

**Perquimans County Board of Education**  
**Regular Session – January 23, 2023**

The Perquimans County Board of Education met in regular session on Monday, January 23, 2023 at 6:00 p.m. in the boardroom at the Central Office. Audio access was also available to the public by dialing a telephone number and entering a meeting ID and passcode.

Chairman Russell Lassiter called the meeting to order and welcomed everyone to the meeting. Mr. Lassiter led the audience in reciting the Pledge of Allegiance to the American Flag and had prayer.

Board members present: Chairman Russell Lassiter (in person), Vice Chair Arlene Yates (in person – arrived at 6:12 p.m.), Kristy Corprew (in person), Dr. Anne White (in person), Leary Winslow (in person), and Matt Winslow (remote via phone – phoned in at 6:13 p.m.).

**Approval of Agenda**

Upon motion by Kristy Corprew and second by Dr. Anne White, the Board voted unanimously to approve the agenda for the meeting as presented, including the addendum to the Personnel Summary Report.

**Special Recognitions**

Aurora McMahan, 5<sup>th</sup> grade student at Hertford Grammar School, was recognized as the Regional Daughters of the American Revolution (DAR) Essay Contest Winner.

Victoria Williamson, senior at Perquimans County High School, was recognized as a nominee for the U.S. Presidential Scholars Program.

Jamie Ayscue, accounting specialist at the Central Office, was recognized for obtaining certification in the NCASBO School Business Director Program on January 12, 2023.

Devin Mallory, accounts payable technician at the Central Office, was recognized for receiving a \$1,000 scholarship for his participation in the NCASBO School Business Director Program which will begin March 8, 2023.

John Lassiter, principal of Hertford Grammar School, was recognized for being selected as the 2023 Wells Fargo Northeast Region Principal of the Year.

In recognition of School Board Appreciation Month, Superintendent Tanya Turner presented each member of the Perquimans County Board of Education with a certificate and personalized gift.

After the departure of the guests who were recognized during the special recognitions, Mr. Lassiter noted that Matt Winslow had joined the meeting remotely via telephone and Arlene Yates was physically present at the meeting.

**Approval of Minutes**

Upon motion by Matt Winslow and second by Arlene Yates, the Board voted unanimously to approve the minutes for the December 19, 2022 regular session and the January 6, 2023 work session as presented.

### Consent Agenda

Upon motion by Leary Winslow and second by Kristy Corprew, the Board voted unanimously to approve the consent agenda which included revisions to Policy 4130 Discretionary Admission as presented.

### Public Hearing / Requests from the Public

None

### Unfinished Business

None

### New Business

#### Presentation: Utilizing Area Schools for Polling Places for Elections

Board of Elections Director Jackie Greene, who was accompanied by Deputy Director Erica Critcher and board members Kevin Jones, Vera Murrill, Bobby Siller, and Ella Fields-Bunch, requested that the Board of Education consider scheduling teacher workdays on election days and having polling places at Hertford Grammar School and Perquimans County High School. The schools would replace the current polling places of the Perquimans County Department of Social Services which serves west Hertford and the Perquimans County Courthouse which serves east Hertford. Ms. Greene referred to a handout that she provided the Board outlining the pros and cons of each location, the General Statutes regarding sex offenders' right to vote in the polling place, and a list of election dates in 2023-2024. She also requested that teacher workdays be scheduled on future election days at the schools mentioned. It was brought to her attention last week when she spoke to Mrs. Fields that a workday is being considered for teacher training on November 15, 2023. Ms. Greene asked if November 7, 2023 could be used for the training date instead of November 15, 2023 since the election day is November 7, 2023. She said Perquimans County is an area that is growing and new residents are added daily as well as new registered voters. She said it is important to provide safe, accessible polling places for voters. Superintendent Dr. Tanya Turner mentioned the lack of calendar flexibility for scheduling extra teacher workdays in the calendar. When asked about when she would need a decision and considering that the Calendar Committee would be meeting in February, Ms. Greene stated she would need a decision 90 days prior to the election. Ms. Greene entertained board members' questions and comments. Chairman Lassiter said the Board of Education would consider the request at the next meeting and provide a response in writing.

#### Presentation: Strategic Plan Updates

Chief Academic Officer for Curriculum and Instruction Melissa Fields provided detailed data on Strategic Plan Action Steps 1.3, 1.5, 1.6, 1.7, 3.3, and 3.4. The focus of Strategic Priority 1 is to graduate every student to be a contributing citizen who is confident, competitive and prepared to reach his or her personal goals. The focus of Strategic Priority 3 is to provide students equitable access to a challenging curriculum and engaging instruction. Mrs. Fields answered board members' questions regarding the presentation. She will present an update on Strategic Priority 2 at the February meeting.

