Meeting Date and Time: Thursday, December 13, 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.

Margaret Bradsher led the invocation and the pledge of allegiance.

Administration Present:

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<tr>
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<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Dr</td>
<td>Rodney Peterson</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Jarrod</td>
<td>Dennis</td>
<td>Deputy Superintendent</td>
</tr>
<tr>
<td>Ron</td>
<td>Anthony</td>
<td>Senior Executive Director of Student Support Services</td>
</tr>
<tr>
<td>Lily</td>
<td>Hayes</td>
<td>Communications Director, Clerk to the BOE</td>
</tr>
<tr>
<td>Larry</td>
<td>King</td>
<td>Chief Operations Officer</td>
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<tr>
<td>Julie</td>
<td>Masten</td>
<td>Chief Finance Officer</td>
</tr>
<tr>
<td>Amy</td>
<td>Seate</td>
<td>Chief Academic Officer</td>
</tr>
<tr>
<td>Lori</td>
<td>Stacey</td>
<td>Chief Human Resources Officer</td>
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WORK SESSION

1. Curriculum/Instruction/Accountability

   a. Dual Language

      Mrs. Amy Seate updated the board on the recruitment of Dual Language participants. She noted that both South and Woodland Elementary are in the process of planning Open House events for January 2019. These open houses will have an opening event in the gym with a global event presented by students, a dual language classroom visit, and a school tour with an emphasis on Global Learning. These events will be during the day, but the schools will have evening sessions as well. Applications will be live in January and we will have a social media blast of Dual Language information in January. Our dual language teachers have done a tremendous job and we have been extremely happy with their work. Our parents have expressed their appreciation of all the teachers are doing as well.

      Dr. Peterson noted a few staffing items. The current co-teachers will become the 2nd-grade teacher next year and we will work with Participate to hire a co-teacher that will then roll to 3rd-grade the following year.

      Dr. Peterson noted that our staff communication practices are phenomenal. This communication plan has on both the teacher and prinicpal positions has contributed to the success of this program.

      We are looking at 25 students per class for next year.

   b. Secondary Marketing Plan
Mrs. Seate shared the plan to market our middle and high school. There are quite a few activities that will be repeated as they were successful in the previous year. We need to ensure the community is aware of what we have to offer. PECIL has already started their marketing process. We will start our plan earlier next year.

c. Instructional Coach Updates

Mrs. Seate shared that working with the Instructional Coaches has been a highlight this year. All of our coaches have been open to feedback. Mrs. Seate shared the feedback our instructional coaches have shared with her. She noted that PLC meetings have become more regular and structured and that more data-informed decisions are being made. With this new process, we can discuss data with coaches and the coaches feel more comfortable supporting their teachers. Instructional Coaches are not able to share specific strategies and interventions to use for particular situations. In the past, the small curriculum team was able to share a list of resources, but this is more personalized with our instructional coaches. Resource rooms are now much more useful thanks to the work of our instructional coaches. Teachers are seeing our instructional coaches in a non-evaluative role, which allows teachers to feel comfortable accepting support and asking questions. Our instructional coaches are provided with professional development. This professional development has shared different coaching models, information on building relationships, and how to have trusting and productive conversations with teachers. Teachers are not turning to our coaches for strategies when they have struggling students. This shows that our coaching model is working.

d. EVAAS

Mrs. Seate invited Mrs. Tara Holmes to the podium to share data. Mrs. Holmes shared the EVAAS data that was just received by PCS. Mrs. Holmes noted that 94% of teachers Met or Exceeded Growth in Reading in grades 3-8 and English 2. She also noted that 100% of our elementary teachers met or exceeded growth in reading. 100% of our elementary schools met or exceeded growth as a school. 100% of teachers Met or Exceeded Growth in Grades 5 and 8 Science. 84% of teachers Met or Exceeded Growth in 5/8 Science and Biology. 76% of teachers Met or Exceeded Growth in Math for grades 3-8 and Math. Mrs. Holmes and Mrs. Seate have met with each school on how to connect last year’s data with this year’s students. Mrs. Tillett requested the data to be broken down with just the high school courses. Mrs. Holmes stated that we do have this data and she will share with the board.

e. State Memo Regarding Math Exams

Mrs. Holmes noted that we brought information regarding this to the previous board meeting. This year we will not have EOC scores for Math I and III until August 2019, due to the re-norming of standards. Based on a memo from NCDPI, it is not required to include the end-of-course (EOC) score in the student’s final grade for the associated course. PCS is choosing not to include a final grade for these courses as we will not have a true scale conversion.
2. Administrative Services

   a. Policies

   Mr. Dennis continued the update of the policy manual with information on updates to policies 1710, 1720, Rule - 2300, 2340, 2341, 2342, 2343, 2344, 2400, 2410, 2420, 2430, 2440, 2450, 2460, 2470, 2475, 2500, 2501, 2530, 2600, 2610, 2650, 2651, 2652, and 2670.

