Person County Board of Education
Regular Session Minutes

Meeting Date and Time: Thursday, August 2, 2018 at 5:30 pm

Location: Person County Schools Board Room, 304 South Morgan Street, Roxboro, NC.

Board members present: Dr. Kay Allen, Freda Tillman, Margaret Bradsher, Phillip Gillis, and Harriett Tillett.

At 12:04 p.m., Board Chair Dr. Kay Allen called the meeting to order.

Harriett Tillett led the invocation and Margaret Bradsher led the pledge of allegiance.

Administration Present:

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<th>Name</th>
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<td>Dr. Rodney</td>
<td>Superintendent</td>
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<td>Jarrod</td>
<td>Assistant Superintendent</td>
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<td>Lily</td>
<td>Communications Director, Clerk to the BOE</td>
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<td>Larry</td>
<td>Chief Operations Officer</td>
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<td>Julie</td>
<td>Chief Finance Officer</td>
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<td>Jill</td>
<td>Senior Executive Director of Student Support Services</td>
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<td>Amy</td>
<td>Chief Academic Officer</td>
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<td>Lori</td>
<td>Chief Human Resources Officer</td>
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<td>Judy</td>
<td>Career and Technical Education Director</td>
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<td>Tara</td>
<td>Director of Testing and Accountability</td>
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<td>Jenna</td>
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WORK SESSION

1. Facility Audit Finding Proposals

   Mr. Ed Gordon from Smith Sinnott presented the findings of the Facility Audit. Mr. Gordon touched on the highlights of the audit. He noted that HB90 will impact our school, all school systems are taking a hit with HB90. They have developed four options:

   1) Critical Pieces: This includes ADA compliance, security, safety, repairs, and energy efficiency. If we only did the items to fix-up the schools without building new schools, it would cost between $14,000,000 and $16,000,000.

   2) Build a new Person Elementary School on North Elementary’s Campus, build additions to Stories Creek and Oak Lane, complete some of the ADA compliance issues, and not sure North Elementary, North End Elementary, or Woodland Elementary. This would cost about $47,000,000.
3) Build a new Woodland Elementary behind the current building, additions at Stories and Oak Lane, along with ADA compliance fixes.

4) Build a new elementary school somewhere in Person County, additions at Stories and Oak Lane, along with ADA compliance fixes, close North, North End, South, and Woodland.

They looked at capacity in detail and the changes with HB 90 are vastly different. In elementary, the school efficiency numbers have dropped. In the past, 1 empty seat per classroom was needed to achieve good efficiency numbers, with the new rules 4 empty seats are needed. The space needed in a cafeteria is 14 square foot per student. Helena’s cafeteria is its limiting factor. Most of our cafeterias are meeting the space requirements.

When looking at the number of classrooms we have we have to keep in mind that it is almost impossible to have an even distribution of classrooms per grade level. When looking at the layout of our schools, Smith Sinnott looked at the rooms that are not being used as classrooms currently and how we can use our space most efficiently. We will need to distribute the classrooms as the population warrants. Helena can hold 468 based on the number of chairs in the school. Using the population from a school day last year, we are not meeting HB90 regulations at Helena Elementary. No matter how we look at it or how we distribute our students, we will not have the capacity for our anticipated numbers in the year 2022. We do not have space in our classrooms to accommodate larger class sizes in 5th grade, in order to reduce the class sizes of our K-3 classrooms. Helena and Stories Creeks are in fairly good shape for class size. Our other elementary schools will have more issues. Oak Lane’s newer rooms are better as far as class size goes. South Elementary has a few security items that need to be updated. Woodland has many small classrooms. Northern Middle School and Southern Middle School have fairly good class sizes. Person High School has some smaller spaces but nothing is terrible. Elementary is really where we see the issues with class size and space available.

