

Perquimans County Board of Education
Regular Session – November 27, 2017

The Perquimans County Board of Education met in regular session on Monday, November 27, 2017, at 6:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members Amy Spaug, Anne White, Russell Lassiter, Leary Winslow and Arlene Yates were present. Ralph Hollowell was absent.

Board Chair Amy Spaug called the meeting to order. Arlene Yates led the audience in reciting the Pledge of Allegiance. Leary Winslow 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, including the addendums.

Good News

- Bright Ideas Grant

Connie Ashley, Helen Lane, Heather Rountree – Perquimans Central School
Michelle Swinney – Perquimans County Middle School

- North Carolina Positive Behavior Intervention and Support Initiative

2016-2017 Model School – Perquimans Central School
2016-2017 Green Ribbon School – Hertford Grammar School

- NCDPI Growth Award Certificates

2016-2017 NC Academic Growth Award – Hertford Grammar School
2016-2017 NC Academic Growth Award – Perquimans County High School

Approval of Minutes

Upon motion by Anne White and second by Leary Winslow, the Board voted unanimously to approve the minutes of the October 23, 2017 regular session and the October 18, 2017 Board Retreat as presented.

Consent Agenda

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.

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, including the addendum.

Public Hearing / Requests from the Public

None

Unfinished Business

Board Policies

It was the consensus of the Board to table action on Policy 2670 Business Advisory Council (new) until a question regarding the composition of the council is resolved.

Upon motion by Arlene Yates and second by Leary Winslow, the Board voted unanimously to adopt Policy 3460 Graduation Requirements as revised.

New Business

Finance

Financial Statements for Year Ending June 30, 2017

Donna H. Winborne presented the financial statements for the Perquimans County Board of Education for year ending June 30, 2017. She stated that the statements received an unmodified opinion, the highest level that can be received. She also noted that no management letter was issued this year. She referred to several exhibits in the audit, one being the balance sheet for governmental funds. She noted that under the Local Current Expense (General) Fund, the unassigned fund balance as of June 30, 2017 is \$159,764. The amount appropriated for the current year is \$240,225, and \$92,620 reserved by state statute, with the total Fund Balance being \$492,609. Although there was a net change of \$97,570 in the fund balance amount, the unassigned fund balance decreased. There was one finding regarding compliance with the Gfellar-Waller Concussion Awareness Act; however, progress is being made toward 100% compliance with this requirement. Mrs. Winborne noted that corrective actions have been taken and Gfellar-Waller Concussion Awareness Act procedures have been adopted. Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted unanimously to accept the auditor's report of the financial statements of the Perquimans County Board of Education for year ending June 30, 2017 as presented.

Budget Amendments

Finance Director Candy Tilley provided a detailed explanation for each item included in the proposed budget amendments. Upon motion by Leary Winslow and second by Arlene Yates, the Board voted unanimously to approve the State Public School Fund – Amendment #3, Capital Outlay Fund – Amendment #2; and Other Specific Revenue Fund – Amendment #3 as presented.

Financial Report

Mrs. Tilley presented the Financial Report for October 2017 and noted that the budgets are on target for this point in the school year.

School Health Advisory Council Action Plan 2017-2019

Assistant Superintendent James Bunch presented the School Health Advisory Council Action Plan for 2017-2019. Following the presentation, a question was asked about the number of staff that are CPR certified. A survey will be done and the information communicated to the Board. In response to a question about AEDs, Mr. Bunch stated that AEDs are located in every facility and our nurses monitor them. Also, there was discussion about addressing the topic of concussion in the plan, particularly since it was mentioned in the auditor's report. It was the consensus of the Board to table action on the plan until next month to allow the council members to reconvene and address the topic of concussion in the plan.

Overnight Field Trip

Hertford Grammar School Principal Jason Griffin presented information regarding the proposed overnight field trip for 5th graders to Washington, D.C. on March 27-28, 2018. When asked about incomplete items and items that were marked through on the request form, Mr. Griffin noted that those items will be completed and corrected once the Board approves the request and the number of participants is determined. There are two options for parents this year: (1) parents that wish to attend to chaperone only their student; and (2) parents that wish to attend and chaperone other students whose parents are unable to attend. Fundraisers will be scheduled so that parents will not have to pay out-of-pocket for the trip. Students will not be denied this opportunity due to funding. Upon motion by Anne White and second by Arlene Yates, the Board voted unanimously to approve the overnight field trip to Washington, D.C. as presented.