   Mr. Dennis noted that 1710 and 1720 have proposed changes from Tharrington Smith. The policy committee reviewed and have approved the changes. Rule-2300, 2343, 2344, 2501, 2530, 2651, and 2652 were recommended for deletion. 2340, 2341, 2460, 2470, 2650, and 2670 require verbiage adjustments. 2342 and 2400 require formatting adjustments. It is recommended that policy 2410 combine policies 2410, 2420, 2440, and 2450. Policy 2475 was not initially included in the policy manual, but its addition is recommended. Policy 2500 is recommended ot have language incorporated from policy 2501, and the committee recommended the board instead of the board chairperson should determine hearing panels. Policy 2530 is recommended for deletion and incorporation into policy 4150. The policy committee recommended the deletion of our current policy 2600 and the adoption of NCSBA’s policy 2600.

   b. Active Shooter Drill

   Mr. Dennis shares that the Emergency Management services have received a grant to have a countywide active shooter drill. There will be meetings prior too and it will have multi agency involvement. Some of PCS’s resources may be used, including buildings. Our level of involvement has not been set in stone at this time. There are opportunities for our staff to see the drill as it occurs.

3. Human Resources

   a. Recruiting Plan

   Mrs. Stacey shared the Human Resources Department’s plan for Spring recruitment. She noted that we did venture out-of-state last year and based on the results of that ventured we may not go out of state this year. We typically pull alumni from the schools we visit. NC State and UNC-Chapel Hill were not included as they do not have a specific date for education and/or do not have their date posted.

   b. Ministerial Alliance Next Steps

   Dr. Peterson and staff have met with the Ministerial Alliance since their public comment. The initial meeting was to gather information based on the questions posed. This meeting allowed both parties to bring their information. We have shared the demographic information they have requested. We will have quarterly meetings.
During the second meeting, teacher retention and recruitment were discussed, along with supplements and employee housing. The number of students attending public, charter, and home schools and HB90 were also discussed.

Dr. Peterson noted that the group has asked great questions and opened our eyes. They have great suggestions for how we can recruit at historically black colleges. The group did as a lot of questions about where our students go to school. He also noted the next meeting may include part of their congregation and allow them to provide feedback on some of the things we have implemented and the facility audit. Dr. Peterson appreciates the time they spend discussing the school system.

c. Teacher Turnover Rate

Mrs. Stacey also shared our turnover rate that has not been officially released. She shared the information our Human Resources Department reported to the state. The turnover rate has decreased since last year. This year’s rate of 12.37% is the lowest we have had in the past 5 years. We are higher than the state average, however, we are working to decrease our turnover.

4. Auxiliary Services

a. Capital Projects Report

Mr. King shared the capital projects report. He noted the new carpet in Central Office and he is pleased with the work. The status of current capital projects was shared. Mr. King noted that the heating and air condition unit in the gym at Northern Middle School which was damaged during Hurricane Michael will cause some changes in other projects. Insurance has paid for $10,000 of the $30,000 project and we are looking at the possibility of FEMA funds. If this doesn’t occur, we will have to pick up the remaining funds.

Dr. Peterson also updated on the facility audit. He noted that he was asked if we will submit recommendations for our commissioners. Dr. Peterson recommends that we gather a committee of senior leadership and architects to look at the safety and accessibility needs. We will be reasonable with what can happen. Many of the items needed are not capital improvement projects. Dr. Peterson will meet with the group and then the Board. Once this has occurred we will meet with County Commissioners. We will then create a facility plan based on our findings and discussions. Our accessibility issues need to be a focus.

