

Perquimans County Board of Education
Work Session – January 15, 2015

The Perquimans County Board of Education met for a work session on Thursday, January 15, 2015, at 1:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members in attendance included Susan Cox, Arlene Yates, Steven Magaro and Anne White. Ralph Hollowell and Amy Spaugh were absent.

Board Chairman Susan Cox called the meeting to order.

Albemarle Area United Way

Randy Foreman, executive director of the Albemarle Area United Way, presented information to the Board about the United Way, including history, the local United Way, and “the nuts and bolts” to run a campaign. Approximately \$4.5 billion was distributed by the United Way last year. The local United Way covers nine counties. Mr. Foreman fielded several questions from board members including the following:

- Why was the Perquimans County Schools Foundation denied the request to be a partner agency? Mr. Foreman will check on this and let us know.
- What is the expected level of “push”? The level of “push” will be tailored to what we want.
- What is the expectation for having a person on the board? Is this a requirement or an opportunity? There are six meetings per year, with about four hours of activities per month.
- When do campaigns start? If the school system decides to participate, the campaign would begin in September.
- Would the United Way be a prohibitor in the school district receiving other grants? Mr. Foreman did not know if the United Way would be a prohibitor in the school district receiving other grants. Candy Tilley will research this and report back at a future board meeting.

Athletic Facility Update

Board Chair Susan Cox reported that she met with Commissioner Chair Janice Cole last week regarding the fast approaching deadline for the option on the Nixon property. It is important now to find out if the district can get an extension. A five-person steering committee, led by Wallace Nelson, has been appointed. Mr. Nelson and Superintendent Stallings will schedule a time to meet with Dr. Nixon to discuss the property. If Dr. Nixon agrees to an extension, the committee will decide on the approach to take, possibly to pay a fundraiser or someone to staff the committee.

Utility Usage and Capital Outlay Update

Mr. Aubrey Tynch, the interim director of maintenance, provided information on the 2014-2015 quarterly utilities report. He pointed out the expenses to date, balance to date, and percentage paid to date for electric service, water/sewer, and fuel for facilities, noting that 49.41% of the total budget for utilities, or \$301,382.84, had been spent to date. He mentioned that the tax on electricity has increased from 3% to 7%, which is a tax that we cannot claim. The increase in the water can be attributed, in part, to the increase in the number of games at PCHS, the toilet incident in the office at PCMS, and the leak at PCS. At the end of the year, the district will be over budget for electricity due to the increase in the tax, but part of that will depend on the weather as well. Finance Officer Candy Tilley noted that although the electricity will be over budget, the district should be OK within budget code 6500.

Mr. Tynch also presented information on the status of capital projects for 2014-2015. He presented the items and costs that were listed on the capital outlay budget for the year, noting the following projects have been completed:

- PCHS repair fence at baseball field to allow for moving bleachers
- PCH softball bleachers
- Activity bus second year of five year lease
- PCMS cafeteria tables
- Electrical services (emergency)
- PCS cooling tower heat exchanger plates
- PCS parking lot upgrades – phase II
- PCHS Information Highway room carpet replacement
- HGS Building D renovation removal and replacement of floor tiles/painting
- PCMS locker room renovation lockers repaired/painted and epoxy floor

He noted there are some funds available for environmental/safety issues, engineering fees, and HVAC replacement. He provided photos of the completed projects and a snapshot of the capital outlay history for the past seven years.

iPads / Insurance

Director of Technology Victor Eure presented information on iPads in regard to self-insurance vs. purchased insurance. He stated that 1,290 iPads have been issued in the district, grades 3 through 12. To date, seven iPads have cracked screens. Based on the experience of other school districts, 10% of the iPads were lost or damaged in the first school year. Using this estimate, approximately 7% of our iPads will be damaged or lost this year for a total of 90 iPads at a cost of \$29,340.00 with Apple repair. The cost of purchased insurance for the remainder of the year would be \$16,812.00 from a third party vendor (\$33,624.00 for a full year). Based on the use of a third party company, we may be able to reduce our repair costs by more than half. In addition to the cracked screens, numerous power cables were found to be not working out of the box or were damaged in the first few days of use. Mr. Eure requested that Apple give us more help in allowing us to return these cords at no cost unless they have been cut through. In response to these complaints, Apple has provided numerous replacement cables at no charge and has recently begun reinforcing the cables to make them thicker and longer.

