

Perquimans County Board of Education  
Special-Called Meeting – November 9, 2021

The Perquimans County Board of Education met for a special-called meeting on Tuesday, November 9, 2021 at 9:00 p.m. in the boardroom at the Central Office.

Board members present: Chairwoman Dr. Anne White (remote), Vice Chairman Russell Lassiter (in person), Matt Peeler (in person), Amy Spaugh (in person), Leary Winslow (in person) and Arlene Yates (in person).

**Approval of Agenda**

Upon motion by Amy Spaugh and second by Matt Peeler, the Board voted unanimously to approve the agenda as presented.

**New Business**

**Financial Statements**

Donna H. Winborne, CPA, PC, presented the financial statements for the Perquimans County Board of Education for year ended June 30, 2021. Mrs. Winborne issued an unmodified opinion, the highest level that can be received. This means the statements are fairly presented in all material respects in conformity with generally accepted accounting principles. No management letter was issued this year, just the standard governance communications letter. Mrs. Winborne reviewed a few of the numbers in the audit. Under the local fund, the unassigned fund balance as of June 30, 2021 was \$636,979.00. The local fund change for the year was an increase of \$493,272.00. The school food service fund showed an increase of \$59,130 after transfers from other funds to cover administrative salaries.

Mrs. Winborne stated there was a state finding this year related to the concussion compliance. There were two students that did not have concussion forms on file, five students' forms that were dated after the first date of tryouts, and eight coaches' forms that were dated after the first date of tryouts. These forms should be in place before a student hits the court or the field. There should be documentation why these forms are not in place. Mrs. Winborne thanked Mr. Blanchard and the finance staff for their help in the process and Leslie, the audit manager, for an outstanding job. Upon motion by Leary Winslow and second by Matt Peeler, the Board voted unanimously to accept the auditor's report of the financial statements of the Perquimans County Board of Education for year ended June 30, 2021.

**Video Surveillance Equipment**

Upon motion by Arlene Yates and second by Leary Winslow, the Board voted unanimously to enter into an agreement with WYN Technologies, Inc., for video surveillance equipment for Perquimans County High School in the amount of \$47,854.64 as presented by Assistant Superintendent James Bunch. A grant was written that will pay for approximately half of the cost. Capital Outlay funds will be used to pay the other half.

**MOA for Baseball Grandstand Project**

After Dr. Turner had discussions with the board attorney regarding the proposed grandstand project, the attorney recommended that it would be cleaner for the Foundation to enter the agreement with the contractor versus the school system since the Foundation has the money that was donated for the project. The memorandum of agreement states that when the project is complete, the grandstand will become the property of the Perquimans County School System. Mr. Lassiter stated \$103,000+ has been received by the Foundation in addition to other commitments that haven't come in yet. Although the contract will be with the Foundation, Maintenance Director Jamie Johnson will be working with the contractor. Several companies,

including Whitehurst Sand (site work), C&L Concrete, Votava Construction (labor for concrete), among others, are donating their services. Leary Winslow and Brenda Lassiter are doing a lot of the legwork to take the burden off of Mr. Johnson, but getting approval from Mr. Johnson and Dr. Turner before any work is done. Upon motion by Arlene Yates and second by Matt Peeler, the Board voted unanimously to approve a memorandum of agreement between Perquimans County Schools Foundation, Inc. and Perquimans County Public Schools for a new grandstand, bleachers, and press box for the Perquimans County High School Baseball Field as presented.

#### Classified Salary Study

Chief Human Resources Officer Michelle Maddox gave a detailed presentation on classified salaries. She noted there are two position classifications, licensed and non-certified/classified. She reviewed the North Carolina Public School Salary Schedules, pay grades, minimums and maximums, the local salary schedules, and presented a proposal for adjusting the schedules and illustrated the impact of those adjustments. She listed the state salary raises for Classified Staff and Central Office since 2009 which included only three increases to date.