5. Exceptional Children and Student Support

a. Character Ed

Ron Anthony shared his plan for a new character recognition program. During a meeting with our counselors, it was determined that it is a need in our district. This program will recognize positive displays of character. We will have 2 students from 2 schools recognized at each board meeting. We have provided a schedule of schools for recognition, traits, and the definition of
each trait. Oak Lane Elementary and South Elementary School will be the first recognized. Parents will also be recognized during this time.

Mr. Anthony also updated on the SEL program. The counselors felt that Second Steps is more for elementary and there are some timing concerns. The counselor recommended the use of Why Try It and Resilience for Youth, and Character Strong. Mr. Anthony has a webinar scheduled for Character Strong. We are looking to start a strong SEL program during the next school year.

6. Recognition of schools who met or exceeded growth.
Prior to recognizing our school, Dr. Peterson recognized our board and two of our board members for their efforts. He noted that our board is very active as a whole. NCSBA awarded the Board the Gold Bell Award for training excellence and commitment during the 2017-2018 academic year. NCSBA recognized Freda Tillman for Advanced Achievement for successful completion of training for the 2017-2018 school year. Margaret Bradsher was awarded the Award of Distinction for successful completion of training for the 2017-2018 school year.

Dr. Peterson noted that there are a lot of things you cannot control but we can control our effort. The effort we put toward each student is key. We can control growth and what they do each day matters. Dr. Peterson recognized North Elementary School, Stories Creek Elementary School, and Woodland Elementary School for exceeding growth in the 2017-2018 school year. Dr. Peterson recognized Helena Elementary School, North End Elementary School, Oak Lane Elementary School, South Elementary School, and Person Early College for Innovation & Leadership for meeting growth in the 2017-2018 school year. Each school received a certificate and banner for their school.

CLOSED SESSION

Motion: Dr. Peterson recommended the board adjourn to closed session at 5:06 pm, motioned by Harriett Tillett and seconded by Phillip Gillis.

Motion carried 5-0.

ELECTION OF OFFICERS/ORGANIZATION OF BOARD

Dr. Peterson opened the floor for nominations for the role of Board Chair. Dr. Kay Allen was nominated by Phillip Gillis and Freda Tillman was nominated by Margaret Bradsher.

Motion: Moved at 5:16 p.m. by Harriett Tillett and seconded by Kay Allen to close the floor for Board Chair nominations.

Vote: Voting for Board Chair was taken by a show of hands. At 5:16 pm, Phillip Gillis, Kay Allen, and Harriett Tillett voted for Kay Allen. Margaret Bradsher and Freda Tillman voted for Freda Tillman. Based on the vote, Kay Allen is the Board Chair for the coming year.
Kay Allen opened the floor for nominations for the role of Vice-Board Chair. Freda Tillman was nominated by Harriett Tillett. There were no other nominations.

**Motion:** Moved at 5:17 p.m. by Harriett Tillett and seconded by Phillip Gillis to close the floor for Vice-Board Chair nominations.

**Vote:** Voting for Vice-Board Chair was taken by a show of hands. At 5:18 pm, Kay Allen, Margaret Bradsher, Phillip Gillis, Freda Tillman, and Harriett Tillett voted for Freda Tillman. Based on the vote, Freda Tillman is the Board Chair for the coming year.

**PUBLIC COMMENT**

There were no public comments made during this meeting.

**APPROVAL OF MINUTES**

**Motion:** Moved at 5:18 p.m. by Freda Tillman and seconded by Harriett Tillett to approve the November 19, 2018, Regular Session Meeting Minutes and November 19, 2018, Joint Meeting with County Commissioners minutes as presented.

Motion carried 5-0.

**DISCUSSION/ADJUSTMENT TO AGENDA**

Dr. Peterson requested the addition of item C.3. - Adjustments to the 2018-2019 School Calendar as an Action item.

**Motion:** Moved at 5:19 p.m. by Freda Tillman and seconded by Harriett Tillett to approve the agenda with the noted adjustments.

Motion carried 5-0.

**SPECIAL RECOGNITION**

1. STAR Spotlight

Lori Stacey introduced the recognition program. STAR stands for: being Selfless, working as a Team member, taking Action, and achieving Results. Each month 4 employees (2 classified, 2 certified; representing 2 schools) will be recognized for their efforts. All stakeholders have the opportunity to vote for this recognition. Mrs. Stacey shared a quote about each recipient. The STAR Spotlight
recipients recognized were Martha Castillo and Julie Henderson from North End Elementary School and Ornetta Bradsher and Ann Groce from Earl Bradsher Preschool.

