

**Northeast Regional School of Biotechnology and Agriscience  
Board Meeting Minutes  
January 21, 2014**

**Date:** January 21, 2015

**Place:** NERSBA Technology Center, Jamesville Campus

**Time:** 4:30 pm

**Present:** Mac Hodges, Julius Walker, Joe Landino, Benjie Forrest, David Peele, Norris Tolson, Michael Dunsmore, Kenneth Harrell, Ethan Lenker, Jean Woolard Paul Spruill, Simon Griffin, Karen Clough, Jerry Phelps

**Absent:** Dwight Respass, Matthew Babcock

Chairman Mac Hodges called to order the meeting of the Board of Directors for the Northeast Regional School of Biotechnology and Agriscience at 4:30 pm on Wednesday, January 21, 2015. The meeting was held in the technology center at the Jamesville Campus.

Inga Spruill proceeded with the roll call. Resource personnel present were Hal Davis, Principal and Joe Alston of Ward & Smith, and P.A. Also present were Tiffany Hudson from The Roanoke Beacon and Brenda Monty from The Enterprise.

Mr. Julius Walker led the Board in prayer and in the Pledge of Allegiance.

Chairman Hodges presented the agenda for approval. Benjie Forrest moved to amend the agenda with the addition of an item, item 5 (a), for a special presentation this is in honor of a NERSBA board member. With no further additions to the agenda, Norris Tolson moved to approve the agenda followed by a second from Kenneth Harrell. The motion to approve the agenda passed unanimously.

Chairman Hodges offered the December minutes for consideration and noted that the minutes are posted on the NERSBA website. Karen Clough noted there were some adjustments to the minutes that needed to be addressed. These will be made and reposted on the NERSBA website. A motion was made by Norris Tolson to approve the minutes as revised followed by a second from Benjie Forrest. The motion to approve the minutes as amended was approved by the entire board membership.

**Special Presentation: Benjie Forrest**

Benjie Forrest presented Chairman Mac Hodges a plaque on behalf of the NC FFA Association Board of Directors recognizing him for all the many years of dedication and support that he has given to the FFA Association and FFA Alumni Association locally, statewide and nationally for the period of time exceeding 20 years.

**Public Comments:** None

**Finance Report/2013-2014 Audit Presentation: Michael Cowin**

Mr. Cowin reported on the 2013-14 fiscal audit provided by Carr, Riggs & Ingram. Mr. Cowin noted the auditors offered an unqualified audit opinion which is the BEST audit opinion that you can receive in an audit.

The following is a summary of the balance sheet for NERSBA as of June 20, 2014. This is the heart of the organization. Mr. Cowin also noted the fund balance for the school account and the local fund increased \$87,141.00 from the period between June 30, 2013 and June 30, 2014.

**This is an outstanding for a school only in its second year of operations!**

Next Mr. Cowin reports on the breakdown of FY 2014 audited operating expense by purpose:

Instructional:	\$830,714.00	85.48%
Support Services:	<u>\$141,087.00</u>	14.52%
Totaling:	\$971,801.00	100.00%

Over \$85.00 out of every \$100.00 went directly into the classroom to serve the student for the 2013 school year; all school systems collectively in NC spent \$80.00 out of every \$100.00 directly in the classroom.

Compliance and Areas for Improvement:

- a) Improvements from prior Year Audit:
  - 1. Internal Controls of cash receipts and disbursements at the school level:  
The auditors saw a significant improvement in the oversight of cash receipts and disbursements at the school level. This improvement is due primarily to the following:
    - A full time bookkeeper at the school to provide daily oversight of the school accounting function.
    - Establishment of daily and monthly internal control procedures that are being followed by school administration and the staff of the school.
    - The assistance and oversight of the internal auditor of Pitt County Schools that has worked with the staff in the implementation and adherence to the internal control procedures.
- b) No material weaknesses over internal controls over financial reporting identified in the audit for fiscal year 2014-2015.
- c) New procedures need to be established:
  - 1. Lease contracts must include specific language that the contract does not constitute indebtedness of the state of NC.
  - 2. Documented criminal background checks on employees.
  - 3. Procedure to expend state cash drawdowns within 3 business days.
  - 4. Procedure for the processing of information between NERSBA and PCS.

These above procedures have been established for NERSBA.

