

**PERQUIMANS COUNTY BOARD OF EDUCATION
HERTFORD, NORTH CAROLINA 27944**

SPECIAL SESSION – BOARD OF EDUCATION
MONDAY, JUNE 25, 2012 AT 5:30 P.M.
BOARD OF EDUCATION BUILDING

Members in Attendance:

Chair

Arlene Yates _____

Vice Chair

Amy Spaugh _____

Susan Cox _____

Ralph Hollowell _____

Walter Leigh _____

Wallace Nelson _____

AGENDA

I. Call to Order / Pledge of Allegiance

II. Approval of Agenda

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

III. Old Business

IV. New Business

V. Closed Session

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To enter closed session pursuant to N.C.G.S. 143-318.11(a)(6) regarding personnel matters.

Return to Open Session

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

VI. Announcements

A. Perquimans County Board of Education Regular Session, Monday, June 25, 2012, at 7:00 p.m.
at the Central Office

B. Other

VII. Adjournment

***Perquimans County Board of Education
Hertford, North Carolina***

Agenda

June 25, 2012

**PERQUIMANS COUNTY BOARD OF EDUCATION
HERTFORD, NORTH CAROLINA 27944**

REGULAR SESSION – BOARD OF EDUCATION
MONDAY, JUNE 25, 2012 AT 7:00 P.M.
BOARD OF EDUCATION BUILDING

Members in Attendance:

Chairperson

Arlene Yates _____

Vice Chairperson

Amy Spaugh _____

Susan Cox _____

Ralph Hollowell _____

Walter Leigh _____

Wallace Nelson _____

AGENDA

I. Call to Order / Pledge of Allegiance

II. Special Recognitions

A. Employees of the Month – June 2012

Emily Midgett – Bookkeeper

Yvonne Stallings – Bookkeeper

Sherry Tilley – Payroll Clerk

B. Outgoing Board of Education Member

Amy G. Spaugh – Service to Perquimans County Schools: July 28, 2008 to June 30, 2012

III. Approval of Minutes (*Attachment #1*)

A. Regular Meeting – Monday, May 21, 2012

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

B. Special Session (Personnel) – Tuesday, May 29, 2012

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

C. Special Session (Personnel) – Wednesday, June 13, 2012

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

IV. Approval of Agenda

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

V. Consent Agenda

A. Consideration of Student Transfer Requests (*Attachment #2*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve the Superintendent's recommendations regarding student transfer requests as presented.

B. Consideration of Personnel Summary Report (*Attachment #3*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve the Superintendent's recommendations regarding personnel items as presented.

VI. Public Hearing / Requests from the Public

VII. Old Business

A. Consideration of Board Policy Updates and New Policies (*Attachment #4*)

Fall 2011 and Spring 2012 Updates

1010	Board Authority and Duties
1310/4002	Parental Involvement
1320/3560	Title I Parent Involvement
1510/4200/7270	School Safety
1510/4200/7270-R	Responding to Bomb Threats
1610/7800	Professional and Staff Development
1710/4021/7230	Prohibition Against Discrimination, Harassment and Bullying
1720/4015/7225	Discrimination, Harassment and Bullying Complaint Procedure
1730/4022/7231	Nondiscrimination on the Basis of Disabilities
2123	Board Member Opportunities for Development
2342	Voting Methods
3000	Goals and Objectives of the Educational Program
3300	School Calendar and Time for Learning
3410	Testing and Assessment Program
3430	School Improvement Plan
3470/4305	Alternative Learning Programs/Schools
3530	Citizenship and Character Education
4050	Children of Military Families
4100	Age Requirements for Initial Entry
4110	Immunization and Health Requirements for School Admission
4152	Unsafe School Choice Transfer
4155	Assignment to Classes
4335	Criminal Behavior
4600	Student Fees
5026/7250	Smoking and Tobacco Products
5070/7350	Public Records – Retention, Release and Disposition
6120	Student Health Services
6305	Safety and Student Transportation Services
6315	Drivers
6320	Use of Student Transportation Services
6321	Bus Routes
6340	Transportation Service/Vehicle Contracts
7130	Licensure
7130-R	Licensure
7240	Drug-Free and Alcohol-Free Workplace
7405	Extracurricular and Non-Instructional Duties
7425	School Administrator Contracts
7500	Workday and Overtime
7540	Voluntary Shared Leave
7811	Evaluation of Licensed Employees
7815	Evaluation of Non-Licensed Employees
7820	Personnel Files
7900	Resignation
7930	Professional Employees: Demotion and Dismissal

New Policies

4202	Service Animals
4270	Concussion

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To adopt the Fall 2011 and Spring 2012 updated policies and new policies, 4202 – Service Animals and 4270 – Concussion, as presented.

B. Consideration of Child Nutrition Meal Price Increase for 2012-2013 (*Attachment #5*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve a \$.15 increase in the cost of paid student lunches for the 2012-2013 school year.

VIII. New Business

A. Consideration of Bid for Perquimans County Schools Uniform Rental Service – Presentation by Jonathan Nixon, Director of Maintenance, Construction and Custodial Services (*Attachment #6*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve a three-year agreement with Unifirst Corporation in the amount of \$7,543.64 yearly for uniform rental service as presented, pending funding July 1, 2012.