#### Board of Education Representative for the 2023-2024 Calendar Committee

Mrs. Fields requested that a member of the Board of Education serve on the Calendar Committee. The committee will meet on February 6, 2023, at 3:30 p.m. in the Perquimans County High School Media Center. She said this is a very challenging calendar, one of the tightest ones they have ever had with all of the extra requirements. Board Chairman Russell Lassiter asked board members if they had ever served on a calendar committee. Most board members responded that they had served in some capacity. Dr. Anne White nominated Kristy Corprew to serve on the committee. There were no other nominations. Upon motion by

Leary Winslow and second by Arlene Yates, the Board voted unanimously to appoint Kristy Corprew to represent the Board on the 2023-2024 Calendar Committee.

#### Revised Board Policy

Superintendent Turner presented revisions to Policy 7241 Drug and Alcohol Testing of Commercial Motor Vehicle Operators. The update states that "as of January 6, 2023, school officials are no longer required to contact an applicant's previous employers that are regulated by the Federal Motor Carrier Safety Administration (FMCSA). This is because, as of that date, the Clearinghouse will be fully populated with all records employers would otherwise be required to obtain from an applicant's previous FMCSA-regulated employers. Beginning January 6<sup>th</sup>, querying the Clearinghouse is the exclusive means for school systems to comply with the requirements of 49 C.F.R. 40.25 with respect to FMCSA-regulated employers." This was a first reading only. Action will be taken at the February meeting.

#### Finance

##### Budget Amendments

Chief Finance Officer Rube Blanchard presented budget amendments for the Board's consideration, explaining in detail the reason for each amendment. Upon motion by Leary Winslow and second by Matt Winslow, the Board voted unanimously to approve State (Fund 1) Budget Amendment #2, Federal (Fund 3) Budget Amendment #2, and Capital Outlay (Fund 4) Budget Amendment #2 as presented by Mr. Blanchard.

##### Monthly Financial Report

Mr. Blanchard presented the Expense-Budget Analysis (YTD) for January 2023. The benchmark was 58%, with 43% actually spent YTD. The report was run on January 17, 2023, and did not include the January payroll or expenditures paid after that date. Mr. Blanchard also presented the budget summary and board report as of January 23, 2023, sorted by 2-digit purpose code for State, Federal, Child Nutrition Funds, Local, Capital Outlay, and Other Sources of Revenue. He shared revenue and expenses for Capital Outlay and the proposed budget, YTD spent/encumbered, and budget remaining for each expense listed. The balance in Capital Outlay for repairs (general) was \$198,956.85. The balance of the Public School Building Capital Fund Lottery Fund remained at \$527,431.49. The balance of the Public School Building Capital Fund School Building Repair & Renovation Fund (PSBRRF) was \$463,083.06. In addition, the Public School Building Capital Fund Needs Based Lottery Fund, the funding source for the new school, remained at \$15,571,369.00.

##### Audit Services

Last year, the Board approved a three-year contract with the auditing firm, Anderson, Smith & Wike, PLLC. However, Mr. Blanchard explained that approval is required each year because each budget for the year stands alone. The cost would be the same as last year, plus incidentals. Mr. Blanchard said the auditors have been very helpful with guidance and questions during the year as issues arise. Upon motion by Kristy Corprew and second by Leary Winslow, the Board voted unanimously to approve using Anderson, Smith & Wike, PLLC, for the required annual audit for FY 2022-2023, at a cost of \$29,000, plus any incidentals, which are estimated to be between \$2,500 to \$3,000.

##### Budget Calendar

Mr. Blanchard presented the budget calendar for the 2023-2024 fiscal year. He said the directors and principals had been given their budget packets which are due back to him by February 3<sup>rd</sup>. Last year, the Board had a budget retreat on March 8, 2022 at 4:30 p.m. The Board discussed a date for the annual budget retreat this year and scheduled that meeting for Monday, March 6, 2023, at 4:30 p.m. in the boardroom.

Contact will be made with County Manager Frank Heath to schedule a joint budget work session in April with the County Commissioners.

Dr. White asked if the activity bus that was mentioned had been ordered. Mr. Bunch told her it had not. She said she saw a program about school systems transitioning to electric buses and the federal funds that are available for making the transition. Mr. Bunch said when the grant was written for the bus, a description was used that would lead to that type of grant writing in the future.