Chairman Hodges thanked Dr. Lenker, the Pitt County Board of Education and Mr. Cowin for the guidance and support of fiscal operations on behalf of the school.

**Current Year Financial Operations:**

Mr. Cowin furnished each board member a Financial Report as of January 8<sup>th</sup>. The budget summary documentation has had no increase/decrease of funds since the December board meeting.

A motion was made to approve the audit and the financial report by Norris Tolson followed by a second by Benjie Forrest. The motion passed unanimously by the NERSBA board membership.

**NERSBA Program area needs: Hal Davis**

Mr. Davis provided the board a needs list from each program area at NERSBA from teachers on a priority basis. Estimated at \$62,000.00 including a recent textbook purchase of \$24,000.00 leaving a balance of \$38,000.00 resources are available for these purchases. A motion was made by Benjie Forrest followed by a second from David Peele to approve the expenditures on the part of students enrolled at NERSBA. The motion passed unanimously by the board membership.

**NERSBA Curriculum Committee Report: Benjie Forrest**

Mr. Forrest noted that the curriculum committee will be meeting next week and will provide a detailed report at next board meeting.

**Cooperative Innovative High School Grant Update: Hal Davis**

Mr. Davis informed the board that the school has submitted our proposal for the Cooperative Innovative High School Grant to Dr. Britt at MCC and the grant proposal has been approved by the board of trustees at Martin Community College. The grant application has been resubmitted to the North Carolina State Board of Education for approval. The grant has been reviewed and given preliminary approval by the community college system in North Carolina.

**NC Critical Incident Response for School Faculty and Staff/Video: Hal Davis**

Principal Davis noted that the NERSBA Critical Response Plan is a work in progress and that the school has worked with local law enforcement agencies to make this plan be effective.

**New Business:**

**2015 NERSBA Fall Semester:**

- We have had the activity bus painted
- The light pole in the middle of the parking lot has been removed by Martin County maintenance. We thank Gary Speller and his maintenance crew for a job well done.
- State School report card to be released in February of all LEA grading.
- We have over 450 college class seats this semester.
- We have 7 seats for students enrolled at North Carolina State University.
- Road sign for US Hwy 64 is under development.
- We have a number of students that will be involved at the VJC with the Beef Conference.
- On January 22, we have a FFA Truck and Tractor competition at VJC.
- FFA Chapter meeting scheduled for Friday.

Mr. Davis stated that at the March board meeting Mrs. Monty would like to take a picture of board members to introduce NERSBA members to Martin County.

Chairman Hodges noted next board meeting scheduled for February 18, 2015 at 4:30 pm at the Jamesville Campus.

A motion was made by Jean Woolard to go into closed session at 6:00 pm under (NC G>S> 143-318.11(6)/ Personnel) followed by a second from Karen Clough. The motion to enter into closed session passed unanimously by the NERSBA board membership.

After the board went back into open session, David Peele made the following motion as noted below:

- Move to authorize the Chair to respond to Dr. Tony Habit's letter of November 25, 2014 by advising him of the following:
  1. The Board is committed to the STEM Design for NERSBA which was the basis for its creation.
  2. The board is committed to civil and collegial communication among the directors.
  3. The Board has begun the process of developing internal controls in the nature of policies, protocol and job descriptions for administration and personnel.
  4. The Board is addressing the concern with employees and management of NERSBA by establishing a Strategic Development Committee that will evaluate strategic leadership and direction of the school with a goal of developing and implementing new approaches to the total education and achievement of students.

Norris Tolson provided a second to the motion.

David Peele presented a second motion to:

- Create a Strategic Development Committee:
  - (i) To evaluate strategic leadership and direction of the school with a goal of developing and implementing new approaches to the total education and achievement of students and,
  - (ii) With authority to seek counsel from NERSBA's attorneys and to invite participation and input from North Carolina New Schools.

Karen Clough offered a second to the motion with both items of business approved unanimously by the board of directors.

Chairman Hodges listed the names of the members for the Strategic Development Committee as outlined below:

- Julius Walker, Chairman
- Michael Dunsmore
- Ethan Lenker
- Jean Woolard
- Paul Spruill
- Norris Tolson
- Benjie Forrest

A motion to adjourn the meeting was made by Norris Tolson followed with a second by Jerry Phelps. The motion to adjourn was approved by the board membership.

The January board of directors meeting adjourned at 7:45 pm.

Minutes submitted by: Inga Spruill