

Burke County Board Of Education
West Concord Resource Center – Olive Hill Room
509 West Concord Street
Morganton, NC 28655

Monday, December 5, 2011
5:00 P.M.

AGENDA

- I. **Call to Order – Mrs. Catherine Thomas, Chairman**
- II. **Oath of Office for newly elected Board – Judge Claude Sitton**
- III. **Election of Board Chairperson and Vice-Chairperson**
- IV. **Agenda Review & Approval**
- V. **Invocation – Dr. Tom Bland, Jr. – First Baptist Church, Morganton**
- VI. **Pledge of Allegiance to the Flag of the United States**
- VII. **Closed Session: Closed session pursuant to North Carolina G.S. 143-318.11 subsection (a)(1) to prevent the disclosure of privileged and confidential personnel information pursuant to G.S. 115C-319-321 and under subsection (a)(3) to discuss matters protected by the attorney client privilege.**
- VIII. **Reconvene to Open Session**
- IX. **Public Comments – SACS CASI #1**
- X. **Review and Approval of Minutes**
 - A. **Open Session**
 - ♦ August 15, 2011
 - ♦ September 19, 2011
 - ♦ October 3, 2011
 - ♦ November 7, 2011
 - B. **Closed Session**
 - ♦ August 15, 2011
- XI. **Resolutions for Approval**
 - A. **Presentation of External Audit – Lowdermilk, Church, and Co.**
 - B. **Discussion and possible action as to whether the Board desires to pursue appointment of new Board Attorney; in the alternative, continued appointment of current Board Attorney**
 - C. **Discussion and possible action as to whether the Board desires to form sub-committees, and appointment of members if consensus is that sub-committees be formed**
 - D. **Discussion and possible action as to whether the Board desires to pursue a two-meeting a month schedule consisting of developing a consent agenda at one meeting and voting on same at the next meeting**

- E. Superintendent Search
 - i. Discussion and possible action including, but not limited to timing, method and public involvement in search
 - ii. Designation of third party search provider
- F. ABC Goals for Alternative School Programs – **Mr. David McGee**
- G. Personnel Report – **Mr. Blair Propst**
 - ♦ December 5, 2011 Report
- H. Budget Amendment – **Mr. Keith Lawson**
- I. Board Policies
 - ♦ First Reading
 - ♦ Board Member Training Policy #2123 – Revision
 - ♦ School Board Parliamentarian #2130

***According to Board Policy 2420, the Board may adopt, eliminate or amend policies at any regular or special meeting of the Board of Education. While policy matters of urgency may be approved on the first reading by a two-thirds vote, typically policy changes occur with a first and second reading at two different meetings. The periodic board review of policies in whole or in sections does not require two readings prior to approval. The Board directs the superintendent to bring to its attention any policy change he/she believes needs approval, including those policies which require frequent review.*

XII. Informational Items

- A. Superintendent's Update – **Mr. Larry Putnam**
- B. Budget Update – **Mr. Keith Lawson**
- C. Payroll deduction of NCAE dues – **Mr. Keith Lawson**
- D. Prepayment of Teachers – **Mr. Keith Lawson**

XIII. Adjournment

Board Member Self Evaluation – SACS CASI #2 - Directive 2 / SACS CASI #4 - Directive 2

Burke County Board of Education

**Regular Meeting
December 5, 2011**

**West Concord Resource Center
Olive Hill Room**

Call to Order

Chair Catherine Thomas called the regular meeting of the Burke County Board of Education to Order at approximately 5:07 pm in the Olive Hill Room of West Concord Resource Center. Other members of the Board who were present for the meeting included Mr. Randy Burns, Mr. Buddy Armour, Dr. Don Hemstreet, Dr. R. L. Icard, Mrs. Edna Weller and Mr. Sam Wilkinson. Also present for the meeting was Mr. Larry Putnam; Interim Superintendent of Schools and Mr. Dean Shatley; Interim School System Attorney.

Oath of Office for newly elected Board – Judge Claude Sitton

Judge Claude Sitton performed the oath of office for the newly elected Board – Mr. Randy Burns, Dr. Don Hemstreet, Dr. R. L. Icard and Mrs. Edna Weller.