B. Consideration of Bid for Hertford Grammar School Building A Asbestos Abatement Project – Presentation by Jonathan Nixon, Director of Maintenance, Construction and Custodial Services (*Attachment #7*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve bid from Environmental Holdings Group, LLC in the amount of \$17,400.00 for Hertford Grammar School Building A Asbestos Abatement Project as presented, pending funding July 1, 2012.

- C. Consideration of Bid for Hertford Grammar School Building A Flooring Project – Presentation by Jonathan Nixon, Director of Maintenance, Construction and Custodial Services (*Attachment #8*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve bid from Standard Tile in the amount of \$10,297.00 for Hertford Grammar School Building A Flooring Project as presented, pending funding July 1, 2012.

- D. Consideration of Bid for Perquimans County Schools HVAC Systems Air Filter Maintenance – Presentation by Jonathan Nixon, Director of Maintenance, Construction and Custodial Services (*Attachment #9*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve a three-year agreement with FSI Maintenance & Repair in the amount of \$56,790.00 or \$18,930 annually for Perquimans County Schools HVAC Systems Air Filter Maintenance as presented, pending funding July 1, 2012.

- E. Consideration of 2012-2013 Title I Plan – Presentation by Brenda Dail, Director of Title I, Elementary Curriculum, Pre-K, AIG K-12, and Teacher Development K-12 (*Attachment #10*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve 2012-2013 Title I Plan as presented.

- F. Consideration of 2012-2013 Beginning Teacher Plan – Presentation by Brenda Dail, Director of Title I, Elementary Curriculum, Pre-K, AIG K-12, and Teacher Development K-12 and Sandy Meads, Director of Human Resources and CTE (*Attachment #11*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve 2012-2013 Beginning Teacher Plan as presented.

- G. Consideration of 2012-2013 Career and Technical Education (CTE) Plan – Presentation by Sandy Meads, Director of Human Resources and CTE (*Attachment #12*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve 2012-2013 CTE Plan as presented.

- H. Consideration of 2012-2013 Title II Plan – Presentation by Sandy Meads, Director of Human Resources and CTE (*Attachment #13*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve 2012-2013 Title II Plan as presented.

- I. Finance – Presentation by Candy W. Tilley, Finance Officer

1. Consideration of 2012-2013 Continuation Budget Resolution (*Attachment #14*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve 2012-2013 Continuation Budget Resolution as presented.

2. Consideration of Insurance (*Attachment #15*)

- a. Errors & Omissions/General Liability

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To enter an agreement with the North Carolina School Boards Trust for Errors and Omissions / General Liability Fund Contribution for 2012-2013.

- b. Worker's Compensation

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To enter an agreement with Surry Insurance for worker's compensation insurance for 2012-2013.

c. Automobile
Motion by _____ Second _____
Vote: Yes _____ No _____ Remarks:
Recommendation: To enter an agreement with Surry Insurance for automobile insurance for 2012-2013.

d. Garage
Motion by _____ Second _____
Vote: Yes _____ No _____ Remarks:
Recommendation: To enter an agreement with Surry Insurance for garage insurance for 2012-2013.

e. Student Accident & Athletic Coverage
Motion by _____ Second _____
Vote: Yes _____ No _____ Remarks:
Recommendation: To enter an agreement with American Advantage Marketing Group for student accident and athletic coverage for 2012-2013.

f. Catastrophic Insurance for High School Athletes
Motion by _____ Second _____
Vote: Yes _____ No _____ Remarks:
Recommendation: To enter an agreement with the North Carolina High School Athletic Association for catastrophic insurance for high school athletes for 2012-2013.

3. Consideration of Budget Amendments (*Attachment #16*)

a. Federal Funds
Motion by _____ Second _____
Vote: Yes _____ No _____ Remarks:
Recommendation: To approve Budget Amendment #18 for Federal Funds as presented.

b. State Public School Fund

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve Budget Amendment #19 for State Public School Fund as presented.

c. Capital Outlay Fund

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve Budget Amendment #20 for Capital Outlay Fund as presented.

d. Local Current Expense Fund

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation: To approve Budget Amendment #21 for Local Current Expense Fund as presented.

J. Consideration of Revised Board Policies (*Attachment #17*)

- 3101 – College Courses, Distance Learning Courses and other Curriculum Expansions
- 3650 – Release of Dropouts
- 4400 – Attendance
- 5030 – Community Use of Facilities
- 7620 – Payroll Deductions
- 7810 – Evaluation of Licensed Employees
- 9000 – Planning to Address Facility Needs

Recommendation: First reading only. Action will be taken at the July board meeting.

K. Consideration of NCSBA Annual Web Hosting Fee (*Attachment #18*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation:

L. Consideration of NCSBA Policy Update Services (*Attachment #19*)

Motion by _____ Second _____

Vote: Yes _____ No _____ Remarks:

Recommendation:

M. Consideration of Proposed Board Meeting Calendar 2012-2013 (*Attachment #20*)

Recommendation: First reading only. Action will be taken at the July board meeting.

IX. Superintendent's Report

A. Bus Drivers with Perfect Attendance – May 2012

B. Legislative Update

C. Other

X. Board Chair's Comments

XI. Announcements

A. Regular Board of Education Meeting, Monday, July 23, 2012, 7:00 p.m., Board of Education Building.

At this meeting, the Clerk of Court will administer the Oath of Office to newly elected and re-elected board members. This will also be the organizational meeting for the election and qualification of officers, chairperson and vice-chairperson.

B. Other

XII. Adjournment