

Northeast Regional School of Biotechnology and Agriscience Board Meeting Minutes

Date: January 20, 2016

Time: 4:30 pm

Place: NERSBA Jamesville Campus

Present: Mac Hodges, Julius Walker, Joe Landino, Benjie Forrest, Dwight Respass, Kenneth Harrell, Ethan Lenker, Jean Woolard, Simon Griffin, Matthew Babcock, Karen Clough, Don Phipps, Ann Britt

Tardy: Paul Spruill, Jerry Phelps

NERSBA Board Chairman, Mac Hodges called to order the January NERSBA Board of Directors Meeting at 4:30 PM on Wednesday January 20th. Inga Spruill called the roll of board members.

Chairman Hodges recognized Dr. Ann Britt, President of Martin Community College, as NERSBA's college representative of our board of directors.

Dr. Britt indicated that she is excited be a member of NERSBA's board and is looking forward to working with our organization. The experience with NERSBA has been fantastic with Martin Community College. The faculty has enjoyed having all the students there and it could not be a better working relationship.

NERSBA's board of directors took a moment of silence for the family of Mrs. Gail White, the mother of Ag teacher Buffy Everette. Mrs. White's funeral service was held today.

Vice Chair Julius Walker led the board in prayer and the United States Pledge of Allegiance.

Chairman Hodges presented the proposed meeting agenda for board approval. Mr. Davis added a personnel item under closed session. With no other additions and/or deletions, Matthew Babcock moved to accept the agenda with the one addition as noted by Mr. Davis followed by a second from Simon Griffin. The motion to approve the board agenda was passed by the full NERSBA board membership.

Public Comments: None

2014/2015 Audit Report: Michael Jordan of Carr, Riggs and Ingram

Mr. Jordan provided a financial report for 2014/2015 to all board members. Mr. Jordan will send Mrs. Baggett a PDF so it can be listed on the NERSBA website for viewing. This financial statement covers the report, financial statements, required communications, internal control recommendations, and fiscal leadership.

Report:

Carr, Riggs and Ingram (CRI) issued an unmodified opinion, indicating that these financial statements were materially correct. This is the highest level of assurance that a CPA firm can give and these amounts are materially correct in accordance with the Generally Accepted Accounting Principles (GAAP).

Principal Davis asked Mr. Jordan, "Overall, how would you evaluate the process and procedures we have in place at NERSBA?" Mr. Jordan replied, "Excellent. You have addressed the issue and that's goal number one. Having Pitt County as your fiscal agent and the experience with the staff they have that is another wise investment. When and if your school grows to the size to have its own finance staff, you can lean upon these individuals to help implement some of these controls and operating effectiveness."

Mr. Jordan addressed the computer controls. He pointed out that the Board should seek to strengthen its controls relating to computer access. It is essential that access to the financial reporting systems be secure as much as possible and suggested that we conduct a Senior Management review of the computer access controls ensuring that only authorized individuals have the necessary access. This would include ensuring other key individuals have access should the primary staff is out of the office. The Board will consider implementing controls and designating a key staff member to assist with these tasks.

Principal Davis thanked Mrs. Baggett for her leadership and Mrs. Spruill for ensuring that teachers and staff follow procedures as outlined.

Benjie Forrest moved to accept the Audit Report followed by a second from Kenneth Harrell. The motion was passed by the full NERSBA board membership.

Finance Report: Debra Baggett

Board members were provided financial information by Fund:

State Funds	\$1,686,002.00	81.1%
Local Funds	\$287,518.58	13.8%
Golden Leaf	\$87,500.00	4.2%
Federal-IDEA	\$16,678.00	0.8%
Total	\$2,077,698.58	100%

The changes received were for state funds in amount of \$764.00 for additional allocation from the Department of Public Instruction and \$1,575.00 for Federal allocation for the IDEA VI-B handicap students.