Upon motion by Steven Magaro and seconded by Anne White, the Board voted unanimously to self-insure, to use an Apple certified repair facility, and to charge parents the actual amount of repairs if the amount of the repairs is less than the stated fee amount.

Child Nutrition Student Charges

Child Nutrition Director Donna Harris provided information about student charges—what the district is doing, new practices and recommendations. Mrs. Harris stated that the total charges before Christmas were \$3,467.20 and the charges today are \$2,899.55. Personal contact has had some effect. She mentioned that she, Dr. Stallings and each principal met to discuss the student balances at each school. Not only did they look at each student's balance, but also at possible discipline issues, attendance issues, academic issues, parent support issues, and/or health issues. During these discussions, there appeared to be no correlation between students with outstanding balances and other issues. However, there are two major concerns: parents not filling out the application and parents who can afford to pay, but do not.

New practices to implement for the remainder of this school year include: use School Messenger to contact parents who have high balances; send personally drafted letter to parent with details concerning their children's accounts; and use the school social worker to help with the most difficult cases. Next school year, new practices to implement include: continue to send out F/R applications in the back-to-school packet; set up table at Open House to offer assistance to parents who need help completing an application; and track students who do not have a new approved application by the 15th school day. If a new approved application is not received by September 30, staff will follow up again or until the parents say they do not intend to apply. The following plan of action was recommended. Beginning March 1, an alternate meal will be offered to students who owe over \$20 in charges. The alternate meal will consist of one cup of vegetables and one cup of fruit and one carton of milk. This plan of action will begin only after giving parents notice that it will begin and parents have an opportunity to pay down their child's account. The parent will be contacted personally before this occurs.

After some discussion, the following action was taken. Upon motion by Steven Magaro and seconded by Arlene Yates, the Board voted unanimously to adopt the Child Nutrition plan of action as presented.

Finances

Finance Officer Candy Tilley presented information on preparing for the 2015-2016 budget cycle. She showed the percentages of budgeted revenues and budgeted expenditures, as well as the amount of county appropriation and fund balance since 2012. In regard to the capital outlay fund balance, Mrs. Tilley showed the fund balance per the June 30, 2014 audit report which was \$402,253. With the restricted match for the Golden Leaf 1:1 Grant - \$173,000, the PCS parking lot not completed until FY 2015 - \$70,000, and the PCS electrical panel emergency - \$10,000, the available capital outlay fund balance as of December 31, 2014 is \$149,253. The state initial allotments have increased slightly since 2012, but the ADM for Month 2 is at an all-time low since 2012, at 1,718. Employee benefits, including hospitalization and retirement, have continued to increase since 2012. The initial allotments for FY15 totaled \$12,055,081 based on an ADM of 1,800. There has been a mid-year reduction of \$119,090 to State allotments including a decrease in classroom teachers, non-instructional support, CTE program support, teacher assistants and instructional supplies. In preparing for next school year, the district will use the FY15 allotments, less the mid-year reduction for planning purposes, establish teacher allotment formulas, evaluate existing programs, perform needs assessments and increase efficiencies in regards to staffing.

Letter Grades for Public Schools

In regard to school performance grades, Dr. Stallings explained that North Carolina law requires that all the state's public schools receive a letter performance grade on an A-F scale effective February 5, 2015. The grades released on February 5 will be based on data for the 2013-2014 school year. The grades will be based 80% on student achievement (proficiency) and 20% on student growth (academic progress). The implementation of five achievement levels will be effective with the 2013-2014 data. There will be two standards for reporting: grade level proficiency and college and career readiness. Schools with no growth use 100% achievement and schools with no data receive no designation. A 15-point scale will be used for 2013-2014; 2014-2015 and beyond will use a 10-point scale. A separate achievement score and grade for reading and math must be reported for schools serving grades K-8. Schools assigned a "D" or "F" school performance grade must inform parents via a letter. Dr. Stallings explained what measures the grades are based on for elementary and high schools, as well as the achievement indicator standards and the growth indicator and reporting. He also showed how a school performance grade is calculated.