Election of Board Chairperson and Vice-Chairperson

Mr. Putnam opened the floor for nominations for Board chairperson. Mrs. Weller nominated Mrs. Thomas for chairperson. Mr. Armour seconded the motion and moved that the nominations be closed. Mrs. Thomas was approved by a unanimous vote.

Mrs. Thomas opened the floor for nominations for Board vice-chairperson. Mr. Wilkinson nominated Dr. Hemstreet for vice-chairperson with a second by Mrs. Weller. Mrs. Thomas moved that the nominations be closed with a second by Mr. Armour. Dr. Hemstreet was approved by a unanimous vote.

Agenda Review and Approval

Mrs. Thomas asked to add two items to the agenda under D – 1) Discussion and possible action about whether to hold two meetings a month and 2) the possibility of changing next month's meeting date. The only Board meeting scheduled for 2012 is on January 2. The agenda was unanimously approved as amended.

Invocation

The Invocation was led by Dr. Tom Bland, Jr. – First Baptist Church, Morganton.

Pledge of Allegiance to the Flag of the United States

Chairman Thomas led in the Pledge of Allegiance to the Flag of the United States.

Closed Session

Mrs. Thomas moved to enter into closed session pursuant to N.C.G.S. 143-318.11 subsection (a)(1) to prevent the disclosure of privileged and confidential personnel information pursuant to 115C-319-321 and under subsection (a)(3) to discuss matters protected by the attorney client privilege. Mr. Wilkinson seconded the motion. The motion was unanimously approved. The Board entered closed session at

approximately 5:20 pm.

Return to Open Session

The meeting reconvened at approximately 6:27 pm by a unanimous vote.

Public Comments

There were no Public Comments.

Review and Approval of Minutes

Open Session minutes for August 15, 2011, September 19, 2011, October 3, 2011, November 7, 2011 and Closed Session minutes for August 15, 2011 were approved by unanimous consent.

Resolutions for Approval

- A. **Presentation of External Audit** – Lowdermilk, Church & Co. presented the external audit. The motion was made by Mr. Burns and seconded by Mrs. Weller to accept the external audit report as presented. The motion carried 7-0.

- B. **Appointment of Board Attorney** – Mrs. Thomas asked the Board whether they desired to look for a new Board attorney due to the fact that Mr. Armour had requested earlier in the fall that the new Board decide whom to hire once they were seated. Mrs. Weller made the motion with a second by Dr. Icard to continue with the current Board Attorney, Campbell Shatley, PLLC. The motion carried 7-0.

- C. **Subcommittees** – Mrs. Thomas made the motion for the purpose of discussion that the Board form a subcommittee that is responsible for looking into economic development and the development of technical schools/technical courses. That motion was seconded by Dr. Hemstreet. After discussion, Mrs. Thomas amended her motion to include two committees: 1) an Ad-hoc committee for the five-year plan and 2) a committee for economic development. The motion carried 7-0.

Mr. Burns, Dr. Hemstreet and Mrs. Weller were appointed to the Economic Development subcommittee. Mr. Armour, Dr. Icard and Mr. Wilkinson were appointed to the Five-Year Plan subcommittee.

Mrs. Thomas pointed out that the meetings of the subcommittees have to be noticed like regular board meetings with the 48-hour notice, since they are open to the public. If a quorum is present at any of the meetings, they cannot pass any resolutions, etc. The full Board would have to pass resolutions at a regular or special called board meeting for that purpose. The mission of the subcommittees is fact finding and bringing back information to share with the full Board.

Mrs. Thomas made the motion, that the Board empower the economic development subcommittee to contact various entities, individuals and businesses as to whatever they need from the schools as far as training, as well as exploring what the businesses might offer the schools in terms of support. That motion was seconded by Mr. Armour. The motion carried 7-0.

The committees will work with Mr. Putnam and as Chair, Mrs. Thomas will be part of all committees.

- D. Dr. Icard made the motion to have one meeting a month for the purpose of discussion with a second by Mr. Burns. After discussion, Dr. Icard amended his motion to have two meetings

per month for six months. Mr. Burns consented to the amendment and amended his second accordingly. Mr. Putnam shall bring the Board a schedule of proposed meeting dates for approval to the next meeting. The motion carried 7-0.

