacks. There will also be door prizes including gift certificates to Dollar General. She invited board members to participate in the summer reading program.

NC State Superintendent's Quarterly Meeting Update

Mr. Cheeseman recently attended the State Superintendent's Quarterly Meeting in Asheville, as well as the Small Schools Consortium meeting, where he received information regarding salary scales, school allocations, bonuses, school safety funding and ESSA/accountability measures. During the meeting, he received information on the 2018 Education Laws and Appropriations Act of 2018, which he will email to board members for their review.

2018-2019 PQ Superintendent's Leadership Cohort II

During the new school year, Mr. Cheeseman will revisit the Superintendent's Leadership Cohort, providing staff an opportunity to participate in eight sessions to talk about administrative work.

2018-2019 Convocation: August 20, 2018

The annual Convocation will take on a different look this year with six, 25-minute information sessions for staff to attend to gain valuable information on human resources, finance, cultural instruction, poverty, race equity, school policies, and education law. Also at Convocation, the 2018-2019 Teacher of the Year for Perquimans County Schools will be announced.

NCSBA Annual Conference: November 12-14, 2018

The annual conference of the North Carolina School Boards Association will be held November 12-14, 2018 at the Sheraton Koury Convention Center in Greensboro.

Other

Mr. Cheeseman recognized School Nutrition Director Shirley Pelletier for her service as the State School Nutrition Director for the school year, representing Perquimans County Schools and the northeast region in an exemplary manner.

The dates for Core Training (School Board 101) will be emailed to board members. The NCSBA District I meeting will be held on Wednesday, September 5, 2018.

Board Chair's Comments

Mrs. Spagh thanked everyone for a great school year and for all their good work.

Announcements

- Special Board of Education Meeting: Monday, July 2, 2018 at 5:00 p.m., Central Office
The purpose of this meeting will be to administer the oath of office for newly-elected and re-elected board members and to elect the Board Chair and Board Vice-Chair.
- Regular Board of Education Meeting: Monday, July 23, 2018 at 6:00 p.m., Central Office

Closed Session

Upon motion by Ralph Hollowell and second by Arlene Yates, the Board voted unanimously at 7:47 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 unanimously at 10:25 p.m. to return to open session.

Prior to taking action on the Personnel Summary Report, Board Member Russell Lassiter recused himself as a family member was being considered for an appointment.

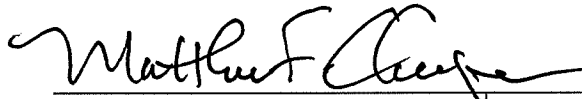
Upon motion by Dr. Anne White and second by Leary Winslow, the Board voted unanimously to approve the Superintendent's recommendations included on the Personnel Summary Report and addendum and Teacher Contract list as presented.

Adjournment

There being no further business, the meeting was adjourned at 10:27 p.m.



Dr. Anne White, Board Chair



Matthew F. Cheeseman, Superintendent