He noted some of the limitations of the school performance grades: (1) No single measure can fully and accurately reflect the quality of a school, just as no single grade can fully define student success; (2) Because students enter school with different backgrounds and levels of preparation, growth is often a better measure of school success than proficiency, but only counts for 20% of the grade. There are several resources for student success including high quality teachers and staff, professional development, instructional technology, student support services, AIG and EC programs, and parent and community involvement.

Following Dr. Stallings presentation, each principal shared information about the great things that are going on in our schools such as EVAAS growth, highly-qualified/talented/dedicated staff, family and community engagement, student support, rigor, technology, career certifications, and graduation rate, just to name a few. Dr. Stallings concluded the letter grades presentation by showing a video comprised of each principal talking about all the wonderful things that are happening in our district. The video (with a few revisions) will be posted on our district website and shared with local groups and organizations.

There being no further business, the meeting was adjourned at 5:05 p.m.

Susan B. Cox, Board Chair

Dwayne K. Stallings, Superintendent

Perquimans County Board of Education
Regular Session – January 26, 2015

The Perquimans County Board of Education met in regular session on Monday, January 26, 2015, at 6:00 p.m. in the administrative offices of Perquimans County Schools in Hertford, North Carolina. Board members Susan Cox, Arlene Yates, Ralph Hollowell, Steven Magaro, Amy Spaugh and Anne White were in attendance.

Board Chairman Susan Cox called the meeting to order. Amy Spaugh led the audience in reciting the Pledge of Allegiance and Ralph Hollowell opened the meeting with a word of prayer.

Special Recognitions

Superintendent Dr. Dwayne Stallings recognized the media coordinators for each school as the Employees of the Month for January 2015—Martha Nixon, Perquimans County High School; Cindy Phthisic, Perquimans County Middle School; April Benton, Hertford Grammar School; and Leah Robertson, Perquimans Central School. Director of Technology Victor Eure praised the media coordinators for working tirelessly to develop and implement the parent and student guidelines for the 1 to 1 technology initiative, the main goal of which is teaching and learning. Mr. Eure noted that these ladies have continued to do an excellent job with what they are doing, in addition to taking on this additional responsibility. On behalf of the Board of Education, Dr. Stallings presented each media coordinator with a certificate and a monetary gift in recognition of their achievement.

Dr. Stallings recognized the newly certified and recertified National Board Certified Teachers—Cindy Phthisic, Perquimans County Middle School; Michael Hawkins, Perquimans Central School (renewal); Sheila Twine, Perquimans County High School (renewal); and Bonita Williams, Perquimans County Middle School (renewal). Director Brenda Dail, who provides support for National Board candidates, stated that 25% of Perquimans County teachers are National Board certified and 31% of eligible teachers in Perquimans County are National Board certified. On behalf of the Board of Education, Dr. Stallings presented each teacher with a certificate and gift in recognition of earning this distinction.

Approval of Minutes

Upon motion by Arlene Yates and seconded by Steven Magaro, the Board voted unanimously to approve the minutes of the December 15, 2014 regular session and the January 15, 2015 work session as presented.

Approval of Agenda

Upon motion by Amy Spaugh and seconded by Ralph Hollowell, the Board voted unanimously to approve the agenda, including the addendum, as presented.

Consent Agenda

Upon motion by Arlene Yates and seconded by Amy Spaugh, the Board voted unanimously to approve the Personnel Summary Report and addendum for January 26, 2015, as presented.

