

EDENTON-CHOWAN BOARD OF EDUCATION
Monday, November 2, 2009, 6:30 pm
Central Office Conference Room

MINUTES

The Edenton-Chowan Board of Education met in regular session on Monday, November 2, 2009, 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, Nelle Hyatt, Cindy Phthisic, Donna Winborne, Valerie Goodwin, Emma Berry, Sheila May, Becky Bunch, Will Crowe, and Harriet Sawyer.

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

PUBLIC/BOARD DIALOGUE: A parent addressed the board concerning a recent incident that happened at school involving her child. Dr. Smith informed the parent that the Director of Transportation will conduct a follow up session with bus drivers on procedures for student getting on and off the bus.

REPORT:

1. **2008-2009 Fiscal Audit.** Donna Winborne, Douglas A. Hollowell, CPA presented the 2008-2009 fiscal audit. The financial statements are the responsibility of the Edenton-Chowan Board of Education's management. Douglas A. Hollowell is to express an opinion on the financial statements based on their audit. The firm issued an unqualified opinion, which is the highest level. The school system made adjustments to the budget due to the reversion of allocation from state of \$95,458 and local funds of \$513,000. An amendment to the local budget to transfer the \$513,000 from the fund balance was required to balance the budget. The unobligated fund balance as of June 30, 2009 is \$1,262,899. Board member John Guard asked if maintaining a reserve of 8% of the total budget was required by local school system. Donna Winborne stated that 8% was not required but was within acceptable limits. **(Attachment #1)**
2. **Edenton-Chowan Schools' Website.** Nelle Hyatt and Cindy Phthisic gave an overview of the school system's new website. The school system receives funding for the website through e-rate that provides schools with improved telecommunication services at discounted rates. The webpage allows staff, parents, and students the ability to login and receive information about their school. Training has been provided to teachers to help develop class pages that will help keep parents and students informed on events.

Dr. Smith informed the Board on the new phone alert system for the school system. We have contracted with School Messenger. The new system will allow

parents to go to a website and update their child's contact information through phone calls, e-mail or text messaging.

3. **Joint School Board and Commission Meeting.** Ricky Browder updated the Board on the Joint School Board and County Commission Finance Subcommittee meeting held on October 20, 2009. This is the first meeting between the two Boards since the budget meetings in the spring. The subcommittee is chaired by Kenny Goodwin with Keith Nixon and Eddy Goodwin as members. Board of Education members are Ricky Browder as chairman with Gene Jordan and John Guard as members. Discussion was held regarding the purpose and scope of the meeting which is to re-establish lines of communication between the two boards. Dr. Smith gave a brief review of QZAB. The current QZAB expires December 31, 2009.

Peter Rascoe updated the Boards on how the lottery funds are received and used. The Board and County reviewed the budget process for both Boards. The County Commission will change the timeline of the county's budget process for 2010-2011. The county will request county departments to submit their budget request in January. The county would like the school board to present their local budget request by March 1, 2010.

Peter Rascoe gave an update on the County Facilities Study which is designed to consolidate the use of county buildings.

The Board of Education commented that it would be hard to find a lender that would be willing to finance the debt that the county would have to sign off on. A lender would have to be secured by December 31, 2009 in order for the school system to qualify for the loan. The loan would help finance the renovations to protect the integrity of the building at the high school.

Gil Burroughs made a motion to authorize Dr. Smith to notify the Department of Public Instruction to return the authorization for the July 2007 interest-free QZAB loan in the amount of \$1,781,354. The motion was seconded by Win Dale and passed unanimously.

The subcommittee plans to hold a second joint meeting in December.

4. **Local and State Boardmanship Training.** Superintendent Smith reminded the Board of the November 10, 2009 meeting with Jonathan Blumberg that will focus on the new teacher evaluation system and recent legislation regarding non-renewal of probationary teachers and the NCSBA Conference on November 16-18, 2009.

CONSIDER:

1. **Policy 1110 Code of Ethics for Members.** Policy 1110 was presented for the second reading. The policy includes the requirements of Board members to earn 12 hours of training each year and two hours of ethics education within 12 months of election of appointment. A motion to amend Policy 1110 was made by Win Dale, seconded by John Guard and passed unanimously.
(Attachment #2)
2. **Policy 5430 Fair Labor Standards Act Compliance.** Policy 5430 was presented for the seconding reading. The policy changes the work week from Saturday through Friday to Sunday through Saturday. A motion to amend Policy 5430 was by John Guard, seconded by Jean Bunch and passed unanimously.
(Attachment #3)
3. **Long Term Substitute Pay.** Superintendent Allan Smith presented a recommendation to adjust the pay for long-term substitutes to 125% of the regular pay. The pay adjustment will begin on the eleventh consecutive day worked as a substitute for a particular teacher. A similar adjustment was made several years ago and a flat long-term pay of \$100 a day was set for certified substitutes. The state has established the pay for substitutes to \$98 per day for certified and \$69 per day for non-certified substitutes. The 125% rate for long-term substitutes will now automatically adjust as state rates change. The change will take effect immediately with hours worked November 2, 2009 and after. A motion was made by John Guard, seconded by Gene Jordan to adjust the pay for long-term substitutes to 125% of the regular pay. The motion passed unanimously.

APPROVE:

A motion was made by Gene Jordan, seconded by Gil Burroughs to approve the following items by consent agenda:

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

BOARD MEMBERS REPORTS/REMARKS:

Gil Burroughs asked for a breakdown of all End of Course test results.

Dr. Smith informed the Board of the Quality Assurance Review visits for D.F. Walker Elementary School and Chowan Middle School November 4-5, 2009.

Dr. Smith informed the Board that work will begin next week to paint the trim the original color of white at John A. Holmes High School. Several of the trees in front of the high school will be trimmed. The funds for this project will come from the school maintenance budget. Board members would like to have a discussion with the county on the capital outlay funds for the schools.

Jean Bunch informed the Board on the "Stake it" celebration on Monday, November 9, 2009 at Chowan Hospital. The students at D.F. Walker Elementary School will place their pledges to be drug free on the front lawn of Chowan Hospital. Senator Ed Jones and Representative Tim Spear will address the community at 4:00 pm.

Chairman Ricky Browder requested a motion to adjourn the regular session meeting to enter into closed session to discuss personnel. 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