Mike Miller of Numerarix did a population study to develop the numbers presented for our population forecast. We may need to look at redistricting. Mr. Miller would be happy to attend any future meetings. We will need to look at the numbers for K-3 then evenly district them and this may hurt our efficiency rating for our buses. Mr. Miller and Mr. Gordon are still working on the numbers to ensure the most realistic numbers and options are presented. If we do not continue to have the decline we are currently seeing, we may run into
other issues. Mr. Gillis noted that we have been concerned with getting more students in our classrooms now we are concerned with what to do with the students if we do get them in the classroom.

Mr. Gordon noted that buildings last a long time but nothing lasts forever and that includes buildings. Schools built more recently are fairly solid. The buildings built during the baby boom (which we have a few of) have a shorter lifespan due to the speed of the build. Earl Bradsher has around 7 years remaining. The mechanical systems have a 20-year lifespan, so we will need to look at changing these out. Our renovations may help increase the lifespan of our buildings. We have a few schools reaching their life expectancy.

Overall, we look good for the acreage we need for our schools according to DPI.

Mr. Gordon developed a full list of all the items that could be completed, however, we would not take on all of these projects. The board will need to go through the list and determine which projects PCS will undertake.

When looking at the options safety and security will need to be priorities. For example, at Helena Elementary School, the entrance needs to allow for the entrance of emergency vehicles during school drop-off and pick-up. Carpet needs to be replaced every 10 years. For security, hardware needs to be updated and we should look at a layered approach to our entrances.

A company reviewed our mechanical systems, air systems, and plumbing systems. They gave an estimate based on current bids. The technology was also looked at during this audit.

Mrs. Tillett thanked Mr. Gordon for all of his work.

The Board would like to reach out to the County Commissioners to see what is feasible. Dr. Peterson recommended gathering a committee with members of the board, the county commissioners, Mr. King and his staff, and Dr. Peterson to determine viable options. We should also cross-reference this with the CIP report. Dr. Peterson has asked Mrs. Tate and Mrs. York to entertain this option. Mr. Gordon has stated that he will stick with PCS throughout this process. Dr. Allen recommended that Mrs. Tillman and herself will participate in this committee.

2. **Board Professional Development Budget**

The board currently has $5,000 allocated for their professional development, however,
this amount has not been sufficient. Since this amount has not been increased in quite a while and taking into consideration the fact that fees have most likely increased, the budget needs to be looked at more closely. All board members will attend the Fall Law Conference and the District 3 meeting. The board will also send a delegate to Greensboro. The Fall Law Conference costs $5,500 alone. Dr. Allen wanted to find an amount that can be agreed upon and after the necessary conferences are attended, they will divide the remaining funds equitability. The board would like to look at increasing this to $8,500. Policy 2123 needs to be updated and needs to be more clear that meals are taken out when being reimbursed. The Board is required to receive 12 CEUs every 2 years. Dr. Allen wants the policy to include a note about being reasonable for accommodations.

**Motion:** Moved at 1:45 p.m. by Freda Tillman and seconded by Phillip Gillis to approve the increase of the Board Professional Development Budget to $8,500.

**Motion carried 5-0.**

**Motion:** Moved at 1:46 p.m. by Phillip Gillis and seconded by Harriett Tillett to review policy 2123.

**Motion carried 5-0.**

3. **Curriculum, Instruction, and Accountability**
   
   a. **Curriculum Work**

   Mrs. Seate gave an overview of the curriculum teams’ work for the summer and what is upcoming. She reviewed the roles and responsibilities as there was some restructuring recently. The summer curriculum work was in collaboration with Emerald Education. With the revision of the standards, the curriculum team thought it was important for our teachers to spend time with those standards. They are working to develop pacing with the new standards and work to coordinate our resources with the new standards.

   Mrs. Seate also spoke to the roles and responsibilities for the instructional coaches. They will work with teachers to implement the required curriculum, support principals in monitoring the curriculum delivery, provide support and
coaching to teachers in order to enhance effective instructional delivery, and provide support to teachers and principals by facilitating grade level Professional Learning Communities. She also shared their meeting schedule. Our instructional coaches will also participate in professional development with the NC New Teacher Support Program. They will train our instructional coaches on how to deal with adult learners and they will co-coach with our instructional coaches. Dr. Peterson noted his excitement about this partnership.