Public Hearing / Requests from the Public

Mr. Tony Riddick, a local entrepreneur, requested to speak to the Board regarding his concerns related to academics and athletics. Mr. Riddick stated that he has sponsored basketball camps for area youth free of charge and offered assistance in science, history and math in conjunction with the camps since 2002. He

noted his concern over students' recent suspension from the PCHS football team. Mr. Riddick stated a student can graduate from high school with a 1.0 or a 70 average according to state policy, but a student must have a 2.0 GPA to participate in athletics according to the Perquimans' athletic policy. Mr. Riddick asked the Board to reconsider "opening the gate and making it broader." He said by lowering the GPA, more students can enter the process. He said by participating in athletics, students can increase their GPA. Mr. Riddick said no surrounding county has the higher GPA requirement. Mr. Riddick also stated that according to state policy, students with a felony cannot participate in athletics; however, according to Perquimans' athletic policy, students with a misdemeanor cannot participate in athletics. This is also restricting the number of athletes that can participate in the program. Mr. Riddick asked the Board to improve the standards in these areas so that more students can participate in the athletic program in Perquimans County Schools.

Unfinished Business

Upon motion by Steven Magaro and seconded by Amy Spaugh, the Board voted unanimously to adopt the policies listed below included in the Fall 2014 Legislative Policy updates as presented, excluding 1510/4200/7270 School Safety, which will be revised and presented to the Board at a later date.

PLS Update: Fall 2014 Legislative Policy Updates

1710/4021/7230	Prohibition Against Discrimination, Harassment and Bullying
1720/4015/7225	Discrimination, Harassment and Bullying Complaint Procedure
3210	Parental Inspection of and Objection to Instructional Materials
3320	School Trips
3410	Testing and Assessment Program
3420	Student Promotion and Accountability
4050	Children of Military Families
4202/5029/7272	Service Animals in Schools
5024/6127/7266	Emergency Epinephrine Auto-Injector Devices (Adopted November 24, 2014)
5028/6130/7267	Automated External Defibrillator
5120	Relationship with Law Enforcement
6140	Student Wellness
6200	Goals of Student Food-School Nutrition Services
6210	Organization of Student Food-School Nutrition Services
6225	Free and Reduced Price Food-Meal Services
6230	School Meal and Competitive Foods Nutritional-Standards for Food-Selection Beverage Vending-Sales
6235	
7265	Occupational Exposure to Hazardous Chemicals in Science Laboratories
7420	Superintendent Contract
7422	Deputy/Associate/Assistant Superintendent Contracts
7425	School Administrator Contracts
7635	Return to Work
7950	Non-Career Status Teachers: Nonrenewal
9020	Facility Design
9115	Prequalification of Bidders for Construction Projects
9120	Bidding for Construction Work
9220	Security of Facilities

The policies listed below have only minor changes to wording, legal references, and/or cross references.

1300	Governing Principle – Parental Involvement
1310/4002	Parental Involvement
1320/3560	Title I Parent Involvement
1400	Governing Principles – School Initiatives
1500	Governing Principle – Safe, Orderly and Inviting Environment
1700	Governing Principle – Removal of Barriers
1800	Governing Principle – Stewardship of Resources
3220	Technology in the Educational Program
6340	Transportation Service/Vehicle Contracts
7100	Recruitment and Selection of Personnel
7405	Extracurricular and Non-Instructional Duties
7510	Leave
7540	Voluntary Shared Leave
7820	Personnel Files

Upon motion by Amy Spaugh and seconded by Arlene Yates, the Board voted unanimously to adopt the following board policies as revised.

3225 / 4312 / 7320	Technology Responsible Use
5070 / 7350	Public Records – Retention, Release and Disposition
6220	Operation of School Nutrition Student Food Services
7500	Workday and Overtime
7510	Leave

New Business

Analysis of Student Work (ASW)

Dr. Stallings explained that Advanced Placement, Arts Education, Healthful Living, and World Languages do not have End of Course tests; therefore, they do not have data for Standard 6 ratings for Teacher Effectiveness. Beginning with the 2014-2015 school year, the ASW process is the Standard 6 measure for educators in these areas. However, with a waiver, school-wide growth data would be used to determine the Standard 6 rating for teachers in these areas. Perquimans educators who teach in these areas were presented with this information and surveyed. All teachers who were surveyed indicated that they would like for the district to request an ASW waiver for the 2014-2015 school year. Upon motion by Anne White and seconded by Ralph Hollowell, the Board voted unanimously to approve the Analysis of Student Work (ASW) waiver request as presented.

