

**Perquimans County Board of Education  
Regular Session – June 28, 2023**

The Perquimans County Board of Education met in regular session on Wednesday, June 28, 2023, at 6:00 p.m. in the boardroom at the Central Office. Audio access was available to the public by dialing a telephone number and entering a meeting ID and passcode.

Chairman Russell Lassiter called the meeting to order, 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 6:14 p.m.), Kristy Corprew (in person), Dr. Anne White (in person), Leary Winslow (in person – departed at 7:27 p.m.), and Matt Winslow (in person).

**Approval of Agenda**

Upon motion by Dr. Anne White and second by Matt Winslow, the Board voted unanimously to approve the agenda as presented.

**Special Recognitions**

**Perquimans County High School Track & Field State Competitors**

The PCHS Track & Field 2023 NCHSAA 1A state competitors and coaches were not available to attend the meeting due to various reasons. The following students competed at the State Championship:

Jaslyn Holley	Crishya Sellers	Essence Bond	Lailana Harris
Tony Riddick, Jr.	Jaylenn Nelson	Kirk Brown	Shavoris Lewis, Jr.
Aniyah Harvey	Shakeria Warren (alternate)	KhyRon Downing (alternate)	
Coaches: Aaron Burke	Anisha Spellman	Eric Kajca	

**AIG Certification**

Superintendent Dr. Tanya Turner recognized additional teachers who recently obtained AIG certification.

Aleah Clark – Perquimans Central School

Amy Thompson – Perquimans County Middle School

Jan Tripp – Perquimans County High School

**Bus Drivers with Perfect Attendance**

Dr. Turner recognized bus drivers who had perfect attendance for the 2022-2023 school year.

Angela Hedgepeth – Ms. Hedgepeth drives for Perquimans Central and Hertford Grammar School. She started a regular route in October 2012 and has had seven years of perfect attendance. She has had perfect attendance for the last four consecutive years.

Faye Riddick – Ms. Riddick drives for Perquimans Central and Hertford Grammar School. She was hired in September of 1996 and has had eight years of perfect attendance. She has had perfect attendance for the last two consecutive years.

Janice Butts – Ms. Butts drives for Perquimans Central and Hertford Grammar School. She was hired in October of 1993. From the records we have, we know she has had perfect attendance for at least 24 years. She retired in June of 2020, came back in January of 2021, and has continued having perfect attendance. She has had perfect attendance for the last 15 consecutive years, minus the six months she sat out due to her retirement.

### Approval of Minutes

Upon motion by Kristy Corprew and second by Dr. Anne White, the Board voted unanimously to approve the minutes for the May 22, 2023 regular session as presented.

### Consent Agenda

None

### Public Hearing / Requests from the Public

None

### Unfinished Business

None

Note: Arlene Yates arrived at the meeting at this time, 6:14 p.m.

### New Business

#### Presentation: Preliminary Conceptual Floor Plan for New Intermediate School

Mr. Jimmy Hite of Hite Associates presented a preliminary conceptual floor plan for the new Perquimans County Intermediate School. Mr. Hite explained that over two days, the design team visited several schools that had joined two schools into one. They spoke to staff at those schools about what worked and what didn't work. The team had meetings about concept and details. A number of concepts were developed and this was the one that the group decided would be the best for our district. A site has not been determined yet for this school. The proposed drawing is approximately 155,000 square feet.

#### Custodial Supply Contract

Mr. Jamie Johnson presented the proposed custodial supply contract with Saffelle, Inc. Although it was the only bid received, Mr. Johnson said the company has served the district well. Upon motion by Arlene Yates and second by Leary Winslow, the Board voted unanimously to enter into a contract with Saffelle, Inc. for custodial products and related services for Perquimans County Schools from July 1, 2023 through June 30, 2026, in the amount of \$75,348.48 for July 1, 2023 - June 30, 2024, \$79,869.36 for July 1, 2024 – June 30, 2025, and \$84,661.56 for July 1, 2025 – June 30, 2026 as presented.

### Finance

#### Budget Amendments

Due to closing out the fiscal year, Chief Finance Officer Rube Blanchard distributed paper copies of the proposed budget amendments and monthly financial reports. He 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 #5, Local (Fund 2) Budget Amendment #4, Federal (Fund 3) Budget Amendment #5, Capital Outlay (Fund 4) Budget Amendment #6, Child Nutrition (Fund 5) Budget Amendment #2, and Local (Fund 8) Budget Amendment #4 as presented.