Mrs. Seate shared the testing calendar for the school year. She also shared the 2018-9 Data Team meeting schedule and topics to be discussed at those meetings. Mrs. Holmes and Mrs. Seate will be in every school, every month.

b. Dual Language
   i. South

   Mr. Holmes presented an update on the Dual Language program at South Elementary School. He gave a short introduction to each of his dual language teachers. They are:

   Ana Luisa Flores - Kindergarten

   Jessica Lagos - First Grade

   Natalia Castrillon - Co-Teacher for both Kindergarten and First Grade

   South has worked to create a global feel in their school already. One way to do this is through the virtual reality sets which will provide a new way to go on field trips. He noted that he and his team have attended professional development to help them assist the new teachers. There is also a Strategic Plan for the dual language program. South will have a global kickoff on August 20th. He is also working to bring in cultural experiences for his students.

   ii. Woodland

   Mr. Warren remoted into the meeting through Google HangOut. He presented an update on the Dual Language program at Woodland
Elementary School. He gave a short introduction to each of his dual language teachers. They are:

Adriana Paredes - Co-Teacher for both Kindergarten and First Grade

Sandra Usieto - Kindergarten

Laura Castillo - First Grade

Mr. Warren also noted the Global Team Meetings that were attended by both himself and Mr. Holmes. He has completed his parent meeting and has virtual reality kits as well. He has a welcome cook-out planned for family and staff on August 16th.

c. IGNITE and LAUNCH E6

Mrs. Seate invited Mrs. Jenna Regan to present this topic. Mrs. Regan began with data. She noted that we increased our graduation rate to 86.6% although this is an unofficial number. This is the first year we have had 13 platinum certificates on the ACT WorkKeys test. This is the first year a PCS student has received this score. They are adding options to Rocket Seminar. As of right now, all PHS students have a Plan of Study. Schedules should be sent very soon. Rocket Academy has faced a few challenges and they will only be piloting with a few situations and will continue to plan so that it will be right the first time. One major obstacle was the cost of transportation. The PHS Leadership Retreat was August 1 and 2. Mrs. Regan is excited about this retreat and feels it has gone well. Mrs. Regan noted that IGNITE is going well and they plan to continue the Coffee Talks and Pastries events. They are adding CTE options at both Middle Schools. These will be options that will alternate schools per semester. The middle schools have increased elective options and added Behavior Specialist at each school. Dr. Peterson thanked all involved in this work.
d. SIP Process

Mrs. Seate noted that we are currently writing the School Improvement Plans for the upcoming years and wanted some feedback on the process. She recommended that a committee of the board take a look at the final draft before it is submitted for approval at the October meeting. Mrs. Tillett asked if the same format will be used. Mrs. Seate stated that it is mostly the same. Mrs. Seate also noted that the goals will align with our Strategic Plan for the district. The board felt this was a good idea and decided to take this route for review.

4. Human Resources

a. Staffing Update

Mrs. Stacey shared an update on staffing. She noted that we currently have hired a majority of the open positions. We have 3 certified vacancies and 4 classified vacancies. Mrs. Stacey is anticipating a few resignations. Other districts are in the same boat as we are. Mrs. Stacey’s hope is that we are fully staffed at the beginning of school.

b. Classified Salary Update

This salary study was completed on the request of the Teacher Advisory Council (TAC) and the Non-Certified Advisory Council (NCAC). The goal was to create a schedule to ensure our staff are compensated appropriately. We are currently working to see how we can implement the results of this study. Mrs. Stacey is requesting next steps and possibly a timeline. The staff is recommending that they work with the finance committee to determine the roll-out and the next steps. Dr. Peterson recommended having a TAC and NCAC attend these meeting. Dr. Peterson also noted that this study was implemented as a part of this transition. The company conducted interviews and looked at surrounding counties to ensure PCS is competitive. The board would like the finance committee to work on this. Dr. Peterson appreciates the commissioners work with our supplement. The finance committee will bring a recommendation to the board.
5. **Proposed Goals for 18-19**

Based on what the board has heard during this work session and the PCS22 plan, Dr. Peterson felt we need to get a jump a few items this year. In goal 1, there is a section regarding PBIS and aligning it with restorative justice. The University of North Carolina at Chapel Hill asked what we need help with. Dr. Peterson asked if they could assist with this training and the childhood trauma piece. Dr. Peterson wants to look at how we can use our Behavior Specialist and counselors. This training should be the focus of Goal 1.