Mrs. Thomas made the motion to have the next regular meeting on January 9th at 6:00 pm with a second by Mr. Burns. The motion carried 7-0.

- E. Superintendent Search** – Mr. Wilkinson made the motion for the purpose of discussion to hire Campbell Shatley to conduct a superintendent search targeting the Southeast region by using NCSBA and other advertising sites with a second from Mrs. Weller. The motion carried 7-0.

Dr. Icard made the motion for the purpose of discussion to form a subcommittee to brainstorm and to seek out stakeholders' input as to what our county desires for a superintendent. Mrs. Weller seconded the motion. After discussion, Dr. Icard amended his motion to form a Superintendent Search procedure subcommittee to bring back their recommendations to the Board as to how to go about involving stakeholders and businesses in the superintendent search. Mrs. Weller amended her second accordingly. The motion carried 7-0. Mr. Burns, Mr. Armour, Dr. Hemstreet, Dr. Icard and Mrs. Weller were appointed to the committee.

- F. ABC Goals for Alternative School Programs** – Mr. McGee stated that each year the State Department of Instruction mandates that each alternative school submit three goals that they will work on for the academic school year. Mrs. Weller made the motion to accept the ABC goals with a second from Mr. Burns. The motion carried 7-0.

- G. Personnel Report** – Mr. Propst highlighted on the Board Information Report that #4 has asked to rescind her resignation and Mr. Putnam has agreed.

Mr. Wilkinson made the motion to accept the Board Action Report for December 5, 2011 without the addendum with a second by Dr. Icard. The motion carried 7-0.

Mrs. Thomas made the motion to accept Addendum A for the purpose of discussion with a second by Dr. Icard. The motion carried 7-0.

- H. Budget Amendment** – Mr. Lawson presented the budget revisions. Mrs. Weller made the motion to accept budget revision #05-12-05-11 with a second by Mr. Burns. The motion carried 7-0.

Mr. Armour made the motion to accept budget amendment #06-12-05-11 with a second from Dr. Icard. The motion carried 7-0.

- I. Board Policies** – Mrs. Weller made the motion to approve the revised Board Policy #2123 "Board Member Orientation and Development" and Board Policy #2130 "School Board Parliamentary Procedure and Parliamentarian" on first reading with a second by Mr. Armour. The motion carried 7-0.

Informational Items

- A. Superintendent's Update** – Mr. Putnam gave an update on school system issues.

- B. Budget Update** – Mr. Lawson gave an update on the budget. He explained he would present a more in-depth update at the training on Monday, December 12 with a question and answer session.

C. **Payroll deduction of NCAE dues** – Mr. Lawson explained the process for handling the payroll deduction of NCAE dues.

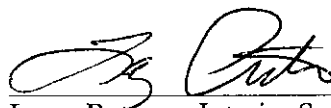
D. **Prepayment of Teachers** – Mr. Lawson explained the prepayment of teachers.

Adjournment

The meeting adjourned at approximately 8:35 pm following a motion by Mr. Burns and a second by Mr. Armour. The motion carried 7-0.



Catherine Thomas, Chair
Burke County Board of Education



Larry Putnam, Interim Superintendent
Secretary, Burke County Board of Education

Minutes Approved: January 9, 2012.

**Burke County Public Schools
Morganton, North Carolina**

Personnel Report for

Board Action

December 5, 2011

CERTIFIED PERSONNEL: ELECTIONS – ADMINISTRATIVE

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
1.	Burrows, William	Table Rock MS	Part Time Temporary Assistant Principal
2.	Holden, Michael	Liberty MS	Principal
3.	Wall, Daniel	Icard	Principal

CERTIFIED PERSONNEL: ELECTIONS - FULL TIME

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
4.	Beck, Tiffany	East Burke MS	Exceptional Children Teacher
5.	Priest, James	Rutherford College	Exceptional Children Teacher

