

Perquimans County Board of Education  
Regular Session – November 28, 2016

The Perquimans County Board of Education met in regular session on Monday, November 28, 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. Anne White 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 as presented.

Special Recognitions

Superintendent Cheeseman recognized three staff members who successfully renewed their National Board for Professional Teaching Standards Certification—Ginny Ambrose, 3<sup>rd</sup> Grade Teacher at Hertford Grammar School; Trisha Brickhouse, Dean of Students at Hertford Grammar School; and Amy Craddock, Math Educator at Perquimans County High School.

Mr. Cheeseman recognized Perquimans County High School students who competed recently in the HOSA District I Competition—Jessicah Brown, 1<sup>st</sup> Place Extemporaneous Health Poster; Toni Woodward, 3<sup>rd</sup> Place Medical Terminology; Madison Loftis, 2<sup>nd</sup> Place Researched Persuasive Speaking; Tylar Workman, McKenzie Twine, Jarod Johnson, 1<sup>st</sup> Place Team Creative Problem Solving; Jenna O’Neal and Taylor Garcia, 4<sup>th</sup> Place Health Career Display; Jensen Hunter and Gabrielle Corprew, 5<sup>th</sup> Place Health Career Display; Amanda Pulley, 1<sup>st</sup> Place Extemporaneous Writing; and William David Byrum, 2<sup>nd</sup> Place Extemporaneous Writing.

Approval of Minutes

Upon motion by Leary Winslow and second by Arlene Yates, the Board voted to approve the minutes of the October 24, 2016 regular session and the October 5, 2016 board retreat as presented.

Consent Agenda

Upon motion by Anne White and second by Russell Lassiter, the Board voted to approve the Superintendent’s recommendations on the Student Transfer Report for November 28, 2016 as presented.

Upon motion by Russell Lassiter and seconded by Leary Winslow, the Board voted to adopt the revised resolution for awarding a contract to Systel for copiers/network printers for Perquimans County Schools as presented.

Public Hearing / Requests from the Public

None

Board Committee Reports

Board members provided committee reports as follows: Russell Lassiter – Finance Committee; Amy Spaugh – Personnel Committee; Leary Winslow – Operations Committee; and Assistant Superintendent James Bunch – Curriculum & Instruction Committee.

### Unfinished Business

Upon motion by Ralph Hollowell and second by Leary Winslow, the Board voted to adopt the following policies related to construction contracts and changes orders: Policy 6420 Contracts with the Board; Policy 9030 Facility Construction; Policy 9120 Bidding for Construction Work; and Policy 9130 Supervision of Construction Contracts as provided in a special policy update from the North Carolina School Boards Association.

### New Business

#### School Improvement Plans

Principal Melissa Fields presented the School Improvement Plan for Perquimans County High School for 2016-2017. Mrs. Fields entertained questions and comments from board members during and following the presentation. Upon motion by Anne White and second by Arlene Yates, the Board voted to approve the School Improvement Plan for Perquimans County High School as presented.

Principal Laura Moreland presented the School Improvement Plan for Perquimans County Middle School for 2016-2017. Mrs. Moreland entertained questions and comments from board members during and following the presentation. Upon motion by Leary Winslow and second by Ralph Hollowell, the Board voted to approve the School Improvement Plan for Perquimans County Middle School as presented.

Principal Jason Griffin, Dean of Students Trisha Brickhouse, and Literacy Coach Ashley Barrow presented the School Improvement Plan for Hertford Grammar School for 2016-2017. The Hertford Grammar School Team fielded questions and comments from board members during and following the presentation. Upon motion by Arlene Yates and second by Leary Winslow, the Board voted to approve the School Improvement Plan for Hertford Grammar School as presented.

Principal Bonita Jones presented the School Improvement Plan for Perquimans Central School for 2016-2017. Mrs. Jones fielded questions and comments from board members during and following the presentation. Upon motion by Leary Winslow and second by Arlene Yates, the Board voted to approve the School Improvement Plan for Perquimans Central School as presented.

### Finance

#### Budget Amendments

Director of Finance Candy Tilley explained in detail the proposed budget amendments. Upon motion by Leary Winslow and second by Russell Lassiter, the Board voted unanimously to approve the State Public School Fund – Amendment #3; Local Current Expense Fund – Amendment #1; Federal Grants Fund – Amendment #2; and Trust/Agency Fund – Amendment #1 as presented.

#### Financial Report

Mrs. Tilley explained in detail each of the six budgets in the financial report for the month of October.

#### Resolution

Upon motion by Leary Winslow and second by Arlene Yates, the Board voted to adopt a resolution regarding the designation of Candy Tilley, primary agent for Perquimans County Schools, and Matthew Cheeseman, secondary agent for Perquimans County Schools, to

execute and file applications for federal and/or state assistance with the North Carolina Division of Emergency Management as presented.

#### Overnight Field Trips

Principal Jason Griffin presented the proposed 5<sup>th</sup> Grade trip to Washington D.C. scheduled for March 22-23, 2017. Principal Melissa Fields presented the proposed HOSA Leadership Conference trip to Greensboro, N.C., scheduled for March 29-April 1, 2017. Upon motion by Arlene Yates and second by Ralph Hollowell, the Board voted to approve the overnight field trips to Washington, D.C. and Greensboro, N.C. as presented.