In goal 2, Dr. Peterson feels that the instructional coaches are the key and work on curriculum work on ensuring our teachers understand what they are teaching. He noted that the curriculum team is working on getting back to the basics. Emerald Education is willing to assist in the endeavor.

Goal 3 focuses on safe and orderly schools and based on the information on the facility audit, Dr. Peterson feels like making decisions on what will be done should be our focus in this goal.

Goal 4 focuses on stakeholder involvement. Dr. Peterson noted that we completed Kitchen Table meetings in the Spring. This goal also involves work with higher education. This is the first year we will have with our parent advisory councils, which means they will have input in the decision-making side of the school.

Dr. Allen asked what is being done for childhood trauma at the elementary level. Dr. Peterson noted that all principals were trained in Youth Mental Health First Aid at Summer Leadership. Mrs. McKenna is looking at Character Ed programs. Mrs. McKenna noted that Social Workers, Counselors, and admin will participate in Seek Safety training. In the elementary counselors are looking at the character education programs and will bring a recommendation.

The board is in favor of these goals for the 2018-2019 school year.

The board recessed at 2:58 pm.

**REGULAR SESSION**

The board reconvened at 3:08 p.m.
PUBLIC COMMENT

There were no public comments at this meeting

APPROVAL OF MINUTES

**Motion:** Moved at 3:08 p.m. by Harriett Tillett and seconded by Freda Tillman to approve the June 28, 2018 Regular Session Meeting Minutes as presented.

Motion carried 5-0.

DISCUSSION/ADJUSTMENT TO AGENDA

Dr. Peterson requested the addition of B.2. Adjustment to PECIL Calendar as Action, C.4. School Nutrition Bid Contracts as Action, and C.5. PHS Media Center as Action.

**Motion:** Moved at 3:10 p.m. by Freda Tillman and seconded by Phillip Gillis to approve the agenda with the additions.

Motion carried 5-0.

ADMINISTRATIVE REPORTS AND RECOMMENDATIONS

A. Administrative Services

1. SRO MOU

Mr. Dennis presented the SRO MOU with a few language amendments. The scheduling of SROs was amended. They changed the definition of disproportionate minority contact. There was also a change in the shifting if needed, the language was made more flexible. There was also a change in the finance section that stated it was on the sheriff and board consent. The termination section had a timeframe change from 90 days to 60 days. Dr. Peterson noted that the juvenile age has changed and this is a part of that preparation. There is also a training for all administrators and SROs. Mr. Dennis recommends to approve as presented.

**Motion:** Moved at 3:17 p.m. by Harriett Tillett and seconded by Phillip Gillis to approve the SRO MOU as presented.

Motion carried 5-0.
Mr. Dennis noted that we applied for a grant to assist in coverage at some of our elementary schools. We will know by the next board meeting if we receive the grant. It is a matching fund grant.

2. Middle School Laptops

Mr. Dennis has had many questions as to why middle schoolers are not allowed to take the laptops home. They would use the high school agreement. This is a good time to try this considering the life cycle of the laptops. Dr. Allen asked about the high school. Mr. Dennis noted that there are usually less than 10 laptops that cannot be repaired upon return. At the end of the year, we have around 10 that do not turn up.

