

**Perquimans County Board of Education**  
**Board Retreat – October 18-19, 2012**

The Perquimans County Board of Education met for its annual board retreat on Thursday and Friday, October 18-19, 2012, from 8:30 a.m. – 4:30 p.m. in the auditorium at the Albemarle Electric Membership Corporation in Winfall, NC. Board members in attendance for Day 1 included Arlene Yates, Walter Leigh, Susan Cox, Ralph Hollowell, Steven Magaro and Wallace Nelson. Day 2 attendance included Arlene Yates, Walter Leigh, Susan Cox, Ralph Hollowell and Steven Magaro. Wallace Nelson was absent.

Board Retreat - Day 1

Board Chair Arlene Yates called the meeting to order. A word of prayer was offered to begin the meeting.

Board members and attendees enjoyed a continental breakfast while Dr. Stallings welcomed everyone and gave an overview of the agenda for the retreat.

Superintendent's Goals 2012-2013

Dr. Stallings presented and explained his goals for 2012-2013. He noted that many of the goals would be addressed in detail later in the retreat.

- 1) Continue the restructuring process of the elementary and secondary schools in Perquimans County to incorporate a strong basic foundation for early learners and provide additional rigor to course offerings in middle and high school. This will include a renewed emphasis on literacy skills at both the district and school levels. (Aligns with SBE Goal 1: North Carolina Public Schools will produce globally competitive students.)
- 2) Continue the implementation of the redesigned evaluation instrument (McRel) for certified staff. In addition, provide staff development opportunities that enhance staff members understanding and implementation of higher level curriculum. Reopen and research possibility of implementing the salary study developed in 2008. In addition, investigate format and contents of local budget. (Aligns with SBE Goal 2: North Carolina Public Schools will be led by 21<sup>st</sup> Century professionals.)
- 3) Re-examine, develop and implement guidelines to ensure Perquimans County Schools are meeting the needs of students in ensuring they are healthy and responsible. (Aligns with SBE Goal 3: North Carolina students will be healthy and responsible.)
- 4) Continue to collaborate with institutions of higher learning, community colleges and other organizations to provide students and staff additional academic opportunities above those offered in the normal school setting. This includes a continuation of applying for grants that can assist in this initiative. (Aligns with SBE Goal 4: Leadership will guide innovation in NC Public Schools.)
- 5) Provide facilities and resources that support energy efficiency measures in each school, state of the art technology for student learning and appropriate access for students and staff in utilizing these systems. Continue to work toward construction of new athletic facility at PCHS. (Aligns with SBE Goal 5: North Carolina Public Schools will be governed and supported by 21<sup>st</sup> Century systems.)

After a 15-minute break, the presentations continued.

Dr. Stallings presented an overview of the system-wide literacy plan which aligned with his first goal for this school year. His presentation, *Gold Medal Literacy Program for Perquimans County Schools*, began with a comparison of the 2012 Olympic medal standings and the reading and math proficiency levels for students in the class of 2011 in the U.S. and foreign jurisdictions participating in the PISA 2009. The U.S. topped the medal counts for the 2012

Olympics and notably among all Olympic games to date. However, in the reading and math proficiency scores, the U.S. lagged behind in both subjects. He showed how students in the U.S. scored in math and reading by race and ethnicity and how U.S. 15-year-olds performed in math, science, reading and problem solving compared to other countries. He also showed the 2011 Nation's Report Card for 4<sup>th</sup> graders and 8<sup>th</sup> graders in reading. He then compared Perquimans schools' reading and math end-of-grade results with state and regional scores. He illustrated the historical test data for each school in Perquimans, using color-coding, as to how the same group of students performed from year to year. Dr. Stallings noted that the Literacy Task Force, which includes representation from each school, has met and each school has been charged with creating a literacy plan that will become a part of a system-wide plan for the district.

Following Dr. Stallings' presentation, Mrs. Brenda Dail, Director of Title I, AIG, Pre-K, Teacher Development and Elementary Education, prefaced the elementary presentation by noting that the attributes of a future-ready graduate begin in elementary school. Principals Melissa Fields and Linda White presented the elementary literacy plan for Perquimans Central School and Hertford Grammar School. The presentation included historical data, data trends, comparison data, assessment results and North Carolina statewide K-3 literacy initiatives. It also included information about the elimination of social promotion, accountability measures, importance of early intervention, literacy focus and differentiation with literacy. In addition, the principals shared information about Reading 3D, Reading Mastery / Corrective Reading, Reading Recovery and new initiatives such as revised ELA pacing guides based on the Common Core, Lucy Calkins Units of Study, LetterLand: Child-friendly Phonics, Nook Literacy Project, as well as other district initiatives.

