

Perquimans County Board of Education
Regular Session – October 24, 2022

The Perquimans County Board of Education met in regular session on Monday, October 24, 2022 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. Leary Winslow 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), Kristy Corprew (in person), Dr. Anne White (in person), Leary Winslow (in person), and Matt Winslow (in person).

Approval of Agenda

Upon motion by Matt Winslow and second by Leary Winslow, the Board voted unanimously to approve the agenda for the meeting including the addendum to the Personnel Summary Report.

Special Recognitions

In recognition of National Principals Month, Superintendent Dr. Tanya Turner recognized Perquimans County High School Principal Mickey Drew, Perquimans County Middle School Principal Laura Moreland (Assistant Principal Makesha Spivey attended in Mrs. Moreland's absence), Hertford Grammar School Principal John Lassiter, and Perquimans Central School Principal Tracy Gregory. On behalf of the Board of Education, Dr. Turner presented each principal with a certificate for their visionary leadership and tireless pursuit of success for each student.

Hertford Grammar School Principal John Lassiter was presented with a plaque by Dr. Turner on behalf of the Board of Education for being selected the 2022-2023 Principal of the Year for Perquimans County Schools.

Approval of Minutes

Upon motion by Dr. Anne White and second by Arlene Yates, the Board voted unanimously to approve the minutes for the September 26, 2022 regular meeting as presented.

Consent Agenda

Upon motion by Kristy Corprew and second by Arlene Yates, the Board voted unanimously to approve the student transfer requests for 2022-2023 as presented by Superintendent Dr. Tanya Turner.

Mrs. Yates requested that the Personnel Summary Report be discussed in closed session. Action on the Personnel Summary Report was postponed until after the closed session.

Public Hearing / Requests from the Public

None

Unfinished Business

None

New Business

Finance

Financial Statements for Year Ending June 30, 2022

Chief Finance Officer Rube Blanchard introduced Adam Scepurek, auditor with the new auditing firm of Anderson Smith & Wike, PLLC, who presented the financial statements for the fiscal year ending June 30, 2022. A three-page letter and a bound copy of the financial statements were provided to board members. Mr. Scepurek said the letter was addressed to the board to let them know that the audit went fine. In the report there were no disagreements with management, no outside firms consulted, and no new accounting pronouncements that materially affected the statements. There were new accounting pronouncements around leases as the board signs new leases.

In the audit there are two components: a compliance component and a financial statements component. In regard to the financial statements, there was an unmodified opinion (a clean opinion), meaning the financial statements accurately reflected the financial position and the fund balance of Perquimans County Schools as of June 30, 2022. The statements are 80-pages long, meet all the standards and have been provided to the Local Government Commission and approved.

Mr. Scepurek suggested that the board look at exhibit regarding the fund balance. In referring to the balance sheet for governmental funds, he noted that the fund balance for the General Fund was \$1,052,065, an increase of \$144,000 from the previous year. The Other Special Revenue Fund had \$456,000 in fund balance, a decrease of \$14,000 from the prior year. Combined, the total of the two local sources operating fund balance increased \$130,000. The Capital Outlay fund balance had a balance of \$480,000, an increase of \$298,000 from last year. A new revenue source, an athletic grant restricted to K-12 athletics of approximately \$100,000, helped the fund balance. Also, there was \$216,000 in fund balance at the individual schools, an increase of \$14,000 from the prior year. He highlighted the income statement for governmental funds which showed from where the increases came.

Mr. Scepurek spoke about the balance sheet for a business-type fund, the School Food Service Fund. This fund showed \$282,000 in cash, an increase in \$221,000 this year while paying off an \$85,000 "loan" from local to Child Nutrition. The increase in funds resulted from COVID due to high reimbursement rates and all students eating for free; however, this will go away in the 2022-2023 school year. While trying to maintain participation and experiencing increases in salaries and food costs, many districts are using the 2021-2022 funds to develop a "nest egg" for the next couple of years. The increase in the federal reimbursements helped to drive the increase from previous years.

Mr. Scepurek also highlighted a schedule that showed the board covered payroll of \$12,000,000 for employees within the retirement system who qualify for retirement, which compares to \$10.8 million in the previous two years. ESSER funds created a spike in federal funding as well as an increase in salaries.

Mr. Scepurek referred to a more detailed schedule of the Capital Outlay Fund which showed all of the revenue sources, with the primary ones being the sales tax and county appropriations, along with a K-12 athletic facilities grant and an emergency connectivity grant.

Three opinion letters were issued regarding compliance: internal controls, state compliance, and federal compliance. All three letters offered unmodified opinions, no deficiencies noted in internal controls, and no exceptions with state or federal compliance.