On a spreadsheet, Ms. Maddox showed each classified position, in this case – bus drivers – the budget code, pay grade, years of experience, months of employment, hourly rate, hours per day, current pay, daily rate, proposal for two types of salary scales, a new 40 step scale and a new 35 step scale. She illustrated the cost for a 40 step scale that is not flattened and a 35 step scale that is not flattened. Bus drivers are currently being paid, with benefits, \$295,207.82. If the district went to the 40 step scale, with the same number of hours and the new pay grade and increase, there would be an increase of \$16,386.94. At the 35 step scale, there would be an increase of \$21,856.87. Ms. Maddox also illustrated this increase for Child Nutrition, which would work the same way on the 40 step and 35 step scale. It is different for teacher assistants since they are being paid at a seven-hour day, which is about 20% less from an eight-hour to a seven-hour day. She shared a 40 step, eight-hour schedule in comparison with a 35 step, eight-hour schedule with no flattening. Ms. Maddox illustrated the same 40 step and 35 step increases, non-flattened, for custodians, clerical, and transportation. The total increase for all classified staff would be \$365,672.82 for a 35 step increase and \$291,657.54 for a 40 step increase. Where the money comes from for the increase in pay would be determined by where the employee is paid now. The increase in salary would not fix the increase in steps. The flattened salary schedule is making our district less competitive with other districts. Ms. Maddox shared responses to a salary survey conducted by Mr. Blanchard with other school districts that responded regarding bus driver pay.

Mr. Winslow stated that the proposal shared would not make an impact right now on the situation with bus drivers. Mr. Lassiter stated he understood the content of the presentation which illustrated the inequities in our pay scales and the numbers that it will take to get it back in balance. Mrs. Spaugb noted that she received the information as knowing that the district is not doing what it should be doing by our employees. Ms. Maddox stated that the Board can take a category of employees and apply a percentage increase to the current scale as long as there is funding. However, as someone who administers salaries and those who will come after her to administer salaries, Ms. Maddox stated that the purpose of her presentation was to present to the Board with where the district is now and what it is going to be facing in the future if the district continues down the current path. Dr. White stated she believed that the situation with bus drivers needs to be addressed immediately. When asked, Dr. Turner stated to her knowledge, the district had not lost bus drivers to other counties but to higher paying jobs. Mrs. Yates stated that she had talked to drivers and they say they want more pay. When asked about the cost of certification, Ms. Maddox noted that the cost is \$400 and the district pays for half. Mrs. Yates asked if the district could pay for all of it. Dr. Turner noted that

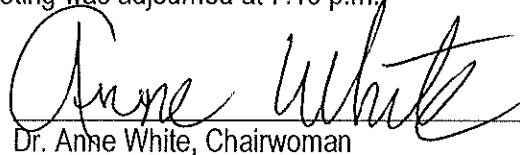
virtual bus driver training will be available twice a month starting in the near future. Mrs. Spaugh asked if raising bus drivers' salaries at some point would create dissatisfaction among other categories of employees. Ms. Turner stated that has happened in Pitt County due to the bus drivers' raise. Mr. Winslow stated that the Board should consider working on long-term solutions for other classified salary scales.

After further discussion, the following items were noted for consideration:

- Readdress new hires, substitute pool
- Pay for license/certification, physicals
- Offer attendance incentives, weekly bonus
- Fix the scale, rescale by \$1, \$2, etc.

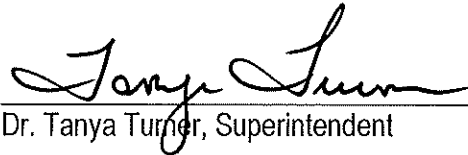
The Board requested that the administration have a recommendation to act on at the next meeting in two weeks based on the discussion from the meeting.

There being no further business, the meeting was adjourned at 7:16 p.m.



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Dr. Anne White, Chairwoman



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Dr. Tanya Turner, Superintendent