B. Human Resources

1. Beginning Teacher Support Plan

Mrs. Stacey noted that the state board made a few changes to their policy. She presented the changes to the plan and noted that Ms. Scruggs was in attendance if there were any questions. The plan is now aligned with the Beginning Teacher Support Standards. She also noted that the mentor section is more detailed. Teacher and mentor assignment guidelines have not changed. This plan adds a focus on the development of a Professional Development Plan. The plan also states that we will participate in the beginning teacher compliance plan. Mrs. Stacey commended Ms. Scruggs on her work with our beginning teachers.

Motion: Moved at 3:24 p.m. by Freda Tillman and seconded by Harriett Tillett to approve the Beginning Teacher Support Plan as presented.

Motion carried 5-0.

2. 2018-2019 PECIL Calendar Revisions

Mrs. Stacey presented revisions to the PECIL Calendar. The minor revision is that the fall break for PCC was change and the calendar revision reflects this change.
Motion: Moved at 3:25 p.m. by Phillip Gillis and seconded by Freda Tillman to approve the 2018-2019 PECIL Calendar Revisions as presented.

Motion carried 5-0.

C. Financial Services

1. School Nutrition Budget FY 18-19

Mrs. Masten welcomed Mrs. Schukraft to present. She noted that there are not many changes to the budget this year. Dr. Allen asked how the lunch balance looked at the end of last year. Mrs. Schukraft stated that we had around $1300 due at the end of the year and the schools covered this out of their general budget. The balance was over $5,000 mid-year.

Motion: Moved at 3:28 p.m. by Harriett Tillett and seconded by Freda Tillman to approve School Nutrition Budget FY 18-19 as presented.

Motion carried 5-0.

2. School Nutrition Bid Contracts

Mrs. Schukraft presented that these are all renewals.

Motion: Moved at 3:28 p.m. by Freda Tillman and seconded by Harriett Tillett to approve the School Nutrition Bid Contracts as presented.

Motion carried 5-0.

3. Before and After School Care Budget FY 18-19

Mrs. Masten presented the Before and After School Care Budget. She noted that this budget continues to be a tight budget. Much of the issue is that they start the year and then quit coming as the year continues. We need 10 full-time students per school to break even. Last year Woodland did get to very low numbers by the end of the year. The enrollment is up from last year at this time. Some school will need to be monitored. Helena is much lower than typical. The staffing ratio is 1:10. We may have to look at staffing.

Motion: Moved at 3:32 p.m. by Freda Tillman and seconded by Harriett Tillett to
approve the Before and After School Care Budget FY 18-19 as presented.

**Motion carried 5-0.**

4. Budget Resolution FY 18-19

Mrs. Masten presented the budget resolution for FY 18-19. This budget will be amended. This is our current budget as of last week. As you get to the federal section, you will see a lower number. The CTE budget is the only one approved at this time.

**Motion:** Moved at 3:34 p.m. by Phillip Gillis and seconded by Harriett Tillett to approve the Budget Resolution FY 18-19 as presented.

**Motion carried 5-0.**

5. PHS Furniture

Mrs. Masten presented that there will be some remodeling at the PHS media center. The quote is for furniture. It amount is over $50,000 which means it must be approved. We will be using federal carry over to cover this cost. This space will also be used as a classroom space and virtual learning environment. Mrs. Masten noted that this has been on the budget for at least 5 years but keeps getting dropped off.

**Motion:** Moved at 3:38 p.m. by Freda Tillman and seconded by Harriett Tillett to approve the PHS Furniture as presented.

**Motion carried 5-0.**

D. Exceptional Children and Student Support

1. Comprehensive Continuous Improvement Plan (CCIP)

Mrs. McKenna presented the CCIP. She noted that this is an annual process for Federal Title I, II, III, and IV funds. Funds I, II, and III received a decrease, however, Title IV received an increase. The Title I schools will remain the same. Much of these funds will go to much-needed staffing and resources.

**Motion:** Moved at 3:41 p.m. by Harriett Tillett and seconded by Phillip Gillis to approve...
the Comprehensive Continuous Improvement Plan (CCIP) as presented.