Approximately 87.8% of the NERSBA budget was spent for instruction with a budget of \$1,803,812.56 with instructional support outlined at \$273,886.02 (13.2%). There is no change in local and golden leaf funds.

Benjie Forrest moved to accept the Budget Amendment 1 followed by a second form Jean Woolard. The motion to approve amendment 1 was passed by the full NERSBA board membership.

2015/2016 Financial Report as of January 20, 2016: Debra Baggett

Year to date revenues from participating counties for the 1st quarter have been received totaling \$129,190.49. Second quarter local billing is being processed.

The budgeted amount for state funds, salaries/benefits, purchased services, supplies & equipment and operational expenses shows \$1,686,002.00 with YTD expenditures of \$743,107.09 with amount remaining of \$942,894.01.

Local funds budgeted are \$287,518.58 with expenditures of \$39,433.72. The amount remaining is \$248,084.86.

Federal funds budgeted of \$16,678.00 with expenses of 1,132.50. The amount remaining is \$15,545.50.

Golden Leaf Fund budgeted amount of \$87,500.00 with expenses of \$37,740.38. The current budget amount remaining is \$49,759.62.

Benjie Forrest moved to approve financial report as presented followed by a second from Kenneth Harrell. The motion to approved financial report was passed by the full NERSBA board membership.

NERSBA Humanities Program:

Sheena Slade, Kristie Hardison, Will Prettyman and Stacy VanderMeeden each gave a presentation of their instructional programs.

Kristie Hardison brought up the heat issue on the back hall. Chairman Hodges assured her that the board is aware of this situation and we hope something good will be coming here soon. Until now, we have purchased extra heaters for those rooms.

NERSBA Curriculum Design Committee Update: Dr. Stanley

Dr. Stanley reported that the Curriculum Design Committee met last week to discuss pertinent items with regards to the curriculum at NERSBA. It was very informative with parent Melva Lilley providing input.

NERSBA Financial Grant/MCC Information: Dr. Stanley

Dr. Stanley stated this will be the start of her 3rd week here at NERSBA. Dr. Britt and her team have fully prepared her to be a part of college life at MCC as the liaison. We have 70 students that are attending MCC this semester. Dr. Britt's team has a weekly check in with Dr. Stanley there on MCC Campus and has also sat in on some classes with students. She is looking forward with that continued partnership and will be trained within the next week on their data base to follow up with NERSBAS MCC students.

As far as Grants, we had a wonderful opportunity last week to go and show our support for NC Central University and the BRITE Program with Ms. Brown and Dr. Oldom, who are seeking funding from the Golden Leaf Foundation and had asked Martin, Nash and Edgecombe counties as well as NERSBA to be a part of that grant. The focus is on STEM education and outreach programs. Along with this opportunity, Ms. Brown and Dr. Oldom extended an invitation to NERSBA and a hand full of students/teachers who wish to come and do hands on lab experience at the BRITE Facility on April 6, 2016.

Also, today Buffy Everette and Cole Watkins were awarded through Farm Bureau a \$500.00 grant for agriculture classroom supplies. These funds will be used to help implement the CASE Curriculum.

NERSBA has also been awarded the Small Rural Schools Grant which is a little over \$21,000.00.

The 611 IDEA EC Grant provided funding for NERSBA to hire an instructional support person to provide assistance with our Exceptional Children's Program.

Dr. Stanley reported to the board that we are applying to the Tobacco Trust Foundation Grant and Golden Leaf Foundation. We are currently reaching out to the agricultural communities and various industries and of course any private donations are always accepted. We are open to any suggestions/comments.

Old Business:

University of Mount Olive Update— Mr. Davis noted that we are continuing to work with Dr. Maddox and reviewing potential agriscience courses. Hopefully we will have a formal proposal and working document in place by the end of this year.

NERSBA Vision/Mission Review: Mac Hodges

Chairman Hodges presented the following Vision and Mission Statements for board approval.