#### Day Treatment Services Agreement

Upon motion by Leary Winslow and second by Arlene Yates, the Board voted to enter into an agreement with Pride in North Carolina, Inc. to provide residential day treatment services as presented by Assistant Superintendent James Bunch.

#### Reports / Updates

##### AdvancED Visit – PCMS

Principal Laura Moreland reported that Perquimans County Middle School was recommended for accreditation after an AdvancED accreditation team visit on November 16-17, 2016.

##### North Carolina State Improvement Project (NCSIP)

EC Specialist Carole Suter informed the Board that Perquimans County Schools has been a part of NCSIP since 2007. After reapplying for funding this past school year, the district learned in October that it was awarded funding as a network site, receiving the highest amount awarded in the region, \$10,000. Of that amount, 90% goes toward professional development for reading and math programs. At the district level, an NCSIP Advisory Team meeting was held on November 16<sup>th</sup> to look at the planning template, which was submitted November 23<sup>rd</sup>.

##### Every Student Succeeds Act (ESSA)

As a part of the coursework for his Ed.S. degree at East Carolina University, Principal Jason Griffin presented a PowerPoint presentation regarding the Every Student Succeeds Act (ESSA). The presentation included history, leadership theory, organizational theory, implementation timeline, and initial draft plan for ESSA. He also presented information about state accountability, assessments, elementary, middle and high school accountability models, as well as schools requiring intervention, subgroup reporting provisions, and communication for success of ESSA.

##### Student Discipline Data

Assistant Superintendent James Bunch presented the student discipline data for the month of November.

##### Bus Driver Perfect Attendance

Transportation Director Jeff Miller announced that there were 21 bus drivers with perfect attendance for the month of October, and 14 with perfect attendance to date for this school year. In addition, he noted that Mae Belle Leigh has had perfect attendance for 4 years to date and Janice Butts for 8 years to date.

##### Superintendent's Report

Superintendent Cheeseman stated that he attended the Next Generation Superintendent Development Program on November 2-3, 2016, the first of three Next Generation sessions he will attend this school year along with approximately 20 other superintendents. He, along with

principals and other district staff, attended the NERESA Fall School Leadership Conference on November 9-10, 2016, where he presented a session on the CIWP logic model. Mr. Cheeseman also attended the NCSBA Annual Conference for Board Member Development on November 16-17, 2016 with Board Chair Amy Spaugh and Vice Chair Anne White.

During the NCSBA Conference, Mr. Cheeseman had an opportunity to hear from North Carolina State Superintendent-Elect Mark Johnson who shared information about his vision for working with school districts.

At the NCSBA Conference, Mr. Cheeseman gathered business cards from potential architects and lighting companies for the Perquimans County High School Athletic Complex. In December or January, RFPs will be sent out to architects and lighting companies. The target date for completion of the football field is August 2018.

Via the Deliverology Team, Mr. Cheeseman explained how supports are put together and taken to those who need the supports which are provided onsite. Action items are created, people are assigned to the tasks, and deadline dates are established to complete the tasks.

In response to a question posed at the last board meeting, Mr. Cheeseman referred to Policy 7550 Absences Due to Inclement Weather regarding the six options that employees have on a day that employees have the option to report for a workday but pupils are not required to attend school due to inclement weather. According to the policy, If an employee elects to make up time, it must be at a mutually agreed upon time between the employee and the immediate supervisor.

Mr. Cheeseman shared a letter he composed to send to Town Manager Brandon Shoaf regarding the opportunity to purchase the available fire truck for \$45,000 from the Town of Hertford. Mr. Cheeseman proposed that the Board of Education commit \$3,000 of funding by December 15, 2016 as an initial down payment for the fire truck. The remaining balance of \$42,000 would be paid to the Town of Hertford in six annual installments of \$7,000 each on or before July 30<sup>th</sup> each year. Upon motion by Ralph Hollowell and second by Leary Winslow, the Board voted to purchase the available fire truck from the Town of Hertford according to the terms outlined in the letter to Town Manager Brandon Shoaf as presented.

#### Board Chair's Comments

Mrs. Spaugh shared with the Board the opportunity for board members to participate in the Hertford Christmas Parade on December 3<sup>rd</sup>.

Mrs. Spaugh encouraged board members to follow a case regarding prayer at public meetings which will be heard soon by the Fourth Circuit Court of Appeals.

Mrs. Spaugh and Dr. White presented a synopsis of information they learned at the recent NCSBA Conference in Greensboro.

#### Announcements

The regular Board of Education meeting will be held Monday, December 19, 2016, at 6:00 p.m. at the Board of Education Building.

Closed Session

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

Upon motion by Ralph Hollowell and second by Anne White, the Board voted to approve the Superintendent's recommendations regarding the personnel items in the Personnel Summary Report for November 28, 2016 as presented.

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

  
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Amy G. Spaugh, Board Chair

  
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Matthew F. Cheeseman, Superintendent