#### Entering Negotiations with Architect Firm

Dr. Turner presented information about the recommendation for the architect for the new intermediate school. She said the Request for Qualifications (RFQ) was published on October 31, 2022. The deadline for the Request for Qualifications was November 30, 2022. There were eight respondents to the RFQ. The ten-member committee consisted of BOE Member Kristy Corprew, BOE Member Leary Winslow, BOE Vice Chair Arlene Yates, County Manager Frank Heath, Assistant Superintendent James Bunch, Maintenance Director Jamie Johnson, PCMS Assistant Principal Makesha Spivey, HGS Principal John Lassiter, Administrative Assistant Mary Kay Peele, and Superintendent Dr. Tanya Turner. John Birath, of Building Management Advocate Group, was the facilitator. On December 7, 2022, the committee reviewed the RFQs from the eight respondents to identify the top candidates using a rubric system. At the end of the day, the firms were ranked as follows: Boomerang Architects, LS3P, Sfl+a Architects, Moseley Architects, Hite Associates, Oakley Collier Architects, Ramsay, Burgen Smith Architects, and Pinnacle Architects. The top five firms were interviewed on January 9, 2023: Boomerang Architects, LS3P, Sfl+a Architects, Moseley Architects, and Hite Associates. The committee identified Hite Associates as the number one selection, followed by Sfl+a Architects, and Boomerang Architects. Leary Winslow spoke about the selection process and why, in his opinion, Hite stood out from the others—very matter-of-fact, not flashy; cost savings on designs come in under state average by about 16-19%; safety as far as pushing a button to lockdown a wing(s) and concrete hallways to provide shelter in the event of a tornado; maintenance access in the ceiling for HVAC, electrical, and internet; A-roofs with overhangs to get water away from building; most experienced building schools in northeastern North Carolina, being based in Greenville; and, highly recommended from school districts east of I-95. Mrs. Yates said the process was equal for everyone. As a group, the committee came up with the top three firms. They were all good, but Hite stood out with the lockdowns. Dr. Turner said there were ten people on the committee and all ten people selected the same three firms. Nine of the ten ranked Hite first and one ranked Hite second. Mrs. Corprew stated that Mr. Birath made the process very streamlined and focused. Dr. White asked if anyone had visited any of the schools they have built. Dr. Turner stated they will be visiting some of the schools once the design phase begins.

To keep the school on schedule, Dr. Turner stated she had already met with Attorney Rod Malone of Tharrington Smith and sent a contract to Mr. Hite. Mr. Hite has the contract in his hands and he is working on it. Mr. Hite mentioned 6%, which is what was anticipated. Mr. Hite is working with cost estimates right now so that he can get a figure for what that 6% will be. He said it would be the end of the week before he could get a contract back to us. At that time, there will be a phone conversation with Mr. Hite, Rod Malone, Dr. Turner, Mr. Bunch, Mr. Johnson and Mr. Birath to discuss the contract. If the district can't come to an agreement with Hite on the contract, the district will move to the second choice and the third choice. Mr. Hite said the site selection was part of the services his company provides. That information will be shared with the County Commissioners. Dr. Turner cited the board policies and general statutes that go along with selection of an architect which the district is following.

Upon motion by Leary Winslow and second by Kristy Corprew, the Board voted unanimously to enter negotiations with Hite Associates for architectural services for the new intermediate school.

#### Entering Negotiations with Construction Company

Assistant Superintendent James Bunch stated a request for bids was put out for the track about a month ago. Only one bid was received, but state statutes require three bids. After the first deadline for receiving bids, the project was re-advertised. On January 20, 2023, at 2:00 p.m., bids were opened. Only one bid was received which was from A. R. Chesson. There will need to be some discussion regarding the track project. Mr. Bunch said that Attorney Rod Malone will be doing the contract. Leary Winslow asked how the numbers looked in comparison to the budget and if alternatives were provided to cut costs. Dr. Turner stated they are working on that now. Mr. Bunch and Mr. Johnson plan to meet with A. R. Chesson to discuss making it work with the amount of money that we have for the track. Mr. Johnson said the timeline is built in the scope of the project.

Upon motion by Dr. Anne White and second by Arlene Yates, the Board voted unanimously to enter negotiations with A. R. Chesson Construction for construction services for the new track.

#### School Justice Partnership Agreement

Assistant Superintendent James Bunch presented the School Justice Partnership Agreement for the Board's consideration. He reminded the Board that in December 2019, North Carolina implemented the Raise the Age law, which increased the age of a minor from 16 to 18 years old. Language was included in that legislation that said each school district in North Carolina would establish a School Justice Partnership agreement to work together with community and law enforcement to reduce the acts of discipline in a district as well as to get law enforcement more involved in the district. For years, the school district has had a great relationship with the Perquimans County Sheriff's Office, as well as a great SRO program with Sergeant Murray as the lead SRO. Numerous counties from around the state have asked to look at our agreement about our approach to discipline. Two meetings are held each year in November and March, just before juvenile court.

