

**Northeast Regional School
Of
Biotechnology and Agriscience
Board Meeting Minutes**

Date: July 17, 2013

Present:

David Peele
Benjie Forrest
Mac Hodges
Supt. Joe Davis
Joe Landino
Lynn West
Kenneth Harrell
David Peoples
Dwight Respass

Time: 4:30 pm

Place: Vernon James Research and Ext. Center

Absent:

Janie Spencer
Michael Dunsmore

Chairman David Peele called to order the meeting of the Board of the Northeast Region High School for Biotechnology and Agriscience at 4:30 pm on July 17, 2013, at the Vernon James Research and Extension Center. Melinda White proceeded with roll call. Resource personnel present are Hal Davis, Principal of the Northeast Regional School of Biotechnology and Agriscience, Jean Woolard, and David Noell, Finance Officer with Washington County Schools. Also present are Mary Wayt from the Roanoke Beacon Newspaper.

Mac Hodges led the Board in prayer and in the Pledge of Allegiance.

Chairman Peele presented the agenda for additions and or deletions. With no additions the agenda stands as approved.

Chairman Peele then offered the June minutes for consideration and noted that the minutes are posted on the NERSBA website. The only correction noted is to the June 28th minutes where the word yet needs to be replaced with the word yes. Mac Hodges motions with a second from Benjie Forrest to approve the minutes with the noted correction. With no further corrections the minutes are approved as amended.

Public Comments: None

Finance Report – David Noell:

David Noell provided handouts showing balances of the different fund accounts (ADM funds for the State, RTTT Stem fund, Central Office Admin fund, ADM Special Fund (local ADM funds) Carnegie Fund and Golden Leaf) as of 6/29/2013. He also provided the PCN bank balance as of 6/29/2013. He noted that all local ADM funds have been received from all 5 participating LEA's. Chairman Peele reported that he received an email from Tracy Taylor, assistant finance manager with Washington County schools that additional RTTT funds have been awarded to be used for 11 and 12 month salaries for this upcoming calendar year. A motion is made by David Peoples with a second from Joe Landino to accept the financial report as presented. With no further discussion, the motion is approved unanimously.

Report from Principal Davis:

NERSBA Student Enrollment Update for 2013-14:

Principal Davis provided a handout that shows the projected student enrollment by grade level, gender and race for the 2013-14 school year. He noted that this is what is being anticipated and could change with the start of school. 121 students are anticipated to report for the new school year starting August 5, 2013. An orientation will be held for the freshmen class on July 29, 2013. Jean Woolard asked if enrollment for 10 grade students was still open. Principal Davis answered that there are openings for 10th graders to apply for. Supt. Davis asked if a breakdown could be provided of students by LEA. Principal Davis noted that this was provided at the last Board meeting and he will send that to Supt. Davis via email.

Personnel Recommendations for 2013-14:

Principal Davis recommended for employment Karen Biggs, as part time custodian, William Prettyman, as a Humanities Teacher, Christ Rogerson as a Math Teacher and Suman Lange as a Science Teacher. He noted that all teachers are experienced teachers. A motion is made by Benjie Forrest with a second from Dwight Respass to hire personnel presented. David Peoples asked if criminal background checks and reference checks have been completed on the candidates. Principal Davis answered that all have been completed. Mac Hodges noted for the record that he would not participate in the vote due to being related to one of the candidates. Dwight Respass asked if the custodian position was in the approved budget. Principal Davis answered yes. With no further discussion the motion to hire candidates as presented is passed. Chairman Peele then reported to the Board that the MOU signed between NERSBA and NC State regarding building use has a personnel section added for this year which does not provide Melinda White to continue to provide support to the School and the Board after September 30th, 2013. Because of this Principal Davis will be hiring an administrative assistant to assume the duties currently done by Ms. White.

NERSBA East Campus Site

Principal Davis reported that possession has been taken of the East Campus site and preparations continue to get the site ready for the first day of school for the freshmen class. He also noted that he has been working on getting liability insurance required for the East Campus. All textbooks and supplies to be used for the freshmen class has been moved to the East site as well. He will be getting the locks rekeyed and a new code for the security system to make sure that school personnel are the only ones that will have access to the school. He also noted that a dumpster will be delivered to the site this week.

