

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

Date: September 25, 2013

Time: 4:30 pm

Place: Vernon James Research and Ext. Center

Present: Benjie Forrest  
Mac Hodges  
Michael Dunsmore  
Joe Landino  
Dwight Respos  
Lynn West  
David Peoples

Absent: David Peele  
Janie Spencer  
Supt. Joe Davis  
Kenneth Harrell

Vice-Chairman Mac Hodges called to order the meeting of the Board of the Northeast Region High School for Biotechnology and Agriscience at 4:30 pm on September 25, 2013, at the Vernon James Research and Extension Center. Principal Davis introduced Inga Spruill as the new administrative assistant for the School and for the Board. Ms. Spruill then proceeded with roll call. Resource personnel present are Hal Davis, Principal of the Northeast Regional School of Biotechnology and Agriscience and Jean Woolard. Also present are Joyce Loveless, NC New Schools Project, Michael Cowin, Finance Officer with Pitt County Schools and Mary Wayt from the Roanoke Beacon Newspaper.

Benjie Forrest led the Board in prayer and in the Pledge of Allegiance.

Vice-Chairman Hodges presented the agenda for additions and or deletions. With no additions or deletions the agenda is accepted as presented.

Vice-Chairman Hodges offered the August minutes for consideration and noted that the minutes are posted on the NERSBA website. Michael Dunsmore motions with a second from Benjie Forrest to approved minutes as presented.

**Public Comments:** None

**Finance Report – Michael Cowin:**

Vice Chair Hodges introduced Michael Cowin, Finance Office with Pitt County Schools to present a finance report. Vice Chair Hodges added that he is very pleased to welcome Michael Cowin and Pitt County schools to provide financial services to the school for the new school year. Vice Chairman Hodges also thanked Washington County schools for the financial services provided to the school for the 2012-13 school year. Michael Cowin noted that Pitt County schools has tried to make a smooth transition from Washington County Schools to Pitt County Schools and thanked Principal Davis for his support and help in making the transition. He provided a financial report for the beginning of this fiscal year and asked for feedback from the Board members regarding the format of the report. He then proceeded to walk through the

report step by step. The first page shows the budget revenue and expenses for the 2013-14 school year. He noted that the budget is approximately a million dollar budget for 115 students. He then broke down the revenue sources of the budget which included the state ADM allotment, the local ADM projected receipts, the Race to the Top funds, the Golden Leaf Grant and Carnegie Funds which totals \$979,938.42 to fund the school. He then provided a breakdown of the expenditures projected for the school which included salary and benefits. Benjie Forrest then interjected and asked Vice Chair Hodges if he could ask a question of Mr. Cowin now or did he want him to wait until the end of his report. Mr Hodges told him to proceed at which point he asked Mr. Cowin how the salary and benefits amount for NERSBA compared with other public schools. Mr. Cowin noted that there are two things to him that correlate very closely with public schools, at least from the Pitt County school system, is that the NERSBA budget is highly leveraged with salary and benefits. What he will say about this budget with is probably not consistent with other school systems, is that more dollars are dedicated to classroom services or direct instruction. Well over 90% of the NERSBA budget is dollars directly correlated with classroom instruction which he feels is a good thing. He summarized by saying that this is a balanced budget highly dedicated to human resources to instruct students with a very large percentage of budget dollars dedicated to classroom instruction. He then provided a balance report for July and August of 2013 which shows a budget of 979,938.42, expenditures of \$158,579.20, \$90,515.85 spent from state ADM, \$27,616.90 spent from local ADM, \$16,918.51 spent from Race to the Top, \$15,033.68 spent from Golden Leaf and \$8,494.26 spent from Carnegie funds with a remaining balance of \$821,359.22. He noted that he and Principal Davis discussed that in moving forward with the budget state dollars would be spent first because they are the dollars that lapse at the end of the year with local funds spent last as local dollars can be carried over to the next school year. Mr. Cowin then provided an expense report for each program area, i.e. State ADM, local ADM, Race to the Top, Golden Leaf and Carnegie funds, showing the budgeted amount for each program area and expenditures for July and August. He noted that \$57,820.00 of local ADM funds is designated for the East Campus Site which he had the opportunity to visit recently. David Peoples asked of the \$57,820 for the East site what makes up the balance of this amount after utilities are paid. Mr. Cowin answered that rent is included in that amount. Mr. Cowin then noted that Race to the Top, Carnegie and Golden Leaf funds will only be used to fund salaries and benefits of the employees of the school. No other expenses will be funded by these sources. Benjie Forrest asked when the funds for these are actually received. Mr. Cowin answered that he has received approximately 50% of Race to the Top. He is waiting to bill Carnegie and he will be reporting to Golden Leaf when Principal Davis receives the information from them. Lynn West asked if the Carnegie funds are for half a year only. Principal Davis noted that Carnegie agreed to fund for only half a year but that Ms. Stanley with NC New Schools is working on writing another proposal for additional funding. Mr. Cowin noted that one thing to be on the lookout for is that the way state allotments work is once the school meets the appointment of 7 teachers or 100 students that additional allotments are received for school administration. He noted that this is not reflected in the budget presented tonight. David Peoples asked how this had been resolved as he was under the understanding that Chairman Peele was looking into what the reimbursement would be as Principal Davis draws a lower salary because of his retirement situation and would the school be reimbursed for his actual salary or what he is actually being paid. Principal Davis noted that this has been not been resolved yet with the Department of Public Instruction. David Peoples then asked about lottery funds. He noted that it was finally decided that the school qualifies for lottery funds and asked if anything has been received. Principal Davis said that at this time nothing has been received. David

