

**EDENTON-CHOWAN BOARD OF EDUCATION**  
**Monday, March 5, 2012, 6:30 pm**  
**Central Office Conference Room**

**MINUTES**

The Edenton-Chowan Board of Education met in regular session on Monday, March 5, 2012, 6:30 pm, Central Office Conference room with the following members present: Chairman Ricky Browder, John Guard, Gil Burroughs, Jean Bunch, Win Dale, Kay Wright, and Gene Jordan. Others present were: Superintendent Allan Smith, Michelle Maddox, Vickie Williams, Ann Bond, Lois Lassiter, Ann Bond, Kendere Dillard, Sha'Quenra Nixon, Charlie Daye, Wallace Holley, Susie Littlejohn, Markeeta Littlejohn, Sydney Lassiter, Jervina Coston, Melvin Horton, Sheila Evans, Nelle Hyatt, Vann Lassiter, Eakiel Lamb, Ervin Bond, Becky Bunch, Will Crowe, and Harriet Sawyer.

The meeting was called to order by Chairman Ricky Browder. The invocation was given by Ricky Browder.

**PUBLIC/BOARD DIALOGUE:** None.

**REPORT:**

1. **Life Coach Presentation.** Ann Bond presented information on the Life Coach Program. The funding for the program will expire at the end of this year. The program is designed to serve students who have issues which may put them at risk for dropping out of school. Life coaches collaborate with parents, teachers, counselors, and administrators, assist in making sure students are performing academically and attend school regularly.

Students who demonstrate two or more of the following risk factors and/or are identified by the principal as being at high risk of dropping out are eligible to be enrolled in the program:

- Attendance (missed 11 or more days)
- Academic (failed 2 or more courses)
- Out-of-school suspensions (2 or more times)
- Previous retentions (retained 1 or more times)

182 students have been served from March 17, 2008 through June 10, 2011.

The role of the Life Coaches is to monitor attendance and grades, work with teachers, administrators, and guidance to help students find success in school, encourage and assist parents in making school a priority and keep them updated regarding students' progress, and assist in finding outreach programs for the students as well as the parents.

2. **Education Foundation Spelling Bee Fundraiser.** The Edenton-Chowan Education Foundation is sponsoring their second Spelling Bee to be held March 22, 2012, 6:30 pm, Edenton United Methodist Church. Businesses, churches, non-profit organizations, and schools are encouraged to sponsor a 4 person team. All proceeds will be used to fund grants to teachers for projects directly impacting students in Edenton-Chowan Schools.
3. **D.F. Walker Principal Selection.** Dr. Smith shared the process in the selection of the new principal at D.F. Walker Elementary School. Twenty-one applications have been received. The application period ended on Thursday, March 1, 2012. Four teachers from D.F. Walker have been selected to serve on the screening committee. They will meet on March 8<sup>th</sup> to begin the screening of applications. After the screening of applicants interviews will be scheduled. Dr. Smith expects a recommendation will be made at the April Board of Education meeting so that the new principal can report by July 1<sup>st</sup>.

#### **CONSIDER:**

1. **Energy Performance Contracting RFP.** The request for proposals for the Energy Performance Contracting has been completed and ready to be sent out for bids. The length of guaranteed energy savings contract is not to exceed 12 years. At least two Energy Service Companies must submit a proposal. The proposals must be evaluated by at least one licensed architect or registered engineer for completeness and scored pursuant to a set of predetermined evaluation criteria. The costs of the consulting architect or engineer may be financed and paid from the savings contract. The NC Energy office will supply a list of approved consulting architects or engineers. Dr. Smith made a recommendation to extend the contract of the architect or engineer at the beginning of the process to help with the RFP to be sure that we addressed all issues. A motion was made by John Guard, seconded by Gil Burroughs to authorize Dr. Smith to proceed with the Request for Proposals that includes securing a consulting architect or engineer. The motion passed unanimously. **(Attachment #1)**
2. **Change of Date for Quarterly Board Meeting.** The Board of Education changed their quarterly meeting to March 26, 2012 at 3:00. The Board of Education scheduled a joint meeting with the county commission contingent upon their approval for March 26, 2012 at 6:00 pm to discuss the 2012-2013 budget. The Board unanimously approved the change of the Quarterly meeting.

Dr. Smith stated that he, Michelle Maddox, Emma Berry have started reviewing the budget for next year. We know that the stimulus money will expire at the end of this year, there will be an increase in the amount of discretionary reduction, and an increase in the retirement and health insurance contribution. We have

not received a preliminary allotment from DPI. Dr. Smith stated that he does not anticipate enforcing the reduction in force policy this year. Board member Win Dale asked what our fund balance would be at the beginning of the 2012-2013 if we use the projected \$500,000 to balance the budget. Dr. Smith will check and let the board know the fund balance projection.

Dr. Smith and Emma Berry will meet on Tuesday March 6 with county manager, Zee Lamb and county finance officer, Kim Woodley.

Dr. Smith reviewed the budget timeline. Dr. Smith recommended that two budget committees be appointed: (1) Current Expense Budget Request; and (2) Capital Outlay Budget Request. John Guard, Kay Wright, and Gene Jordan, facilitator were selected to serve on the Current Expense Budget Committee that will meet on March 13, 2012 at 6:00 pm. Jean Bunch, Gil Burroughs, and Win Dale, facilitator were selected to serve on the Capital Outlay Budget Committee that will meet on March 26, 2012 at 6:00 pm.

3. **Technology Plan.** Nelle Hyatt presented the Technology Plan. In order for school systems to apply for E-rate funding, the school system must prepare a technology plan. An approved technology plan sets out how information technology and telecommunications infrastructure will be used to achieve educational goals, specific curriculum reforms, or library service improvements. A motion was made by Gil Burroughs, seconded by Kay Wright to approve the 2012-2012 Edenton-Chowan Schools Technology Plan. The motion passed unanimously. **(Attachment #2)**
4. **Series 1000-Board of Education Revised Policies.** Series 1000-Board of Education revised policies was presented for its second reading. A motion was made by John Guard, seconded by Gene Jordan to approve Series 1000-Board of Education. The motion passed unanimously. **(Attachment #3)**

#### **APPROVE:**

A motion was made by Win Dale, seconded by John Guard to approve the following items by consent agenda:

1. Minutes
2. Personnel **(Attachment #4)**
3. Financial Report **(Attachment #5)**
4. Overnight Trip **(Attachment #6)**

## **BOARD MEMBERS REPORTS/REMARKS:**

John Guard presented a summary of the Federal Relations Network Conference that he recently attended. The issues identified for this year's conference was the reauthorization of the Elementary and Secondary Education Act (ESEA/NCLB) and ensuring adequate funding for education programs. School board members were able to go to Capitol Hill to meet with their members of Congress to discuss educational issues. John Guard made a presentation to Senator Richard Burr concerning continuing the federal funding for education. Board members were also given opportunities to attend breakout sessions.

Dr. Smith commented on the request to look at starting school day later for high school students. Dr. Smith said there are two teachers at the high school working on their administrative program and as part of their internship will research the merits of starting school day later for high school students.

A motion was made by John Guard, seconded by Kay Wright to adjourn the regular session meeting and enter into closed session to discuss personnel pursuant to North Carolina General Statutes 115C-319 and 115C-321.

The meeting returned to open session with Chairman Ricky Browder calling the meeting to order.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Ricky Browder, Chairman

Allan T. Smith, Secretary