Mr. Scepurek thanked Mr. Blanchard and the finance team for their preparedness. He said it makes the audit team's job easier and the finance team's job easier as well.

Upon motion by Arlene Yates and second by Dr. Anne White, the Board voted unanimously to accept the auditor's report of the financial statements of the Perquimans County Board of Education for year ending June 30, 2022 as presented.

Monthly Financial Report

Mr. Blanchard presented the Expense-Budget Analysis (YTD) for October 2022. The benchmark was 33%, with 23% actually spent YTD. The report was run on October 17, 2022 and did not include payroll or expenditures paid after that date. Mr. Blanchard also presented the budget summary and board report as of October 17, 2022, sorted by 2-digit purpose code for State, Federal, Child Nutrition Funds, Local, Capital Outlay, and Other Sources. He also shared revenue and expenses for Capital Outlay and the proposed budget, YTD spent/encumbered, and budget remaining for each expense listed. The balance of the Public School Building Capital Fund Lottery Fund was \$496,383.48. Mr. Blanchard noted that the lottery revenue for August 2022 had not been posted as of October 17, 2022. In addition, there is a Public School Building Capital Fund School Building Repair & Renovation Fund (PSBRRF) which provides each county with \$300,000 in PCBRRF funds in FY 21-22 and \$500,000 in FY 22-23. These funds will be administered in the same way as the annual PSBCF lottery capital program.

Increase in Property Insurance with NC Department of Insurance

Mr. Blanchard explained there was an increase of \$6,585 in property insurance with the NC Department of Insurance for FY 2023. The cost rose from \$69,794 (09/01/21 to 09/01/22) to \$76,379 (09/01/22 to 09/01/23) due to a number of "factors that go into the underwriting process—inflation, construction types, fire protection, occupancy, risk improvement recommendations, and loss claims history/estimates, as well as alignment with proper rating methodologies." This was for information only. No action was needed.

School Improvement Plans for 2022-2023

PCS Principal Tracy Gregory, HGS Principal John Lassiter, PCMS Assistant Principal Makesha Spivey, and PCHS Principal Mickey Drew presented brief highlights of their school's School Improvement Plan for 2022-2023. Goals were based on Perquimans County Schools' Strategic Goals and included measurable objectives to achieve goals, strategies to achieve objectives, resources, timeline, and evidence/artifacts of completion. Each School Improvement Team met to build and approve/sign their plan which was also presented to and approved by the faculty and staff at each school before the plan was presented to the Board. Upon motion by Matt Winslow and second by Dr. Anne White, the Board voted unanimously to approve the School Improvement Plans for 2022-2023 as presented by each school.

Voting Delegates at NCSBA Annual Conference

Upon motion by Leary Winslow and second by Matt Winslow, the Board voted unanimously to select Dr. Anne White and Arlene Yates as voting delegates for the 2022 NCSBA Annual Conference.

Reports / Updates

Student Discipline Data

Assistant Superintendent Mr. James Bunch provided an update on student discipline data for September 2022. There was an increase in reportable offenses, with two offenses being reported at Perquimans County High School. Perquimans Central School had zero suspensions for September while Hertford Grammar had ten, Perquimans County Middle School had twelve and Perquimans County High School had eleven suspensions.

Maintenance Update

Maintenance Director Jamie Johnson provided an update to the Board on maintenance projects. As far as completed projects, he said the gym floors have been redone at the middle and high schools. Another coat will be put on the high school floor over Christmas break. The floors in the kitchen at PCS will be done over Christmas break. There are two areas of carpet left to replace with LVP at the high school to complete that project. Brown's Landscaping finished a project at PCHS removing ornamental trees under the security lights and removing grass out of the islands because it was difficult to cut. The grass was replaced with stone to cut back on maintenance. Capital funds, with the exception of approximately \$30,000, have been allocated for projects planned during Christmas and Spring breaks. With the new intermediate school being built in the near future, funds from the Public School Building Capital Fund School Building Repair & Renovation Fund will be used for larger projects, such as roofs and windows, at Perquimans County High School and Perquimans Central School.

Superintendent's Report

Dr. Turner shared the following information:

- Vacancies: Bookkeeper, Transportation Office Assistant, 4th Grade Teacher – HGS, EC Teacher – HGS, Art Teacher – PCHS, Math Teacher (2) – PCHS, Academic Success Facilitator, Substitutes in all areas
- Filled: Media Coordinator at PCMS, Custodian at PCHS (contracted with FK & Associates, LLC), HVAC Mechanic, 6th Grade ELA, Behavior Support
- Enrollment: PCS – 393/36 PreK, HGS – 390, PCMS – 372, PCHS – 518, Total – 1,673
There are the same number of students as last month, but 14 more than last year at this time.
- Child Nutrition Update