Peoples asked Ms. Loveless with NC New Schools to look into this situation again. Joe Landino asked about carryover funds from last year that are not showing. Michael Cowin answered that the audit is currently done through Washington County and he will not bill anything from carryover funds until the audit is complete. He will pursue that once the audit numbers are released. Principal Davis noted that there were some carry over funds but is not sure of the amount. David Peoples motions to approve the financial report as presented with a second from Benjie Forrest. Motion approved unanimously.

### **Old Business:**

Lynn West asked if NERSBA is receiving the Clean Water Management Trust Fund grant as she has read that the Plymouth and NERSBA would be receiving the grant and then read again that just Plymouth would be receiving the grant. David Peoples answered that he understands that the grant is 95% complete and has been approved for the school to receive the grant. A presentation will be made at the Oct. 7<sup>th</sup> Washington County Commissioners board meeting.

### **Report from Principal Davis:**

#### **NERSBA Open House Review**

Principal Davis recognized Ms. Inga Spruill as the administrative assistant housed at the East Site. He noted that successful open houses were held on September 12<sup>th</sup> and the 16<sup>th</sup> for the freshmen and sophomores with over 75 percent of the parents attending.

#### **LEA Parental Support Groups:**

Principal Davis reported that while the school has a parental advisory committee it was felt last year to organize parental support groups in each participating LEA. A meeting was held on September 17<sup>th</sup>, 2013 to being the organization of these groups. This will help parents talk to one another about the school etc.

#### **Technology Plan/Children's Internet Protection Act (CIPA)**

Principal Davis asked Julie Gurganus, technology facilitator to discuss several issues pertaining to technology. Ms. Gurganus noted that she is still working on the technology plan for NERSBA. She reported that the plan is due to the state by Nov. 1<sup>st</sup> which does not require board approval at this time as the Regional consultant will review all plans in November and recommend any changes and within the three months of Jan-March Ms. Gurganus will then present the finished plan to the Board for approval and then it will be presented to the State Board in April/May for their approval. Ms. Gurganus then presented for Board review and approval a copy of the Acceptable Use of Electronic resources plan which was originally approved by the Board in May but has been revised. As a part of E-rate requirements the E-Rate consultant with DPI recommended some changes to the current plan in place. The changes noted are on page 1, the words "if necessary" are to be removed to prevent any controversy. The second change is the sentence "students are granted access to the Internet automatically". Students must be educated first before they have access to the internet. Ms. Gurganus noted that the sophomores and their parents have been educated at technology night last year and she will do the same in Oct when tech night is held for the freshmen. She also held a review with the sophomores during the first two weeks of school this school year. The representative also noted that it needs to be in the policy showing that the students are being education which Ms. Gurganus added on page two showing that in accordance with the Protecting Children in the 21<sup>st</sup> Century act, students will be educated in regards to appropriate online behavior. On page 6 the reference for the Protecting Children in the 21<sup>st</sup> act has been added. Ms. Gurganus asks for the Board

approval on the changes as she would like to include this with the technology plan to be submitted on November 1<sup>st</sup>. Lynn West noted that the changes are minor and motions that the acceptable use of electronic resources policy be approved as revised. Benjie Forrest seconds the motion. With no further discussion the motions is approved unanimously.