#### Year-End Financial Report

Mr. Blanchard provided year-end reports as of June 30, 2023 for State Funds, Local Funds (Fund 2), Federal Funds (carry over to next fiscal year), Capital Outlay Funds (projects completed and to carry over to next fiscal year), Child Nutrition Funds, and Local Funds (Fund 8). For each fund, he provided a description, amount budgeted, amount spent, remaining/carryover(if applicable), and comments. Mr. Blanchard provided balances for the following funds: Public School Building Capital Fund Lottery Fund Update - \$603,865.27,

Public School Building Capital Fund Public School Building Repair & Renovation Fund Update - \$738,820.44, and Public School Building Capital Fund Needs Based Lottery Fund Project Allocation - \$24,108,302.00.

Mr. Lassiter thanked Mr. Blanchard for his work. Mr. Blanchard said it was a team effort on behalf of the Finance Department.

#### Continuing Budget Resolution

Mr. Blanchard presented the interim budget for 2023-2024. Upon motion by Dr. Anne White and second by Matt Winslow, the Board voted unanimously to approve the interim budget for 2023-2024 (based on the estimated 2022-2023 final budget) until state, local, and federal allotments are finalized.

#### Insurance

Mr. Blanchard presented insurances for renewal for 2023-2024. Dr. Anne White recused herself from voting on this item since she is a member of the North Carolina School Boards Association Board of Directors. Upon motion by Arlene Yates and second by Kristy Corprew, the Board voted unanimously to approve the following insurances as presented: Auto/Garage Liability with Surry Insurance - \$14,998.27 for FY 2024 premium, Worker's Compensation with Surry Insurance - \$24,962.00 for FY 2024 premium, Errors & Omissions/General Liability with NC School Boards Trust - \$3,623.00 for FY 2024 premium.

#### School Nutrition Bids

School Nutrition Director Kimberly Cullipher presented the School Nutrition bids for July 1, 2023 – June 30, 2024. Upon motion by Dr. Anne White and second by Arlene Yates, the Board voted unanimously to approve the School Nutrition bids as presented: Marva Maid Dairy/Maola Milk of Newport News, VA (year 1 of a 4-year renewal bid), and Flowers Baking Company of Norfolk (year 1 of a 4-year renewal bid). Water and other beverages had zero bids. These items will continue to be purchased from Sysco Hampton Roads. Functioning as part of the eleven county Northeast North Carolina Co-Op, Ms. Cullipher recommended awarding the following mainline distributor bids as presented: groceries – SYSCO Hampton Roads, Suffolk, VA (year 2 of a 4-year renewal bid), supplies – SYSCO Hampton Roads, Suffolk, VA (year 2 of a 4-year renewal bid), and produce – SYSCO Hampton Roads, Suffolk VA (year 1 of a 4-year renewal bid). The contracts may be renewed at the end of the initial contract period up to four additional years if the district is satisfied with the performance of the company and it is mutually agreeable with both parties of the contract.

#### NCSBA Video Subscription Renewal

The Board considered renewing the NCSBA Video Subscription for 2023-2024. Dr. Anne White recused herself from voting on this item since she is a member of the North Carolina School Boards Association Board of Directors. Upon motion by Leary Winslow and second by Arlene Yates, the Board voted unanimously to renew the NCSBA video training subscription for 2023-2024. Following the vote, Dr. White recommended that board members view the pension spiking and parliamentary procedures videos.

#### Policy Updates

Dr. Turner presented the NCSBA Spring 2023 policy updates and revisions to Policy 3410, Testing and Assessments, so that the policy will be in alignment with the state testing policy. This was a first reading. Action will be taken at the July meeting.

Spring 2023: Set 1 – 13 policies with substantive changes

1610 / 7800	Professional and Staff Development
3101	Dual Enrollment
4023 / 7233	Education for Pregnant and Parenting Students <u>and Employees</u>

4310	Integrity and Civility
5008	Automated Phone and Text Messaging
5040	News Media Relations
6315	Drivers
6330	Insurance for Student Transportation Services
6402	Participation by Historically Underutilized Businesses
6430	Purchasing Requirements for Equipment, Materials, and Supplies
7503	Teleworking
7810	Evaluation of Licensed Employees
7815	Evaluation of Non-Licensed Employees

Spring 2023: Set 2 – 7 policies with minor changes

4130	Discretionary Admission
4155	Assignment to Classes
4334 / 5035 / 7345	Use of Unmanned Aircraft (Drones)
5028 / 6130 / 7267	Automated External Defibrillator
6410	Organization of the Purchasing Function
7340	Employee Dress and Appearance
7650	Employee Travel and Other Expense Reimbursement

Other Policy Revisions

3410	Testing and Assessments
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#### Board of Education Meeting Calendar

Dr. Turner presented the proposed meeting calendar for 2023-2024. She noted the explanations in red for proposed meeting dates that do not follow the regular meeting schedule. Upon motion by Dr. Anne White and second by Matt Winslow, the Board voted unanimously to adopt the 2023-2024 Board of Education meeting calendar as presented. Mr. Lassiter mentioned the possibility of changing the meeting time; however, it was the consensus of the Board to keep the meetings at 6:00 p.m. at this time.