2. Innovator Award

Jenna Regan was recognized for receiving the Innovator Award. The North Carolina Council of Teachers of Mathematics awarded the North Carolina Collaborative for Mathematics Learning its 2018 Innovator Award. Jenna Regan has been an invaluable partner, and the Collaborative’s success and its impact are a direct result of her leadership, expertise, passion, and commitment to the teachers and students of our state.

3. Fall Coaches

The Board recognized the Fall Coaches for Middle and High School. Those recognized from Person High School were Dave Kleine, Justin Campbell, Bryan Hurdle, Kendall Cobb, Jamie Phelps, Andrew Haga, Jeremy Clayton, William Stephens, Andre Obie, Randy Oakley, Bob Morgan, David Stewart, Rob Rogers, Tracey Vaughan, Amanda Ramirez, Jessica Goodwin, David Jones, Justin Pergerson, Chad Zuehlke, Tyler Wade, Chelsy Robinson, Laquetta Allen, Morgan Meyer, Paige Cox, Lynn Ward, and Kelly Duncan. Those recognized from Northern Middle School were Danyel Jones, Cheryl Lockwood, Richard Hughes, Justin Hairston, Cornelius Lasster, and Martinque Smith. Those recognized from Southern Middle School were Mark Massey, Trina Torain, Sharon Harris, Mike Harris, Shawn Hatfield, Chris Phillips, Brian Whitfield, David Young, Tiffany Pulliam, and Evony Pulliam.

4. All-Conference Athlete

The Board recognized the All-Conference Athletes for fall sports. Those recognized in Volleyball were Hailey Long, Karoline Cox, Emma Duncan, and Pamela Hill. Those recognized in Women’s Tennis were Kenley Hazel and Jazmin Ibarra. Those recognized for Cross Country were Logan Bates, Zion Hughes, William Bailey, and Magen Elliott. Those recognized for Men’s Soccer were Francisco Mondragon and Victor Medina. Those recognized for Football are Joshua Harris, Daevon Wood, and Dequondre Newman. It was noted that men’s soccer was awarded the Sportsmanship Award from the conference coaches. The football team was also awarded the Sportsmanship Award.

5. Coach of the Year

Tracey Vaughan was recognized for being selected as the Mid-State 3A Coach of the Year.
6. Most Valuable Player of the Year

Hailey Long was recognized for being selected as the Mid State 3A Player of the Year.

ADMINISTRATIVE REPORTS AND RECOMMENDATIONS

A. Superintendent

1. Consent Items

   All consent items are approved in one motion.

   **Motion:** Moved at 5:45 p.m. by Harriett Tillett and seconded by Margaret Bradsher to approve the consent items A-D (classified personnel, substitute personnel, volunteers, and other personnel items) as presented.

   **Motion carried 5-0.**

B. Administrative Services

1. Policies

   Mr. Dennis shared the following policies for approval. He noted that the committee was asked to adjust timelines in 2330 and 2310 to have the timelines line up. Additionally, in 2123 and 2130 there was a recommendation to make the adjustment noted. There were no questions regarding the policies up for approval.

   **Motion:** Moved at 5:47 p.m. by Freda Tillman and seconded by Margaret Bradsher to approve the policies 1730-4022, 1740-4010, 1742-5060, 1750-7220, 1760-7280, 2000, 2010, 2012, 2100, 2110, 2115, 2116, 2117, 2118, 2120, 2121, 2122, 2123, 2124, 2125-7315, 2130, 2131, 2200, 2210, 2220, 2230, 2300, 2301, 2302, 2310, 2320, 2321, 2325, and 2330 as presented.

   **Motion carried 5-0.**

C. Human Resources

1. 2019-2020 Calendar

   a. PCS

   Mrs. Stacey shared the 2019-2020 calendar that was discussed during the past 3 meetings. The recommended calendar was selected by our stakeholders. There were no questions regarding this calendar.
**Motion**: Moved at 5:48 p.m. by Freda Tillman and seconded by Harriett Tillett to approve the 2019-2020 school calendar as presented.

b. PECIL

Mrs. Stacey shared the 2019-2020 PECIL calendar. There were no questions regarding this calendar.