Upon motion by Arlene Yates and second by Matt Winslow, the Board voted unanimously to enter into the School Justice Partnership Agreement as presented by Mr. Bunch.

#### **Reports / Updates**

##### Student Discipline Data

In regard to reportable acts, Mr. Bunch said he reported in December that there was one possession of a controlled substance at the middle school which was incorrect. That number was inadvertently put there. For the middle school, there were two possessions of a weapon which were pocket knives. At the high school, there was one possession of a weapon and four possessions of a controlled substance. For the month of December, Perquimans Central School continued to have no suspensions. Hertford Grammar School had one less suspension compared to a year ago in December. The middle school and the high school numbers were up slightly as compared to previous years.

#### **Superintendent's Report**

Dr. Turner shared the following information:

- Dr. Turner commended Dr. Wilson as the district has only two teaching position vacancies. Vacancies: Art: PCHS, Math: PCHS (1), EL Tutor, Custodian: PCMS/PCS, Academic Success Facilitator, Assistant PCMS Baseball Coach

- Filled: CTE Director, Head baseball and softball coaches at PCMS, Assistant softball coach at PCMS, School Nutrition Assistant, Personal Care Assistant
- Enrollment: PCS – 403/36 PreK, HGS – 401, PCMS – 376, PCHS – 522/497, Total – 1,702  
Note: Gained 13 students since last month; gained 43 students since last year; PCHS had 25 mid-year graduates
- Child Nutrition Update
  - Approved applications as of January 13, 2023: PCS 59.22%, HGS 57.40%, PCMS 52.13%; PCHS 45.41%
  - Balances: PCS \$184.68, HGS \$322.63, PCMS \$161.03, PCHS \$158.90
  - Angel Account: \$380.33
- Upcoming Dates
  - January 31<sup>st</sup> – Ed NC visit
  - February – Black History Month, Career and Technical Education Month, Love the Bus Month
  - Week of February 6<sup>th</sup> – National School Counseling Week
  - February 7<sup>th</sup> – 10<sup>th</sup> – NCASCD Conference
  - February 20<sup>th</sup> – Optional Work Day
  - February 21<sup>st</sup> – Required Work Day

### **Board Chair's Comments**

Chairman Russell Lassiter thanked Perquimans County Schools Foundation Director Brenda Lassiter and the Foundation Board for securing a grant for a homeless coordinator. This position has been filled by a retired educator, Joycelyn Hinton. Chairman Lassiter also said he was proud of the Principal of the Year, John Lassiter.

### **Announcements**

Regular Board of Education Meeting – Monday, February 27, 2023 at 6:00 p.m. at Central Office

At 7:40 p.m., Matt Winslow, who was participating remotely via phone, had to leave the meeting.

### **Closed Session**

Upon motion by Arlene Yates and second by Leary Winslow, the Board voted unanimously at 7:40 p.m. to enter closed session pursuant to G.S. 143.318.11(a)(1) to consider closed session minutes and student transfer requests, G.S. 143-318.11(a)(2) to prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award, and G.S. 143.318.11(a)(6) for personnel matters.

### **Return to Open Session**

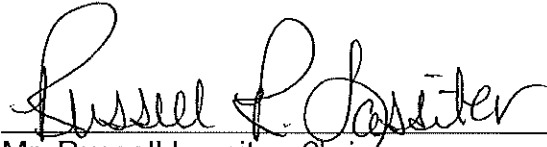
Upon motion by Kristy Corprew and second by Arlene Yates, the Board voted unanimously at 8:11 p.m. to return to open session.

### **Personnel Summary Report**

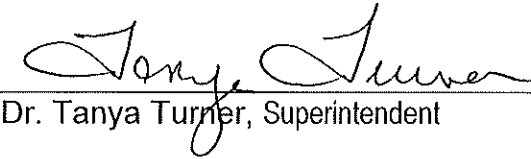
Upon motion by Leary Winslow and second by Dr. Anne White, the Board voted unanimously to approve the Superintendent's recommendations regarding personnel items as presented.

Adjournment

There being no further business, the meeting was adjourned at 8:11 p.m.

A handwritten signature in cursive script that reads "Russell Lassiter". The signature is written in black ink and is positioned above a horizontal line.

Mr. Russell Lassiter, Chairman

A handwritten signature in cursive script that reads "Tanya Turner". The signature is written in black ink and is positioned above a horizontal line.

Dr. Tanya Turner, Superintendent