School	Unfiled Applications	Approved	Unpaid Charges	Last month
PCS	152	59.15%	\$121.35	\$107.55
HGS	131	58.6%	\$186.53	\$94.00
PCMS	174	52.6%	\$75.80	\$127.49
PCHS	360	44.9%	\$373.26	\$130.73

Summary

- 52.7% district approved applications
- 119 denied / 943 free / 83 reduced (qualify for free this year)
- Total owed \$756.94

- Fall Athletic Update
 - PCMS
 - Volleyball – Second in the conference
 - Soccer – Fifth in the conference
 - Football – Second in the conference
 - PCHS
 - Volleyball – First in the conference
 - Men's Soccer – First in the conference
 - Cross Country – First in the conference
 - Football – Fifth or fourth in the conference

- Credentials – Top 10 in NC for percent earned Credential Attainment Rate: 56.6% for 2021-2022 compared to 25.3% for 2020-2021.
- Upcoming Dates
 - Tuesday, October 25th: PCHS Home Volleyball second round of state playoffs
 - Wednesday, October 26th: PCMS Football Homecoming/8th grade recognition at PCHS
 - Friday, October 28th: Trunk or Treat at PCS 5:30 – 7:00 p.m.; Halloween Baseball Bash at PCHS; Boo Bash at PCMS 6:00 – 8:00 p.m.
 - Saturday, October 29th: Band Competition at Havelock
 - Monday, October 31st: PCHS Home Soccer first round of state playoffs
 - Tuesday, October 25th: New S-bridge will open

Board Chair's Comments

Mr. Lassiter announced that he, Dr. Turner, Mr. Bunch, and Mr. Johnson met recently with County Commission Chair and Vice Chair, Wallace Nelson and Fondella Leigh, and County Manager Frank Heath to talk about a site for the new intermediate school. The site being considered is located between Harvey Point Road and Wynne Fork Road pending approval of the Commissioners. When asked about progress on the project, Dr. Turner noted that the RFQ for design, bid, build has been sent to the attorney for review. Mr. Johnson explained that the RFQ would be sent out to about 15 companies and interviews would be conducted to select a firm based on qualifications. After a firm is selected, the district will work with the firm to agree on a price and then the firm can begin the drawings. If a price cannot be agreed upon, then the next choice will be considered. The attorney noted that the district does not have to go with the company with the lowest price. Mr. Lassiter requested that the Board be updated monthly on the progress of the project. When asked about the design that will be used, Dr. Turner explained that an investment was made in developing a school design to better the district's chances of getting the funding. She will attach a copy of the design in the weekly update to the Board. Mr. Lassiter asked that the Board have an opportunity to provide input in the design and to hold special meetings when needed.

Mr. Bunch noted that Perquimans County Schools was able to purchase two new, large activity buses with assistance from a reimbursement grant.

Mr. Lassiter noted that his church is hosting a missionary from India for a month. He gave the missionary a tour of our schools, particularly Hertford Grammar School. The missionary was so impressed with our schools that he said our public schools are like the elite schools in India. Mr. Lassiter also introduced the missionary to Dr. Turner.

Announcements

- A. Veterans Day – Friday, November 11, 2022
- B. North Carolina School Boards Association Annual Conference – November 14-16, 2022 (Dr. White and Mrs. Yates will be attending.)
- C. November 23, 2022 – Annual Leave; November 24-25, 2022 – Thanksgiving Holiday
- D. Regular Board of Education Meeting – Monday, November 28, 2022 at 6:00 p.m. at CO

Closed Session

Upon motion by Arlene Yates and second by Leary Winslow, the Board voted unanimously to enter closed session pursuant to G.S. 143.318.11(a)(1) to prevent the disclosure of information that is privileged or

confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes to consider closed session minutes, G.S.

143.318.11(a)(2) to prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award, G.S. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged, and G.S. 143.318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

Upon motion by Kristy Corprew and second by Arlene Yates, the Board voted unanimously to return to open session.

Personnel Summary Report

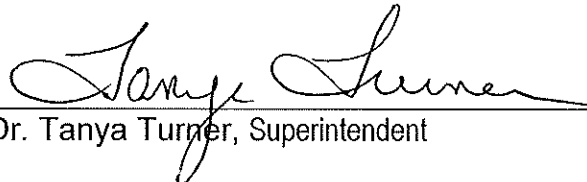
Upon motion by Kristy Corprew and second by Matt Winslow, the Board voted unanimously to approve the Superintendent's recommendations regarding personnel items as presented in the Personnel Summary Report, including the addendum.

Adjournment

There being no further business, the meeting was adjourned at 9:03 p.m.



Mr. Russell Lassiter, Chairman



Dr. Tanya Turner, Superintendent