Vision:

The Northeast Regional School of Biotechnology and Agriscience is a regional high school delivering innovative education in biotechnology and Agriscience in a unique educational setting, empowering scholars with project based learning, communication and leadership skills needed to succeed as global citizens.

Mission:

Scholars will benefit from an enriched learning environment, experiencing the interconnectedness of biotechnology and Agriscience through interactive instruction partnering with dynamic agriculture enterprises. Scholars will also prepare for careers and achieve college credit hours toward their individual education goals.

Dr. Don Phipps moved to accept the new vision and mission statements followed by a second from Karen Clough. The motion was passed by the full NERSBA board membership.

Chairman Hodges asked Principal Davis and Dr. Stanley to make sure these are posted on the NERSBA website and make sure when we have any special events or programs the vision and mission statements needs to get out to the general public.

Mr. Davis noted the NERSBA technology rollout for freshman scholars and parents was highly successful.

New Business:

NERSBA Grade Suppression: Dr. Stanley

The North Carolina Department of Public Instruction sent out notification in August that Policy GCS-M-001(7) Course-for-credit was amended to include a provision for students to repeat failed courses for credit and replace their failing mark with the new mark (beginning with the 15-16 school year).

This issue was brought before the curriculum design committee for discussion earlier this month. This functionality is currently not supported within PowerSchool and outlining issues with a grade cut off and can any student repeat a course to receive a higher grade?

The board requested this issue be discussed in more detail at the next curriculum design committee.

NERSBA Grade Suppression: Dr. Stanley

The North Carolina Department of Public Instruction has provided local school systems with a grade conversion scale to be used when the school receives a letter grade from colleges rather than a numeric grade. The recommended conversion scale is as follows:

A, A+, A- = 95
B, B+, B- = 85
C, C+, C- = 75
D, D+, D- = 65
F = 55

The Curriculum Design Committee questioned if we should follow the proposed grade conversion scale since it indicated that we "MAY" use this recommendation or revert to the traditional grading scale where A=100, B=89, C=79 and so forth.

An issue was noted that some of the community college courses show a 10 point scale and some a 7 point scale. If community colleges/universities assign a numeric grade the problem will be automatically resolved

Dr. Britt will look into getting all the instructors to go towards the 10 point scale and submit a numerical grade not a letter grade this will solve the problem.

This needs to be sent back to the curriculum design committee for the next meeting and report more information at the next board meeting. This was tabled by Matthew Babcock for further exploration until the next board meeting followed by a second from Jean Woolard. The motion passed by the full NERSBA board membership.

General Information Items: Principal Davis

- A special luncheon will be held on January 21, 2016 for class officers to discuss planning for the future of our school and what we are all about now that we have the updated vision /mission statements.
- Class ring process started last week and will finish up delivery on Friday
- Our first graduating class we will be ordering caps/gowns/invitations on Friday
- Dr. Stanley, Miss B. Gurganus, Mr. Watkins and Buffy Everette will attend a Biotechnology Ag review session and looking at curriculum on January 28th
- The Southern Farm Show is the 1st week in February. Blaze Gammon, a senior, will be competing in the truck and tractor driving competition.
- A Home Satellite/Parent Conference day is scheduled for February 10, 2016. Teachers will be available from 1 to 8 pm on campus.
- Finance committee to meet with Debra Baggett (TBA).

Next Scheduled board meeting set for Wednesday, February 17, 2016 @ 4:30 pm at NERSBA Jamesville Campus.

Benjie Forrest moved to go into closed session regarding statues:
(NC G.S. 143-318.11(a)/Privileged Information)
(NC G.S. 143-318.11(5)/Facilities Lease Agreement)

This was followed by a second by Joe Landino. The motion was passed by the full NERSBA membership @ 6:00 pm with a 5 minute break.

Open session @ 6:29 pm

The board approved Mr. Bob Lilley as a substitute teacher at NERSBA.

The meeting adjourned @ 6:29 pm.

Minutes submitted by: Inga S. Spruill