PCHS Grade Level Promotion Requirements

Perquimans County High School Principal Wayne Price presented information regarding the proposed grade level promotion requirements. He stated the purpose of the Career and College Promise program is for students to have the opportunity to graduate from high school with an associate's degree from a community college. According to College of The Albemarle, students must be classified as a junior to take college classes. With the current grade level requirements, students cannot begin taking college classes until the beginning of their junior year. By changing the current grade level promotion requirements, students can be considered a junior and begin taking college classes their second year of high school. The proposed class requirements are as follows: 9th grade to 10th grade: pass a total of six courses; 10th grade to 11th grade: pass a total of 12 courses; 11th grade to 12th grade: pass a total of 20 courses. Principal Price discussed the Career and College Promise requirements, including test score requirements, presented student scenarios, and outlined student pathways. Following a brief discussion, the Board took the following action. Upon motion by Leary Winslow and second by Anne White, the Board voted unanimously to approve the Perquimans County High School grade level promotion requirements as presented.

Application for Lottery Funding

Director of Maintenance Jim Davison presented information regarding the application for lottery funding for bleachers, press box and foundation for the athletic complex. The request for lottery funding in the amount of \$274,771.00 is to purchase a 1,000-seat stadium, an 8' x 30' press box, and the foundation that goes underneath the bleacher system. It was noted that lottery funds cannot be used for people (salaries), only building/construction projects (fixed assets). In addition, lottery funds cannot be used for all of the capital needs the district requests. Upon motion by Anne White and second by Leary Winslow, the Board voted unanimously to approve the application for lottery funding as presented.

Reports / Updates

Athletic Complex

Director of Maintenance Jim Davison presented the proposed master plan for the Perquimans County High School Athletic Complex. Mr. Davison noted that the land transfer from Dr. Nixon has been initiated. On December 13th, Mr. Davison, Mr. Cheeseman and Dr. Nixon will meet to discuss the details of the land transfer and the athletic complex. Phase I of the project consists of the football field, part of the clubhouse, south parking lot, lighting, grandstands, concrete sidewalks around the football field, irrigation system, and visitor seating. The field house is currently in the design phase with a local contractor and property surveys have been completed. Mr. Davison has met with the Town of Hertford regarding utilities and discussed putting the powerlines underground. He is working with the architect to create two bid specs for field

lighting, one for LED and the other for metal halide. In addition to the bid specs, he requested the pros and cons, the cost and cost savings of using LED lighting versus metal halide.

PCMS Traffic Lights

Mr. Davison stated the state traffic engineer conducted a survey of all of our schools to determine what needs to be done, what the state is going to do, and how much it is going to cost. There will be no cost to the school district. Mr. Davison is waiting on approval from Town Manager Brandon Shoaf since the speed limit will affect one of the town roads. The state will be moving the speed limits back to allow for an actual reduced speed limit for our schools. When approved, the speed modifications will go into effect immediately and the school signs will be painted on the roadway in the next 30 to 45 days. Upon motion by Russell Lassiter and second by Leary Winslow, the Board voted to approve the transportation plan as presented, with one dissenting vote by Dr. White.

Science Laboratory Upgrades

Mr. Davison is working with DPI on the science laboratory upgrades for Perquimans High School and Perquimans Middle School. After submitting, revising and resubmitting the plans, there are two general discrepancies and one code discrepancy. The discrepancies will be clarified and the plans resubmitted this week. Once DPI approves the plans, the district will move forward on pricing and engineering.

Stuff the Bus

Perquimans County Schools will be collecting new toys, new clothes, and personal hygiene products for children ages birth to 18 on December 9th and 16th at Walmart in Elizabeth City. The first event that was held on November 11th was highly successful. Mr. Cheeseman invited the board to attend the event, which begins at 10:00 a.m. and ends at 2:00 p.m. High school band members will be playing holiday music at the next event. Mr. Cheeseman credited Mrs. Yates for her thinking to assist children in our schools.

Coding and Mobile App Development Grant

Director of Innovation and Grants Mrs. Cynthia Perry announced that she and Jill Cohen worked on the Coding and Mobile App Development Grant. They received notification on November 15th of the grant award in the amount of \$22,500 to bring coding and mobile app development into the schools. The addition of this grant represents a 38% increase in the amount of money available for the CTE program. The program will begin at the middle school and feed into the high school. There are a number of local partners including the Chamber of Commerce, Kevin Roberts (Eure Seed Company), Port Discover, East Carolina University, NCSSM, College of The Albemarle, and Perquimans Farm Bureau. The curriculum and equipment will come from Rokenbok Education, which provides state-of-the-art STEM learning equipment and curriculum for science and technology in schools. There will be professional development sessions with The Friday Institute, as well as through Rokenbok, ECU and NCSSM. Mr. Cheeseman added that very few schools in North Carolina received this grant.