**Motion carried 5-0.**

**CLOSED SESSION**

**Motion:** Dr. Peterson recommended the board adjourn to closed session at 3:42 pm, motioned by Harriett Tillett and seconded by Phillip Gillis.

**Motion carried 5-0.**

**REGULAR SESSION**

The Board returned to open session at 5:10 pm.

**Motion:** On a motion by Harriett Tillett and seconded by Phillip Gillis at 5:11 pm the board approved the personnel report.

**Motion carried 5-0.**

1. **Consent Items**

   All consent items are approved in one motion.

   **Motion:** Moved at 5:11 p.m. by Harriett Tillett and seconded by Freda Tillman to approve the consent items (student reassignments, licensed personnel, and classified personnel) as presented.

   **Motion carried 5-0.**

E. **Superintendent’s Contract**

   1. **Addendum**

      The board appreciated Dr. Peterson’s work over this year. He took a great leap of faith when moving his family here. They are grateful for his commitment to Person County Schools and the entire community he serves. The board would like to offer him a full four-year contract which would expire in June of 2022. This is an extension of his current contract by 2 years.
**Motion:** Moved at 5:13 p.m. by Freda Tillman and seconded by Phillip Gillis to amend Dr. Peterson’s contract to extend it to June of 2022.

**Motion carried 5-0.**

The board felt this will give Dr. Peterson job security and stability to his family and the leadership of Person County Schools.

**Other Contracts for Approval**

Dr. Peterson recommends the following:

- Extend Mrs. Lori Stacey’s contract by 3 years to end in June 2022
- Extend Mrs. Amy Seate’s contract by 3 years to end in June 2022
- Offer Mr. Jarrod Dennis a contract as from 2018 to June 2022 with a name change to Deputy Superintendent

**Motion:** Moved at 5:14 p.m. by Freda Tillman and seconded by Harriett Tillett to approve Dr. Peterson’s recommendation to extend Mrs. Stacey and Mrs. Seate’s contracts, offer Mr. Dennis a contract, and offer Mr. Dennis a title change to Deputy Superintendent. to extend it to June of 2022.

**Motion carried 5-0.**

There is a recommendation to add a supplement to cover the difference Central Office Directors would earn on the Assistant Principal Scale.

**Motion:** Moved at 5:15 p.m. by Harriett Tillett and seconded by Freda Tillman to approve supplement increase to cover the difference Central Office Directors would earn on the Assistant Principal Scale.

**Motion carried 5-0.**

There is a recommendation to add a supplement for middle school principals in the amount up to 18% and to add to the high school principal supplement up to 25%. these numbers are the result of the SEC study that was conducted this year.
Motion: Moved at 5:16 p.m. by Freda Tillman and seconded by Harriett Tillett to approve supplement increase the middle school and high school principal supplements to up to 18% and up to 25% respectively.

Motion carried 5-0.

In order to align the district being in a position to apply for Advanced Ed Accreditation, there is a recommendation to increase the base salary of Mrs. Warren to be a minimum of $84,000.

Motion: Moved at 5:16 p.m. by Freda Tillman and seconded by Harriett Tillett to increase Mrs. Warren’s base salary to a minimum of $84,000.

Motion carried 5-0.

On a motion by Phillip Gillis and a second by Freda Tillman, the Board adjourned at 5:17 p.m.

Motion carried 5-0.

___________________________________  __________________________________
Dr. Kay Allen, Board Chair  Dr. Rodney Peterson, Secretary
Attachments

- Facility Audit Finding Proposals
- Curriculum Work
- South
- Woodland
- IGNITE and LAUNCH E6
- Proposed Goals for 18-19
- Classified Salary Update
- SRO MOU
- Beginning Teacher Support Plan
- 2018-2019 PECIL Calendar Revisions
- School Nutrition Budget FY 18-19
- Before and After School Care Budget FY 18-19
- Budget Resolution FY 18-19
- School Nutrition Bid Contracts
- PHS Furniture
- Comprehensive Continuous Improvement Plan (CCIP)
- Student Reassignments
- Licensed Personnel
- Classified Personnel

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