Following lunch at the Twysted Turtle, the presentations continued.

Assistant Superintendent James Bunch introduced Principals Andrea Greene and Chanté Jordan who presented the literacy plan for Perquimans County Middle School and Perquimans County High School. The presentation included information about the four strands of literacy, the three influential factors of quality literacy instruction, planning for reading and digital literacy and the focus for quality literacy for all children. It also included the names of the members of the Literacy Task Force for Grades 6-12, PCMS Annual Measurable Objectives for reading and math, PCHS historical data and SAT results and data by ethnic groups. In addition, the principals shared information about professional development and resources at each school, including technology, and the attributes of 21<sup>st</sup> Century literate students.

After the break, Finance Officer Candy Tilley discussed a possible new format for submitting the local budget to the County Commissioners. The proposed format is similar to the current budget resolution and is more in line with format of the annual audit. Mrs. Tilley's presentation included function definitions which explained the headings used in the proposed new format. The Board will consider this proposal further at a work session to be scheduled in January 2013.

Dr. Stallings, Mrs. Tilley and Mrs. Sandy Meads, Director of Human Resources, presented information related to the salary study. The purpose of the discussion was to consider correcting the salary scale for classified staff and, at the same time, remove the supplements from the local current expense budget. The money that has been allocated for supplements in the past would be allocated to the normal salaries for these staff. The money would come from the local budget, but would not be identified as supplements. Options for implementing the salary study will be discussed further at the work session in January.

This concluded Day 1 of the Board Retreat.

### Board Retreat - Day 2

Day 2 of the Board Retreat began with a continental breakfast. Board Chair Arlene Yates called the meeting to order. A word of prayer was offered to begin the meeting.

The first item on the agenda consisted of the Perquimans County NC Pre-K Program at Perquimans Central School. Mrs. Brenda Dail and Principal Melissa Fields presented information on the program, including the Advisory Board and the Pre-K staff. Teachers Angela Burke and Heather Leary presented an iMovie on the program as well as parents' comments on the effectiveness of the program. Mrs. Dail and Mrs. Fields discussed the screening process, the Pre-K plan, budget, program activities and reports. They noted some issues of concern including space, funding and requirements. Some of their handouts included a sample agenda, the NC Pre-K application, the eligibility form, sample letters of acceptance / waiting list, the DIAL 3 record form and a copy of an article, "How to Cut Crime, Alcoholism and Addiction? It's Not Elementary, but Preschool."

After the Pre-K presentation, Mrs. Dail presented information on the Academically or Intellectually Gifted (AIG) Program in Perquimans County Schools. Mrs. Dail noted G.S. 115C-150.5 which addresses providing AIG students with "differentiated educational services beyond those ordinarily provided by the regular educational program." She defined "academically" and "intellectually" and noted the State Board of Education responsibilities as outlined in G.S. 115C-150.6. Mrs. Dail added that she is a member of the State Leadership Advisory Board which is led by Sheha Coltrane, the DPI Chief Consultant. She spoke about the local plan, a requirement of G.S. 115C-150.7, noting that it was approved by the Board on June 28, 2010 and appears on the school website so that parents and the community can easily access it. She explained that the LEA should review progress and make updates to the local plan since the district is at the mid-point of the six-year plan. In 2013, a new requirement for accountability is that AIG will have a subgroup of 30 per grade level for the report card. Mrs. Dail listed the teachers in the district who are certified in AIG and the April 2012 headcount of AIG students in Perquimans County. She also discussed identification for services and the service options and best practices for AIG students. She shared a detailed budget sheet with board members and noted various concerns regarding the program. Her attachments included G.S. 115C Article 9B, a map of the DPI AIG Regional Roundtables, the Perquimans County Schools Plan for Academically or Intellectually Gifted Students and Appendix D – Screening/Identification/Placement and Review Process.