Student Discipline Data

Assistant Superintendent Mr. James Bunch presented the student discipline data for the month of November. Mr. Bunch attributed the positive trends to expectations. Typically, September and October are higher months than others regarding discipline.

Superintendent's Report

Board of Education/Board of Commissioners Joint Education Steering Committee

Last month, the district hosted the quarterly meeting of the Joint Education Steering Committee between the Board of Education and Board of County Commissioners. Mrs. Spaugh and Mr. Cheeseman met with County Manager Frank Heath and County Commissioner Wallace Nelson. During that meeting, the topics of athletic complex, fiscal impacts of Title I and Title II, and HB13 were discussed.

2017-2018 Funding Formula

On Tuesday evening, January 16, 2018, at 7:00 p.m., during the County Commissioners work session, the Masonboro Group will provide a presentation to the County as was presented to the Board of Education on October 18th during the board retreat. The request for this presentation came from the County. Dr. Eddie West and his associates will be at the meeting to do the presentation. Board members are not required to attend, but are welcome to be in the audience for the presentation. The results of the survey of LEAs in the region indicated that only Currituck County Schools utilizes a funding formula with their county.

Teacher Contracts

Mr. Winslow and Mr. Cheeseman attended a session at the board conference regarding teacher contracts. Mr. Holley and Mr. Cheeseman will present information to the board in the next 30 to 60 days as to what the 1-, 2- and 4-year offering will look like to put into policy.

Title IV SSAE Grant

The district has earned \$16,358 which will be used at Perquimans Middle School in the area of safe and healthy schools. An interest meeting was held recently that was well attended and supported. The programs will target drug and alcohol prevention, suicide prevention and awareness, and mental health services and assessments.

CCIP Application

In regard to Title I, Title II, Title IV, and RLIS funding, none of these were sent to us at one time; however, the application cannot be submitted until all are complete. Mr. Cheeseman and Mrs. Perry reviewed the details of the application and Mrs. Perry is working diligently to complete these applications as quickly as the state sends them to the district. The application will be submitted tomorrow and the funds should be available soon.

NERESA Fall Leadership Conference

The NERESA Fall Leadership Conference was held November 8-9, 2017 in Kitty Hawk. Principals, assistant principals, deans, and other administrators attended this professional development opportunity in the area of leadership. Mr. Jason Griffin, the Wells Fargo 2017 North Carolina Principal of the Year, did a presentation at the conference and highlighted the great things that are happening in our district.

NCSBA Annual Conference

Mr. Leary Winslow and Dr. Anne White attended the NCSBA conference along with Mr. Cheeseman. Mr. Griffin again had the honor of being a guest speaker for the 1,000 participants in attendance, sharing how every child needs a super hero in the classroom.

Other

There will be a ribbon cutting at Perquimans County Middle School on December 14th at 4:30 p.m. to officially open the greenhouse. Board of Education members and County Commissioners will receive a special invitation to attend this event.

HB13

Chief Academic Officer Dr. Norris Parker stated that Perquimans County Schools is in compliance with HB13. He created a spreadsheet that replicated the state formula. As of today, there are 113 Kindergarten students, 111 first grade students, 127 second grade students, and 138 third grade students. HB13 class sizes are 14 for Kindergarten, 18 for first grade, 11 for second grade, and 9 for third grade. The data dump occurred on October 31st without any problems. In looking ahead and planning for the 2018-2019 school year, class sizes will be 18 students for Kindergarten, 16 students for first grade, 17 students for second grade, and 17 students for third grade. If the number of students remains the same and scheduling remains the same, one first grade position will need to be added to remain in compliance. A meeting is scheduled for data managers regarding Educators Handbook / Power School on November 28, 2017 at 10:00 a.m. Mr. Cheeseman noted the extra position that might be needed is not funded by the state. Because of this, he will be looking at certifications and how personnel are used.

Announcements

- Regular Board of Education Meeting: Monday, December 18, 2017 at 6:00 p.m., Central Office
- Christmas and New Year's Holidays: December 21, 2017 through January 1, 2018 – Schools and Central Office closed

Adjourn

There being no further business, the meeting was adjourned at 7:45 p.m.

 12-18-17

Amy G. Spaug, Board Chair

 12-19-17

Matthew F. Cheeseman, Superintendent