NERSBA Daily Operational Schedule for 2013-14

Principal Davis provided to the Board a handout of the NERSBA 2013-14 day calendar by important dates. He noted that he met with the transportation directors from the 5 participating LEA's to develop a transportation plan for the next school year. Based on this meeting and by input provided by the teachers after attending the Summer Institute it was decided to have a later starting time for the school day.

NERSBA Transportation Plan for 2013-14:

Principal Davis noted that the meeting with the transportation directors regarding transportation for the upcoming school year was very successful. He noted that Steve

Beechum from DPI was present via phone at the meeting and that he assured the directors that they would be receiving reimbursements for their part for transportation in April from DPI. Student lists for each LEA were given to the transportation directors and they are working on transportation plans for their specific LEA's which Principal Davis will share with students and parents at the student orientation sessions.

Technology and Textbook Update:

Principal Davis noted that he is in the process of finalizing a lease for technology. He noted that he has run into an issue as companies that lease equipment to schools like to see an established credit history which NERSBA does not have with being a new school. He noted that extensive financial information has been required and now it is in the hands of the company to make the decision to accept the school or not. He is hoping this will be finalized in the next day or two. He noted that all textbooks that the teachers have requested for this year have been ordered with the exception of the Biology textbooks for the online class with Pamlico Community College. These will be ordered the first week of August and hand delivered to the school.

NERSBA Student Orientation Sessions scheduled for July 29th and 30th:

Principal Davis reported that orientation sessions are planned with the freshmen orientation to be held July 29th and the sophomore orientation to be held July 30th.

NERSBA Instructional Facilities for 2014-15:

Principal Davis noted that he is becoming concerned about facilities for the 2014-15 school year. Chairman Peele noted that the August meeting will be dedicated to discussing facilities for the schools for the 2014-15 school year.

Lynn West asked if all the new teachers hired will be housed at the East Campus. Principal Davis noted that Mr. Prettyman will be splitting his time between the East and West Campus. He also noted that Ms. Asby and Ms. Everette will be splitting their time between the East and West campuses. He also reported that a mini van has been acquired for the State Motor Pool to assist with transporting teachers site to site.

Principal Davis reported that the next Board meeting will be held Wednesday, August 21, 2013.

Mac Hodges, Finance Chair, reported that Pitt County Schools has agreed to provide financial services for the upcoming school year for the amount of \$45 per student or \$5445.00 for 121 students. He presented to the Board a memorandum of understanding from Pitt County Schools to be signed by the Chairman Peele. Mr. Hodges thanked David Noell, Finance officer with Washington County Schools and Supt. Davis, Washington County Schools for the services they provided for the past school year and added that the decision to switch is strictly a business decision. Lynn West asked if this was for one year or for an indefinite period. Chairman Peele answered that is for an indefinite period but can be ended by either party providing 90 days notice. Joe Landino asked Principal Davis if he was in agreement with changing

fiscal agents. Principal Davis noted that his concern is the communication piece as if he could not get someone via telephone that it was a 5 minute ride to Washington County but that he is willing to give it a try. He also noted that there will be some fees to be paid to Washington County for the month of July as they have provided financial services for July. Benjie Forrest noted that Pitt County is open to helping NERSBA in any way possible and is willing to entertain the idea of providing Power school services for a fee. David Peoples motions to have Chairman Peele sign the memorandum of understanding with Pitt County Schools accepting the offer to be our fiscal agent effective July 1, 2013 with any costs incurred with Washington County schools for the month of July to be paid post haste. Lynn West asked if nutrition services would continue with Washington County Schools. Principal Davis answers yes that it would continue. Chairman Peele indicates that a second has not been received for the motion made by David Peoples. The motion is seconded by Benjie Forrest. Chairman Peele asks for any discussion or comments. Supt. Davis comments that he completely understands the financial decision made to change fiscal agents and that student costs would be less with Pitt County Schools being larger and having more resources. David Peoples calls for the questions. With no further discussion the motion is approved unanimously.

With no further business a motion is made by Mac Hodges with a second from Benjie Forrest to adjourn the meeting. The meeting is adjourned at 5:26 pm.

Minutes submitted by: Melinda White