Next on the agenda, Assistant Superintendent Mr. James Bunch provided an overview of the Exceptional Children's Program in a presentation entitled, "Going for the Gold." He gave a breakdown of EC students and staff by school. He explained that each student must qualify in one of the 14 categories of eligibility in order to qualify for Exceptional Children's services and gave the number of students being served in each category. Mr. Bunch gave a detailed explanation of the EC referral process including review of existing evaluation data, timeline, consent for evaluation, components of comprehensive evaluations, eligibility, consent for services and the re-evaluation process. He listed the members of the IEP Team and other participants and discussed the procedures for IEP Team meetings and their content. Mr. Bunch noted that October is Disability Awareness Month and shared photos of how the month is being recognized throughout the district.

The group enjoyed a spaghetti lunch provided by the Durants Neck Ruritan Club.

After lunch, Victor Eure presented information about the North Carolina STEM (Science, Technology, Engineering and Math) Project. He shared information from a handout entitled, "Vital Signs," that addressed the STEM skills in demand and North Carolina meeting those demands. The handout addressed high expectations for student performance, engaging them in challenging and engaging content and making sure teachers have content knowledge and teaching experience that will affect student performance. In a PowerPoint, he talked about the strategies, short-term and long-term goals for the STEM Connect Project Plan, Professional Learning Communities opportunities with the NCSU Science House, interdisciplinary units of instruction and project-based learning. He included several photos from some of the STEM-related, hands-on field trips that students have experienced. He shared examples of community engagement activities as well as a list of the partners involved in the project.

Mr. James Bunch presented information on various grants awarded to the school district including the Governor's Crime Commission Grant, the Workforce Investment Act Grant, the GEAR UP NC Grant, the East Carolina Behavioral Health Grant, the Kate B. Reynolds Mental Health Grant, the Monsanto Grant and the Race to the Top

Grant. His presentation included information on the grant amounts, the length and purpose of the grants, and the audience served by the grants.

After a short break, Mr. Jonathan Nixon, Director of Maintenance, Construction and Custodial Services, presented a PowerPoint presentation on energy management and efficiency for Perquimans County Schools. His presentation included information on utility usage and cost distribution. He presented charts containing a three-year energy evaluation for 2009-2012 and the trend through 2018. Mr. Nixon's presentation also included a list of projects that have been completed or are in progress utilizing money saved as a result of energy saving initiatives. Since the 2009-2010 school year, energy savings projects have totaled \$211,945.42 compared to avoided cost since 2009-2010 which total \$1,102,534.47. Mr. Nixon also shared slides about Performance Contracting—what it is, why not do it yourself, advantages of performance contracting and steps to a successful project. According to Mr. Nixon, Trane estimated an energy savings project for the Board of Education and Perquimans County in the range of \$1.8 million to \$2.5 million in the range of 15 years. Mr. Nixon concluded his presentation with a list of possible energy savings projects for Perquimans County Schools and possible energy conservation measures for Perquimans County and Perquimans County Schools.

The next presentation consisted of a discussion of proposed revisions to board policies pertaining to contracts and community use of facilities. Mr. Jonathan Nixon and Finance Officer Candy Tilley shared proposed revisions to Policy 9120 – Bidding for Construction Work; Policy 9125 – Participation by Minority Businesses; Policy 6420 – Contracts with the Board; Policy 6425 – Continuing Contracts; Policy 6430 – Purchasing Requirements for Equipment, Materials and Supplies; and Policy 6440 – Local Purchasing Requirements for Equipment, Materials and Supplies. Dr. Stallings, Mr. Nixon and Mary Kay Peele shared proposed revisions to Policy 5030 – Community Use of Facilities. The Board will consider these proposed revisions for a first reading at the regular board meeting on October 22, 2012.

The final item on the agenda included a discussion of the proposed athletic complex at Perquimans County High School. Board Member Susan Cox, who is also a member of the Fundraising Committee, presented an update on the fundraising efforts for the project. Using the original drawings, Ms. Cox shared possible options to consider for phasing the project. It was decided that Ms. Cox, Mr. Nixon and Dr. Stallings would meet to discuss the possible options for phasing and to contact Albemarle & Associates about revising the footprint for the project within a \$3 million budget. After approving the contract and giving them the notice to proceed, Albemarle & Associates will be invited to attend the work session in January to present the revised plans for the athletic complex.

There being no further items on the agenda, the meeting was adjourned.

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Arlene Yates, Board Chairperson

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Dwayne K. Stallings, Superintendent