### **NERSBA Technology Rollout – October 3<sup>rd</sup>:**

Ms. Gurganus reported that Technology Night will be held Thursday, October 3<sup>rd</sup> for freshmen students. At least one parent/guardian and student must attend to receive their laptop. This is to allow education in online behavior before they receive the technology. A filter will be on each computer so computers will be filtered on and off campus. Two sessions will be held on the 3<sup>rd</sup>.

### **Critical Schools Response Plan Update:**

Principal Davis reported that he has met with Ann Keys to begin development of the Critical Response Plan for the school. He noted that this is an involved process which involves a lot of components. The plan will encompass both campuses and will follow what is in place with Washington County Schools. Mac Hodges asked about the new initiative which involved having panic buttons in the schools and would this be involved in the new response plan. Principal Davis answered that in some extent it does. Mac Hodges noted that there is a grant available for this with matching funds. Michael Dunsmore noted that it is a requirement for each LEA and that it is pretty much guaranteed that if you apply for the grant you will get half the money needed to install the panic button(s). Benjie Forrest noted that if the school can get half then NCDA&CS may agree to pay the other half to update their facility. Vice-Chairman Hodges noted that this needs to be looked into.

### **Roper Peanut Festival:**

Principal Davis reported that the school participated in the Roper Peanut Festival with students designing and constructing a float for the event.

### **Notheast Region FFA Leadership School:**

Principal Davis reported that part of the student body participated in the NE Region FFA Leadership School in Camden County. Benjie Forrest added that over 300 students participated in the leadership school and that NERSBA was very well received and students did a good job promoting the school.

### **NERSBA Satellite Conference day: September 27<sup>th</sup>:**

Principal Davis reported that the freshmen will be following the regular schedule for the second satellite conference day in meeting in their respective LEA's with the sophomores participating in a biotech lab at Pitt Community College.

### **FFA Fundraiser – October 11<sup>th</sup>:**

Principal Davis reported that Ms. Everette and students are having a barbecue chicken fundraiser on the 11<sup>th</sup> of October. He thanked Perdue for donating the chickens for the

fundraiser. Benjie Forrest noted that everything for the fundraiser has been donated which will allow for 100% profit.

**NERSBA Grade Reporting for First Ten Weeks:**

Principal Davis reported that the first 10 weeks will end on October 11<sup>th</sup> and report cards will go home on October 18<sup>th</sup>.

**NERSBA Calendar Adjustment for 2014 Spring Semester:**

Principal Davis asked for Board approval to change the 10<sup>th</sup> of January to a regular school day and make the 6<sup>th</sup> of January a teacher work day and start the spring semester on January 7<sup>th</sup>. The original calendar calls for a teacher workday on January 10<sup>th</sup> with the spring semester beginning on January 6<sup>th</sup>. Benjie Forrest motions with a second from Lynn West to change the calendar as presented. Motion approved unanimously.

**NERSBA Industry Education Day – April 10,2014**

Principal David reported that the 2<sup>nd</sup> annual NERSBA Industry Education Day will be held on April 10<sup>th</sup>, 2014 and invites the Board to attend. Representatives from business and industry will be present to speak and interact with students.

**NERSBA FFA Parent/Member Awards Banquet: May 22<sup>nd</sup>**

Principal Davis reported that the FFA Parent/Student awards banquet will be held May 22<sup>nd</sup>, 2014 at Plymouth Church of Christ. Benjie Forrest suggested that the Dean of CALS be invited to be the guest speaker for the banquet.

Principal Davis noted that 22 students will be attending the National FFA Convention.

Principal Davis thanked Ms. Loveless and the staff of NC New Schools organization for all of the work they do in assisting the school. He noted that there is a lot of staff development planned sponsored by the NC New Schools organization in the upcoming months.

Ms. Loveless added that she is excited to see the work and growth taking place at the school.

With no further business a motion is made by Benjie Forrest to go into closed session under statute NC G.S. 115C-517 with a second from Joe Landino. Lynn West replied that she is not familiar with the statute given. Dwight Respass then answered that it should be statute NC G.S. 143-318(a) 5. Benjie Forrest then amended his motion to go into closed session under statute NC G.S. 143-318(a) 5. Motion approved unanimously.

A motion is made by Benjie Forrest to come out of closed session into open session with a second from Michael Dunsmore. Motion is approved unanimously.

With no further business, a motion is made by David Peoples with a second from Joe Landino to adjourn the meeting. The meeting is adjourned at 5:42 pm.

Minutes submitted by: Melinda White