

**Perquimans County Board of Education**  
**Regular Session – September 26, 2011**

The Perquimans County Board of Education met in regular session on Monday, September 26, 2011 at 7:00 p.m. in the administrative offices of Perquimans County Schools. Board members in attendance included Amy Spaugh, Arlene Yates, Susan Cox, Ralph Hollowell and Walter Leigh. Wallace Nelson was absent.

Board Chair Arlene Yates called the meeting to order. Amy Spaugh led attendees in reciting the Pledge of Allegiance to the American Flag. Walter Leigh opened the meeting with a word of prayer.

Special Recognitions

Custodians for all four schools and the Board of Education were recognized for receiving a Grade “A” rating on the recent custodial inspection. Mr. Jonathan Nixon, Director of Maintenance, Construction and Custodial Services, noted that Perquimans Central School had the most improved score in the district. Custodians who were recognized included:

Perquimans Central School

Richard Spann, Jr.  
Sandra Bizzell  
Mary Williams  
Ronald Wilson

Perquimans County Middle School

Webb Jackson  
June Hunter  
Eassie Revell  
Elmer Rumble

Hertford Grammar School

Robert Banks  
Willie Downing  
Joyce Hunter

Perquimans County High School

Quinton Brickhouse  
Bernadette Ferebee  
Annette Johnson  
Doris Lane  
Tony Riddick  
Elizabeth Tavares

Board of Education

Ruby Hughes

Each custodian received a gift for achieving the Grade “A” rating.

Employees who assisted with the American Red Cross Emergency Shelter at Perquimans County Middle School during Hurricane Irene were recognized by the Board of Education. Employees who were recognized included:

Bridgette Bryant – Teacher Assistant, Perquimans County Middle School  
June Hunter – Child Nutrition Assistant / Custodian, Perquimans County Middle School  
Webb Jackson – Custodian, Perquimans County Middle School  
Bonita Jones – Assistant Principal, Perquimans County Middle School  
Stacy Mitchell – School Resource Officer, Perquimans County Schools  
Myra Shoffner – Cafeteria Manager, Hertford Grammar School

Each employee received a hooded sweatshirt in appreciation for their efforts at the shelter. Also, Mrs. Jones introduced her husband, Roger Jones, who also came to the shelter during the hurricane.

Miss Chanté Lassiter, Principal of Perquimans County High School, was recognized as the 2012 Wells Fargo Principal of the Year for Perquimans County Schools. Under Miss Lassiter's first year as principal at Perquimans County High School, 2010-2011, students met expected growth standards, the school was named a school of progress, students met adequate yearly progress and the dropout rate decreased for the third consecutive year. Miss Lassiter thanked the Board for this recognition, expressing her appreciation to her family for its support and giving credit to her school family for the students' success. Perquimans County Schools Foundation President Susan Cox offered her appreciation to Miss Lassiter for the outstanding job she is doing at PCHS. Ms. Cox also introduced Meagan Knight, Executive Director of the Perquimans County Schools Foundation, who presented Miss Lassiter with a monetary gift on behalf of the Foundation.

#### Approval of Minutes

Upon motion by Walter Leigh and seconded by Ralph Hollowell, the Board voted unanimously to approve the minutes for the following meetings as presented: August 22, 2011 regular session, September 7, 2011 special session and September 14, 2011 tour of schools.

#### Approval of Agenda

Upon motion by Susan Cox and seconded by Amy Spaugh, the Board voted unanimously to approved the agenda and addendum for the meeting as presented.

#### Consent Agenda

Upon motion by Amy Spaugh and seconded by Walter Leigh, the Board voted unanimously to approve the Student Transfer Requests report for September 26, 2011 as presented.

After a motion was made by Walter Leigh and seconded by Amy Spaugh regarding the Personnel Summary Report and addendum, Board Chair Arlene Yates asked about the qualifications of the candidate recommended for the Instructional Facilitator position at Perquimans County Middle School, specifically if the candidate had a Master's Degree. It was the consensus of the Board to table this motion to the end of the agenda until this information could be determined.

#### Public Hearing / Requests from the Public

None

#### Old Business

None

#### New Business

Administrators and school representatives presented for a first reading the revised School Improvement Plans (SIP) for their schools for the 2011-2012 school year. Those presenting for each school included: Principal Chanté Lassiter for Perquimans County High School; Principal Norris Parker for Perquimans County Middle School; Media Coordinator April Benton, Fourth Grade Teacher Alta Allen and EC Teacher Brianne Woodley for Hertford Grammar School; and Principal Melissa Fields and Kindergarten Teacher Lisa Hollowell for Perquimans Central School. During the presentations, staff fielded questions from board members regarding the information presented on their school's priority goals, associated strategies and detailed action steps. The SIPs were compiled by each school's School Improvement Team and reviewed and voted on by the school staffs.

Following the SIP presentations, Board Member Ralph Hollowell asked about prioritizing events occurring in the schools, in particular at Perquimans Central School. During Grandparents' Week when grandparents were invited to the school to join their grandchild for lunch in the cafeteria, Mr. Hollowell noted that there were a number of things taking place in the school including the Board of Education walk-through, a surprise inspection, collaboration meetings as well as required testing.

Mrs. Fields responded that regarding the week in question, most testing had been completed. She noted that the Board of Education tour had been scheduled for some time and that was something that she could not change. She also noted that during that week, students (by grade level) ate in their classrooms each day to accommodate for the extra guests in the cafeteria.

Mr. Hollowell also mentioned that he knew some staff were using Facebook during instructional time and that this needed to be addressed.