CERTIFIED PERSONNEL: ELECTIONS – TEMPORARY – PART-TIME

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
6.	Barrier, Pamela	Glen Alpine	Intervention Teacher
7.	Chapman, Amy	Morganton Day School	Intervention Teacher
8.	Craft, Ashley	Morganton Day School	Intervention Teacher
9.	Icard, Carolyn	Drexel	Intervention Teacher
10.	Prewitt, Gayle	Countywide	EC Testing Assistant
11.	Stephens, Glenda	Patton HS	Intervention Teacher

CLASSIFIED PERSONNEL: LEAVE OF ABSENCE

	<u>NAME</u>	<u>SCHOOL</u>	<u>LEAVE</u>
12.	Brittain, Bobbie	Salem	Teacher Assistant (Educational)
13.	Lowman, Brian	Patton HS	Teacher Assistant (Educational)

CLASSIFIED PERSONNEL: PROMOTIONS

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
14.	Parker, Rachael	Human Resources	Administrative Assistant

CLASSIFIED PERSONNEL: ELECTIONS - FULL TIME

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
15.	Dietz, Howard	Drexel	Custodian
16.	Pope, Treva	Drexel	Bus Monitor/Driver
17.	Smith, Shanna	North Liberty	EC Teacher Assistant
18.	West, Mary	Heritage MS	Bus Monitor/Driver

CLASSIFIED PERSONNEL: ELECTIONS – TEMPORARY- FULL TIME

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
19.	Hatcher, Mary	Patton HS	EC One on One

CLASSIFIED PERSONNEL: ELECTIONS – PART TIME

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
20.	Beam, Brandon	Liberty MS	Sub Bus Driver
21.	Fleming, Brandon	Freedom HS	Sub Bus Driver
22.	Lail, Sherry	George Hildebrand	Bus Driver
23.	Mace, Aaron	George Hildebran	Bus Driver

CLASSIFIED PERSONNEL: ELECTIONS – PART TIME - TEMPORARY

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
24.	Kiddo, Rusty	Freedom HS	Assistant Basketball Coach
25.	Moses, Kellie	Forest Hill	Daycare Worker
26.	Rhoney, Blenda	East Burke HS	EC Teacher Assistant

CLASSIFIED PERSONNEL: SALARY CORRECTIONS

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
27.	Barrett, Chad	Technology	Information Systems Engineer
28.	Berry, Alan	Technology	AV Technician
29.	Byles, Ashley	Technology	Telecommunications Specialist
30.	Cabiness, Michael	Technology	Information Systems Engineer
31.	Denton, Nathan	Technology	Wide Area Network Manager
32.	Pokrzywa, John	Technology	AV Technician
33.	Speagle, Walter	Technology	Information Systems Engineer
34.	Vue, Cheng	Technology	Information Systems Engineer
35.	Wheeler, Michael	Technology	Information Systems Engineer
36.	Willis, Kevin	Technology	Information Systems Engineer
37.	Xiong, Seng	Technology	Information Systems Engineer

ELECTIONS: SUBSTITUTES

Code Justification

- 4 These persons hold a teaching certificate or are student teaching in our system.
- 3 These persons do not hold a teaching certificate. They are either a retired BCPS employee or have a non teaching 4-year degree and must complete ETT for substitute training within one year of board approval.
- 2 These persons hold at a minimum Associate's Degree or equivalent and completed the ETT for substitute training.
- 1 These persons hold a high school diploma; have a written recommendation from a school principal requesting that they substitute in their school and have completed the ETT for substitute training.

NAME

CODE

38. Garrison, Amanda

4

**Burke County Public School
Morganton, North Carolina**

Personnel Report for

Board Action

December 5, 2011

Addendum A

CERTIFIED PERSONNEL: ADMINISTRATIVE ELECTION AMENDMENTS*

	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNMENT</u>
1.	Amos, Kathy	Mtn. Crest	Principal
2.	Arrowood, Bradley	Chesterfield	Principal
3.	Dale, Lisa	Mull	Principal
4.	Fortenberry, Lisa	W.A. Young	Principal
5.	Jennings, Deborah	East Burke HS	Principal
6.	King, Jillanne	Oak Hill	Principal
7.	Penland, Terry	George Hildebrand	Principal
8.	Roach, