Person County Board of Education
Special Called Session Minutes

Meeting Date and Time: Thursday, October 9, 2018 at 4:00 pm

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

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

At 4:00 p.m., Board Chair Dr. Kay Allen called the meeting to order.

Harriett Tillett led the invocation and Freda Tillman led the pledge of allegiance.

Administration Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Rodney</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Jarrod</td>
<td>Dennis Assistant Superintendent</td>
</tr>
<tr>
<td>Ron</td>
<td>Anthony Senior Executive Director of Student Support Services</td>
</tr>
<tr>
<td>Lily</td>
<td>Hayes Communications Director, Clerk to the BOE</td>
</tr>
<tr>
<td>Julie</td>
<td>Masten Chief Finance Officer</td>
</tr>
<tr>
<td>Amy</td>
<td>Seate Chief Academic Officer</td>
</tr>
<tr>
<td>Lori</td>
<td>Stacey Chief Human Resources Officer</td>
</tr>
</tbody>
</table>

WORK SESSION

1. Testing Update
   Amy Seate asked Tara Holmes to come forward and share updates about testing. The results she shared are for the 2017-2018 school year. She noted that due to ESSA legislation, math will now be reported as Math I and Math II. The AWA number is a combination of the WorkKeys assessment and the ACT. EL progress is a new indicator. Person County Schools is a few points below the state average. In Grades 3-8, we are within .7 of the state. We were above the state average in 5th and 8th grade science, and math course rigor. We are above the state average for our cohort graduation rate. We believe that we will continue to improve based on the strategies put in place by the PCS22 Strategic Plan.

   We recently received the sub-group data and found an area of opportunity. This area is students with disabilities and we are working with each school to put plans in place. This is a new measure.

   Dr. Kay Allen asked what we are doing to address the Biology scores. Leadership noted some steps we are taking as the Launch E6 initiative, remediation during Rocket Seminar, and curriculum work over the summer. The new administrator over Biology, John Koket, has strengthened the PLC and provided professional development. Dr. Peterson noted that grades 6-12 are a focus area for PCS. He also noted that the curriculum team is meeting with principals individually. Dr. Peterson will be asking administrators to identify goals based on the data.
Mrs. Holmes also shared updates from accountability. The math assessment will be re-normed for the 2018-19 school year. This re-norming will result in a delay in our math scores, which will not be provided until August 2020. Because we will not have scores for a final, we will be averaging the first and second nine week grades to determine a final grade. This is the process we have used in the past. The Board had no objections to continuing the practice.

Mrs. Holmes shared that there will ELA NC Check-Ins for grades 4-8, and Math NC Check-Ins for grades 3-8. There are no ELA check-ins for third grade because of the BOG.

The final item Mrs. Holmes shared pertained to the WorkKeys testing window. The fall testing window is only one week. The spring testing window is two weeks, however, it is later in the semester than usual. Dr. Peterson noted that we need to encourage our eligible students to take this assessment. This assessment can offset the ACT test. Some students have opted out and we need to pay attention to this moving forward. Mrs. Seate noted that we are doing a better job of letting the students know the benefits of this assessment.

2. Dual Language Program Update

Mrs. Seate shared an update on the Dual Language Program. She noted the Global Awareness professional development that both the full staff of South Elementary School and the full staff of Woodland Elementary School participated in. Participate facilitated each session at their school sites. Mrs. Seate attended both sessions and was excited about the professional development provided to our teachers. During the professional development, they work with all teachers on good teaching strategies and the integration of global awareness. Participate spoke to higher order thinking and teaching students to find the details before interpretation. The professional development also looked at how out teachers can integrate global awareness into all of their lessons and provided easy tools to use in their lessons. Mrs. Seate believed it was beneficial for all who participated. The professional development will continue through the year.

Both schools have had parent events during the first nine weeks. The parents were very excited after these events. During Woodland’s event, parents participate in a class with their children while a teacher taught a lesson in Spanish. This event helped Woodland gain a student in one of their classes. These meetings opened the door to let community members to see what is going on in these classrooms. South had a community global event, as a whole school in the auditorium and community members, parents of current dual language student, and parents interested in the program came. The event opened the door to a lot of other people so they can see what was going on in these classrooms. The dual language teachers participated in the global event and they did a lot of the things that they’re doing in the classroom.

These programs are currently preparing for Parent/Teacher Conferences. Mrs. Seate is working with principals to prepare for these so that we are consistent across the district and where you’re sending the same message. They are preparing a document so that principals feel prepared to answer questions.

Dr. Peterson noted that he was contacted by WorldView at UNC-Chapel Hill and they want to partner with our school district in the participate program with the global awareness piece. We are sending a group from South Elementary to their World View Symposium in a few weeks. He also noted that we can send our teachers on study visits to the countries our teachers are coming from. World View
made it very clear that they wanted to partner with us is because we're a rural district, but more importantly, because our principals impressed them when they were at the global symposium training. World View gives us access to their lesson plans and tools.

3. Wellness Assessment
Jarrod Dennis presented the Wellness Assessment. This assessment is required as a part of Policy 6140. Per policy 6140, the board will maintain the school health advisory council. This council consists of members of the board, central office, students, teachers, and principals. The council must present a triennial report on the wellness of the school district. In general, our schools do a pretty good job, but we need to establish better rules for food and beverages brought from home for classroom activities during or after the school day. There isn’t a 9-12 component as it wasn’t submitted, however, we do not foresee this altering the assessment. Mr. Dennis will post the assessment until he can work with Dr. Hill. The board requested a rewording of the item “Food is not used in the schools as a reward or punishment.” Mr. Dennis stated that he would oblige before posting the assessment.

4. Policies
Mr. Dennis presented the updates suggested by the policy committee with the recommendations of NCSBA for policies 1000, 1010, 1011, 1012, 1100, 1200, 1300, 1301, 1302, 1303, 1304, 1310-4002, 1400, 1500, 1510-4200-7270, 1600, 1800, and 1510-4200-7270. He reminded the board that he was tasked to work with NCSBA to update the policy manual in its entirety. This is the first group of the 1000 series of this update. The policy committee receives the recommendations from NCSBA and reviews them before bringing them before the board. He noted that there is a request to delete a few policies in the 1000 series as they are either redundant, not needed, or a list policy. A list policy is one that states that the board adheres to a list of policies. Dr. Peterson noted that we haven’t reviewed our policy manual in a while and this review has been very beneficial.

Mr. Dennis also shared policy 2130, which pertains to the board’s professional development. The policy committee updated this policy based on the board’s recommendations during the previous board meeting. The committee added that board members who wish to use school system funds to attend a professional development opportunity must receive written approval of the board at an official board meeting prior to extending school system funds.

5. Facilities Audit Update
Mr. Larry King shared where we are with the Facility Audit. Dr. Peterson asked Mr. King and Ed Gordon from SmithSinnott to look at this information set priorities. They see as we see the priorities as ADA compliance, safety, and security. We are not meeting many ADA requirements in our buildings. Mr. King and Mr. Gordon will look at each item in the facility audit to narrow the laundry list down. These priorities will be shared with the committee. Mr. Gordon will break the list down by school. Dr. Kay Allen asked about window replacement. Mr. King noted that some have been replaced and those that have been replaced are what they need to be. There are some interior windows with wiring that could be replaced and they may cause a safety issue.

Dr. Peterson is meeting with PTAs and advisory councils and sharing the preliminary findings from the report. He is sharing the demographics phase and the findings were on the deferred maintenance for their particular schools. This gives parents an opportunity for greater understanding of what
would be needed at their particular school to bring it up to standard again. He is also explaining the mechanical upgrades needed. These meetings have been well received.

Dr. Peterson commended the Courier-Times for their report of the initial findings. His meeting at Woodland helped to defuse the myth that they will be closing at the Christmas break.

Dr. Peterson has reached out to the county commissioners and they proposed looking at having a joint meeting on November 19th to present the initial findings.

Mrs. Tillman asked if parent’s top priority is security. Dr. Peterson is noticing that they are not aware of the seat issue that HB90 will cause and that even if we move district lines it will not solve our issues. He is also sharing that we may need to look at larger class sizes in fourth and fifth grade in the future. The main concern at Helena has been the traffic pattern.

6. 2019-2020 Traditional School Calendar
Before presenting the draft, Mrs. Stacey discussed the days missed due to hurricanes. The state has passed a bill that provides employees in all districts be paid for any instructional days missed due to the hurricane. Because we were so close to payroll, PCS went ahead and placed an annual leave day in for September 14th. Based on this bill we will need to rework this and return the annual leave day to our employees.

Mrs. Stacey shared information regarding the 2019-2020 school calendar options. The committee was charged with staying in the calendar laws and to see if we can end the first semester prior to the holiday break. Mrs. Stacey has met with the calendar committee, student council, and the curriculum team to develop the calendar options presented. Mrs. Stacey noted that the number of work days in the beginning of the first option would be a time for the curriculum team to provide professional development and curriculum review. One drawback to the first option is that there are fewer pupil days in the first semester. Dr. Peterson noted that we will have to be strategic in scheduling, especially at the high school to ensure the fewer days do not coincide with a higher level course. Mrs. Stacey also noted that option 1 does align with Piedmont Community College’s calendar more than our traditional calendar. She also noted that in order to meet the required hours, the elementary schools will need to make their tardy bell 10 minutes early than it is now. Mrs. Stacey spoke with Mrs. Schukraft regarding the impact on School Nutrition and was ensured it will not cause issues.

Mrs. Tillman appreciates that the semester will end before Christmas break. Mrs. Tillett noted that she thought that there won’t be many parents at conferences on Halloween. Dr. Allen noted that she did work in a district that ended the first semester before the holiday break and that it worked out well. Her only concern is that the work days that are usually throughout the year provide our teachers time to energize. With so many workdays at the beginning of the year and not scattered throughout it may reduce your flexibility. Mrs. Stacey did note that we will still have days at the end of the nine weeks to work with. Dr. Peterson stated that we will look at a workday in February.

Mrs. Stacey’s next step will be to get feedback from principals during their next meeting and posting for feedback. Dr. Peterson advised the board to share their feedback with him so that it can be incorporated. Dr. Peterson also noted that we usually pay our teachers during the summer to pay for curriculum review and this calendar will help reduce this cost.
Mrs. Tillett noted that exams would be the last week in December and asked when they would do grades. Dr. Peterson noted that grades would be completed after the holiday break.

**CLOSED SESSION**

**Motion:** Dr. Peterson recommended the board adjourn to closed session at 4:55 pm, motioned by Harriett Tillett and seconded by Phillip Gillis.

**Motion carried 5-0.**

**PUBLIC COMMENT**

There were no public comments made during this meeting.

**APPROVAL OF MINUTES**

**Motion:** Moved at 5:50 p.m. by Freda Tillman and seconded by Phillip Gillis to approve the August 2, 2018 Regular Session Meeting Minutes, September 4, 2018 Special Called Meeting Minutes, and the September 25, 2018 Special Called Meeting Minutes as presented.

**Motion carried 5-0.**

**DISCUSSION/ADJUSTMENT TO AGENDA**

Dr. Peterson requested the removal of consent item 1A (student reassignments) as they will be approved during the closed session portion of the meeting and the removal of items C1 (Wellness Assessment) and C2 (Policies) as they were covered during the work session portion of the meeting.

**Motion:** Moved at 5:56 p.m. by Harriett Tillett and seconded by Freda Tillman to approve the adjustments to the agenda.

**Motion carried 5-0.**

**SPECIAL RECOGNITION**

1. Transportation

Leadership recognized the transportation department for their efforts. They were understaffed after the loss of an employee last year and Jason came on full force. They not only had our fleet ready to roll on the first day of school, but the inspection went up and we never heard complaints from this department.
2. Payroll

Beth Hayes is the lone payroll specialist. She ensures 800 of our employees (full and part-time) are paid. She does an incredible job of not making mistakes with people’s pay. Her temperament is always the same and she does her job with such a positive attitude.

**ADMINISTRATIVE REPORTS AND RECOMMENDATIONS**

**A. Superintendent**

1. Consent Items

   All consent items are approved in one motion.

   **Motion:** Moved at 5:56 p.m. by Freda Tillman and seconded by Phillip Gillis to approve the consent items B-G (licensed personnel, classified personnel, substitute personnel, volunteers, and other personnel items) as presented.

   **Motion carried 5-0.**

2. Representatives for NCSBA

   We have received a memorandum from the school board association and the board needs to identify two voting delegates for their meeting during the Annual Conference in November. The meeting the delegate will need to attend is on Monday, November 12th. Mrs. Bradsher has a committee meeting that day and can attend. Mrs. Tillman was asked if she was available and she is.

   **Motion:** Moved at 5:59 p.m. by Phillip Gillis and seconded by Harriett Tillett to approve Margaret Bradsher and Freda Tillman to serve as the Person County Board of Education voting delegates at the NCSBA Delegate Assembly during the NCSBA Annual Conference.

   **Motion carried 5-0.**

**B. Curriculum/Instruction/Accountability**

1. RTA

   The read to achieve legislation allows third-grade students an option to demonstrate the reading proficiency here, the administration of an alternative assessment of reading comprehension that is approved by the state board of education. During their September meeting, the State Board of Education approved the alternative assessments in the attachment. Local education agencies can elect to use at the LEAs expanse, one of these alternative assessments for the third-grade students. Our LEA is currently paying for iReady. We were using it in our school and it is in the second year of
implementation. The curriculum team recommends that the board approve iReady as our local alternative assessment for proficiency at third-grade.

**Motion:** Moved at 6:01 p.m. by Harriett Tillett and seconded by Freda Tillman to approve iReady as an approved local alternative assessment for proficiency in third grade.

**Motion carried 5-0.**

2. School Improvement Plans
   
   This year’s School Improvement Plan process was slightly different than previous years. Leadership held committee meetings with all of our schools that a sub-committee of the board participated in. During these meetings, a draft of the School Improvement Plan was presented and those present could ask questions or provide suggestions.

   The goals for the School Improvement Plan align with the PCS22 strategic plan, which was developed from the feedback of our stakeholders. This provides a clear alignment between the district and school goals. As we look at moving toward a district accreditation tool, having the goals align in this way will be beneficial. Dr. Peterson noted that our schools have a strong understanding of what we’re trying to do with the PCS22 plan and the reasoning for having their plans aligned to our county plans. Dr. Peterson also commended the board for their participation in the the sub-committee meetings. He also thanked the curriculum team for their work with principals on these plans.

   Mrs. Tillman thanked leadership for this new procedure. She stated that she learned a lot in the small group meeting and it wasn’t as overwhelming. Mrs. Seate noted that the principals learned a lot from this process as well. Dr. Allen noted that appreciated this procedure because it gave her the opportunity to read all of the plan, but then focus on the schools that she met with.

   **Motion:** Moved at 6:08 p.m. by Freda Tillman and seconded by Harriett Tillett to approve the School Improvement Plans for the 2018-2020 cycle.

   **Motion carried 5-0.**

3. PHS International Field Trip
   
   The background in this field trip is that Person High has had a long-standing exchange agreement for over 20 years. Mrs. Seate has spoken with Mrs. Booth and Mr. Carringer to ensure we have our t’s crossed and i’s dotted and to make sure that everything was done. Mrs. Seate confidently sought approval of this summer exchange program with PHS students.
Motion: Moved at 6:10 p.m. by Phillip Gillis and seconded by Freda Tillman to approve the PHS International Field Trip for the summer exchange from for PHS students to Anno Gymnasium, Siegburg, Germany.

Motion carried 5-0.

C. Financial Services

1. Audit Report

Mrs. Masten welcomed Dale Smith from Anderson, Smith, and White to the podium to present the audit report. He noted that the audit is as of June 30, 2018. Mr. Smith pointed out page one of the report which is the audit opinion letter. This states that the audit is a clean, unmodified opinion. He noted on page 11 a new line item. This is the for new the Governmental Accounting Standards Board Statement that went into effect this year. This amount is reducing the district's a net position as of June 30th, 2018. This restatement is due to the requirement for the board to implement what's called GASB 75, where all school systems and other state agencies that participate in the teachers and state employees retirement system are required to record their pro rata share. When you retire, you not only get pension benefits, but you also get health care benefits. So this records the healthcare benefit piece of that for the retirees of the district. This really has no impact on the cash balances of the district. They were noncash accounting entries that had to be made to record this activity.

Mr. Smith called attention to the Government Balance Sheet. The general fund had an increase in the fund balance and is in line with what was reported the previous year. PHS has had done an excellent, excellent job of maintaining balanced budgets year after year after year. He noted that the fund balance is about as low as we would want it to go.

Mr. Smith called attention to the school food service program. He noted a slight decline a when you compare it to the June 30, 2017 year. This decline is mainly attributable to a $108,000 decrease in USDA reimbursements, which that's basically tied to a decline in the number of meals that were served last year. Overall, the program is in good financial shape is making money for the district as a whole.

Next, he noted the childcare fund. This program is breaking even.

Mr. Smith noted the compliance letters for the audit. These letters let you know that there were no major internal control or compliance issues that were noted as part of the audit. There was one finding
regarding a vending machine that was on before the end of the lunch period. Management looked at this and they made sure that the machines are on timers now and not coming home to lunch period.

There were a few internal control items that needed to be reviewed. The auditors look at a certified teacher pay and as part of the audit, they have to select a sample of teachers and a test to make sure that they're teaching in their area of certification. In the sample, they noted one teacher that was teaching out of area, which was due to a paperwork glitch. They recommend not paying for teachers who are not certified in their area out of state funds. He also noted the need for crosstraining and internal controls in the financial department.

Overall the district's appears to be in good financial condition as of June 30, 2018.

Dr. Peterson noted that we have 3 people who manage a $60,000,000 and they do it flawlessly.

D. Exceptional Children and Student Support

1. CCIP Update

CCIP includes Title I, II, III, and IV grants. Title II, II, and IV have been approved and we are working with DPI to get Title I approved. There was a call with NCDPI earlier and the morning and we are working on making the needed changes. These changes include identifying an administrator and ranking our schools in terms of need. Mr. Anthony noted that we did submit this grant 3 times and we are on track to have this grant approved. This delay in approval is not causing delays in our work.

Mr. Anthony also took the time to thank the board and PCS team for their welcoming spirit.

On a motion by Phillip Gillis and a second by Harriett Tillett, the Board adjourned at 6:34 p.m.

Motion carried 5-0.

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

- Testing Update
- Wellness Assessment
- Policies
- 2019-2020 Traditional School Calendar
- Licensed Personnel
- Classified Personnel
- Substitute Personnel
- Volunteers
- Other Personnel Items
- RTA
- School Improvement Plans
- PHS International Field Trip
- Audit Report
- CCIP Update