Jonathan Nixon, Director of Maintenance, Construction and Custodial Services, presented information on past and current usage of utilities for Perquimans County Schools. His presentation included information on electricity, gas, water/sewage usage for 2010-2011 and a utility comparison for 2009-2010 and 2010-2011, noting that the cost per square foot for 2009-2010 was \$2.10 sq/ft and for 2010-2011, \$1.79 sq/ft. Mr. Nixon's documentation showed, as of June 30, 2011, the total utility usage was \$739,703.64 for 2009-2010 compared to \$625,695.54 for 2010-2011, a savings of \$114,008.10 or 15% from the previous year. He noted several energy savings projects and other initiatives for July 2010 - June 2011. Mr. Nixon concluded his presentation with information on the first quarter utilities report for 2011-2012. Dr. Stallings noted that this information would be shared with the County Commissioners at their meeting on October 3, 2011 at 7:05 p.m.

Upon motion by Walter Leigh and seconded by Susan Cox, the Board voted unanimously to approve Local Fund / Special Revenue Fund Amendment #5, State Fund Amendment #3 and Federal Fund Amendment #4 as presented.

Finance Officer Pearline Bunch presented information on the quarterly financial report. For each fund, information was reported on the beginning budget amount, budget adjustments, current budget amount, year-to-date expenses/revenue, outstanding purchase orders and encumbrances, remaining balance and percentage spent. To date, 26.03% of the total budget of \$17,787,781.13 has been spent or encumbered.

Mrs. Bunch also presented information on current lease payments for this fiscal year. Her report included information on the lease payments for Government Leasing Company, a four-year lease for custodial equipment; Deere Credit, Inc., a three-year lease for the tractor; and Pitney Bowes, a four-year lease for the postage meter.

Upon motion by Amy Spaugh and seconded by Walter Leigh, the Board voted unanimously to designate Finance Officer Pearline Bunch as the primary agent and Director of Maintenance Jonathan Nixon as the secondary agent for the resolution from the North Carolina Division of Emergency Management so that Perquimans County Schools can apply for federal and state disaster assistance.

Upon motion by Susan Cox and seconded by Walter Leigh, the Board voted unanimously to elect Arlene Yates, Amy Spaugh, Walter Leigh and Ralph Hollowell (alternate) as voting delegates for the NCSBA Annual Conference, which will be held November 14-16, 2011 in Greensboro.

Perquimans County Manager Bobby Darden, who was accompanied by County Commissioners Ben Hobbs and Mack Nixon, presented information on the North Carolina Education Lottery proceeds for Perquimans County. Mr. Darden presented the school capital expenses for fiscal year 2011-2012 which included the loan payment for the high school addition and renovation project (2008) in the amount of \$742,940 and the capital funding allocation in the amount of \$200,000, a total of \$942,940. Sources of revenue for these expenses included sales tax receipts, county general fund and proposed lottery funds. Requests for use of lottery funds require action from both the Board of Education and the Board of County Commissioners. Although the lottery item was listed on the agenda for information only, the Board of Education took action to approve the request of lottery funds for this purpose. Upon motion by Ralph Hollowell and seconded by Walter Leigh, the Board voted unanimously to request lottery funds in the amount of \$400,000 to be used as part of the FY 2011-2012 debt service payment for Perquimans County High School.

In regard to the Personnel Summary Report, Dr. Stallings recommended to the Board that the recommendation for the Instructional Facilitator position be removed from the Personnel Summary Report until the qualifications for this position could be confirmed. Upon motion by Susan Cox and seconded by Walter Leigh, the Board voted unanimously to approve the Personnel Summary Report and addendum, with the exception of the Instructional Facilitator position for Perquimans County Middle School.

#### Superintendent's Report

Dr. Stallings reminded the Board that Jonathan Nixon would be presenting the utilities report at the Commissioners' meeting on Monday, October 3, 2011 at 7:05 p.m. in the Commissioners' Meeting Room.

Dr. Stallings gave a report on the Davie Poplar at Perquimans County Middle School (PCMS). The tree actually grew from one of the seedlings from the Davie Poplar that is located on the campus of UNC Chapel Hill. In 1993, 100 seedlings were given to 100 students across the state to plant in commemoration of the university's bicentennial celebration. The plaque that once marked the tree at PCMS is being located and will be re-erected so that students and community members will know the significance of the tree.

In regard to the Media Center at Perquimans Central School, Dr. Stallings noted that the tile was being put down and the goal is to have this project complete and the Media Center in order for the upcoming Book Fair.

Dr. Stallings also announced that board member Ralph Hollowell was recently awarded the W.A. "Bill" Broadway Award during the North Carolina Public Health Association Annual Conference for outstanding contributions to the professional status of sanitarians, interest in the betterment of environmental health sciences and exemplary character.

#### Board Chair's Comments

In regard to training on the superintendent's evaluation instrument, Mary Kay Peele informed board members that the NCSBA would have pre-conference training available on November 13, 2011 at the Sheraton in Greensboro prior to the annual conference. The cost would be \$75 per person. She also mentioned that Joe Peel of Elizabeth City, who penned the standards for the evaluation instrument, might be available as well. It was the consensus of the Board to move forward with using the new instrument and to contact Mr. Peel about conducting the evaluation training.

Announcements

- Regular Board of Education meeting, Monday, October 24, 2011, 7:00 p.m., Board of Education Building

Closed Session

Upon motion by Amy Spaugh and seconded by Susan Cox, the Board voted unanimously at 9:17 p.m. to enter into closed session pursuant to North Carolina General Statute § 143-318.11 (a) (6) regarding personnel matters.

Upon motion by Ralph Hollowell and seconded by Walter Leigh, the Board returned to open session at 9:54 p.m. There was no action taken by the Board after returning to open session.

There being no further business, the meeting was adjourned at 9:54 p.m.

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Arlene Yates, Board Chairperson

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Dr. Dwayne K. Stallings, Superintendent