**Motion**: Moved at 5:49 p.m. by Harriett Tillett and seconded by Phillip Gillis to approve the 2019-2020 PECIL calendar as presented.

2. Class Size Information

Mrs. Stacey noted that we have 3 classrooms at Helena Elementary School that began the school year over the 25 allowed student seats. Since the beginning of the year, this has been remedied. The overage was due to an influx of student enrollment. We are submitting a waiver to state that we were over the allowed class size and have adjusted to be in compliance.

**Motion**: Moved at 5:51 p.m. by Phillip Gillis and seconded by Margaret Bradsher to approve the signing of the class size waiver as presented.

3. Adjustments to the 2018-2019 School Calendar

This item was added to address the school closings due to the recent winter weather. Hours over the required 1025 are built into the PCS Calendars to allow for inclement weather events forcing schools to be closed. Prior to the December 9th winter storm, there was an overage of 19 hours in the calendar. This week alone we have missed 24 instructional hours. Instructional hours will need to be added into the existing calendar to meet the hour mandate as well as to prepare as we head into the winter season. We did poll our staff to determine how to move forward. The options were to

1) Makeup on Wednesday, December 19
   a) February 18th and April 4th to full days
2) Makeup on January 2nd
   a) February 18th and April 4th to full days
3) Both December 19th and January 2nd
   a) February 18th and April 4th to full days
4) All the above and January 22nd
Mrs. Stacey did note that pupil days on originally scheduled optional days allows certain non-certified staff the opportunity to work which will off-set days missed. Mrs. Seate noted that Mrs. Johnson at PECIL has had to adjust their exam schedule and that attending December 19th would be beneficial for them. December 19th would be helpful for the PHS students who are graduating early. Mrs. Tillett asked about the regular exams at PHS with the loss of instructional time. Mrs. Seate noted that December 19 and January 2 will be beneficial. Mrs. Stacey noted that if December 19th is used then we will need to plan for staff absences for those who have scheduled vacation during this time. Dr. Peterson also noted that the student absences will not be taken into account when looking at overall missed days. Tomorrow, December 14, will be a regular school day. Dr. Peterson has instructed Mrs. Seate and Mrs. Holmes to prepare school with students taking exams on December 14th to be prepared in case we do need to leave early. January 22 is a required workday prior to the new semester. Senior Leadership does not recommend taking this day. Mrs. Bradsher asked if we have looked at the beginning of Spring Break. She noted that we are sure to get more snow if we have started out this way. Mrs. Stacey stated that we may need to use those dates at a later time. Dr. Peterson noted that we may need to look at adding time to our day if we have any future closings due to weather. Dr. Peterson noted that this is a great example of why we need local flexibility in our calendar.

**Motion:** Moved at 6:03 p.m. by Harriett Tillett and seconded by Margaret Bradsher to approve moving forward with Option 3 (changing December 19, 2018 and January 2, 2019 to student days and February 18, 2019 and April 4, 2019 to full student days) as presented.

Dr. Peterson noted that we will post the action taken to make-up days this evening.

On a **motion** by Phillip Gillis and a second by Freda Tillman, the Board adjourned at 6:04 p.m.

**Motion carried 5-0.**

___________________________________          _____________________________
Dr. Kay Allen, Board Chair                      Dr. Rodney Peterson, Secretary
Attachments:
- Dual Language
- Secondary Marketing Plan
- Instructional Coach Updates
- EVAAS
- State Memo Regarding Math Exams
- Policies
  - 1710
  - 1720
  - Rule - 2300
  - 2340
  - 2341
  - 2342
  - 2343
  - 2344
  - 2400
  - 2410
  - 2420
  - 2430
  - 2440
  - 2450
  - 2460
  - 2470
  - 2475
  - 2500
  - 2501
- Recruiting Plan
- Teacher Turnover Rate
- Capital Projects Report
- Character Ed
- Classified Personnel
- Substitute Personnel
- Other Personnel Items
- Volunteers
- Policies
  - 1730-4022
  - 1740-4010
  - 1742-5060
  - 1750-7220
  - 1760-7280
  - 2000
  - 2010
  - 2012
  - 2100
  - 2110
  - 2115
- PCS
- PECIL
- Class Size Information

Resignations/Retirements:

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Employee Transfers:

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