Board Policy 4201/7271

The Board conducted a first reading of proposed policy 4201/7271 Injury and Loss Prevention. Dr. Stallings explained that on January 8, 2015, the State Board of Education voted to require LEAs to adopt a policy on workers' compensation loss prevention and to file a copy of that policy with DPI's Insurance Section by March 31, 2015.

Overnight Field Trip

Marshall Pugh, a music educator at Hertford Grammar School, provided information about a proposed overnight field trip to Busch Gardens for Hertford Grammar School chorus members, Perquimans County Middle School 8th grade band members and select 7th grade band members, and Perquimans County High School band members. The proposed trip would take place on April 24-25, 2015. There would be musical performances at a local high school near Busch Gardens and the students would spend the day at Busch Gardens where the awards ceremony would be held. There would be 112 students and 38 chaperones involved, with the cost of the trip totaling \$30,380.00. Funding for the trip would be accomplished through fundraisers, "gofundme," sponsorships, and donations. Upon motion by Arlene Yates and seconded by Ralph Hollowell, the Board voted unanimously to approve the overnight field trip as presented.

Budget Amendments

Upon motion by Anne White and seconded by Amy Spaugh, the Board voted unanimously to approve the following budget amendments as presented:

1. State Public School Fund – Budget Amendment #4
2. Capital Outlay Fund – Budget Amendment #3
3. Other Specific Revenue Fund – Budget Amendment #3

Monthly Financial Report

Finance Officer Candy Tilley presented the financial report for December 2014. When asked about the Child Nutrition funding issue, Mrs. Tilley stated that the matter had been resolved. She received a letter of apology; the money has been refunded; and Dr. Harvey is investigating the issue to see why it occurred.

Representative on School Calendar Committee

Upon motion by Arlene Yates and seconded by Anne White, the Board voted unanimously to appoint Susan Cox as the board representative on the School Calendar Committee.

Superintendent's Report

Bus Drivers with Perfect Attendance

Dr. Stallings reported that thirteen bus drivers earned perfect attendance during the month of December 2014 and that eight drivers have perfect attendance for the year to date.

Date for Tour of Schools (PCMS and PCHS)

The Board will be provided additional possible dates to tour Perquimans County Middle School and Perquimans County High School.

Date for Joint Session with County Commissioners

The Board discussed February 16, 2015 as a possible date for a joint work session with County Commissioners. The Superintendent's mid-year evaluation will be held following the joint work session. (After the board meeting, several conflicts were discovered with the February 16 date. As a result, the joint work session was scheduled for Monday, March 2, 2015.)

Other

Dr. Stallings thanked those from the board, staff, and community, for participating in the strategic planning meeting and for their input in the strategic planning process.

Board Chair's Comments

Board Chair Susan Cox reminded board members to complete the online form to receive credit hours for attending the NCSBA annual conference.

Announcements

- Representative Bob Steinburg to visit Perquimans County Schools – Friday, February 6, 2015 at 10:00 a.m. (The date for this visit was changed to Monday, February 2, 2015 due to a conflict in Representative Steinburg's schedule.)
- Regular Board of Education Meeting – Monday, February 23, 2015, at 6:00 p.m., Board of Education Building
- In regard to the release of the School Report Card, Dr. Stallings noted that various articles have appeared in the newspaper; the Perquimans video is being revised to include pictures where the principals are talking; and information has been shared at the Ministers' Council meeting, the Rotary Club meeting, and the Martin Luther King, Jr. Breakfast, etc.

In regard to the National Board certification process, Mr. Magaro asked about the cost involved for teachers to participate. Director Brenda Dail noted that the process is self-funded (\$1,900), as the state funding stream has "dried up." Dr. White noted her concern for the lack of African American names on the list of NBCTs for Perquimans County Schools.

There being no further business, the meeting was adjourned at 7:51 p.m.

Susan B. Cox, Board Chair

Dwayne K. Stallings, Superintendent