#### Reports / Updates

##### Student Discipline Data

Assistant Superintendent Mr. James Bunch presented the Student Discipline Report for May and June. There were no questions from board members regarding the information. Mr. Lassiter proposed having reports at the end of each semester rather than monthly to save time at board meetings.

##### Disposal of Surplus Property

As prescribed in board policy, Dr. Turner presented a list of surplus items that had been sold on govdeals.com from July 1, 2022 through June 30, 2023.

#### Superintendent's Report

Dr. Turner shared the following information:

- Vacancies: Unfilled – Art Teacher (PCHS/PCMS), 2 Math Teachers (PCHS), Social Studies Teacher (PCHS), Computer Science Teacher (PCMS), Exceptional Children's Teacher (PCHS), Exceptional Children's TA, Speech Language Pathologist, Assistant Principal (PCHS), Custodian
- Filled pending Board approval – ELA (PCMS), Athletic Trainer, STEM CTE Teacher, Social Studies Teacher (PCMS), elementary schools fully staffed
- Administrative Retreat June 26<sup>th</sup> and 27<sup>th</sup> – Topics: Relationships, Human Capital, Literacy, Student Outcome Data

- Summer Accelerator Program – 23 rising 11<sup>th</sup> grade students; 4-day program; 20 hour internship for \$200 or 50 hour internship for \$575.00; model focused on skills development; career safe credential earned; a career assessment determined intentional placement aligned with student interest; end of session survey to assess program and plan for next year. Business and organizations involved with the program: Eastern Pet Company, PCS, Camp Cale, Miller's Mobile Welding, Elizabeth City Med Spa, Coastal Rehab, Albemarle Plantation, Miller's Funeral Home, Gunther Law Group, Faith Childcare, PCHS Farmer's Market, Dr. Yiping Fang, DDS, Albemarle Landings, A/L Automotive, PQ Sheriff's Office
- Summer School Success – HGS: 21 earned proficiency in ELA, Math and/or Science, PCMS: 31 earned proficiency in ELA, Math, and/or Science, PCHS: 47 out of 50 attended; 67 credits recovered; 3 additional students earned proficiency; 1 Senior was able to graduate
- Child Nutrition: End-of-year debt: \$834.96; Angel Account: \$1,598.75
- Cooper Update - Storytime with Cooper (therapy dog) in June, July and August, and Virtual Storytime with Cooper in July

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

#### **Announcements**

Regular Board of Education Meeting – Monday, July 24, 2023 at 6:00 p.m. at Central Office. The board Chair and Vice Chair will be elected at this meeting.

Note: Leary Winslow excused himself from the meeting at this time, 7:27 p.m.

#### **Closed Session**

Upon motion by Arlene Yates and second by Matt Winslow, the Board voted unanimously at 7:27 p.m. to enter closed session pursuant to G.S. 143.318.11(a)(1) and (6) to consider closed session minutes, student transfer requests, and personnel matters.

#### **Return to Open Session**

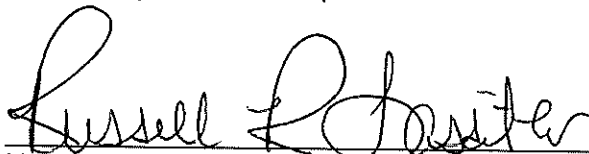
Upon motion by Matt Winslow and second by Kristy Corprew, the Board voted unanimously at 8:21 p.m. to return to open session.

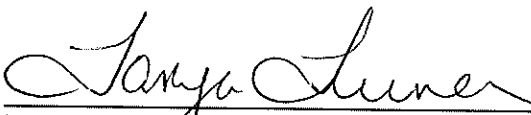
#### **Personnel Summary Report**

Upon motion by Matt Winslow and second by Arlene Yates, 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 8:21 p.m.

  
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 Mr. Russell Lassiter, Chairman

  
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 Dr. Tanya Turner, Superintendent

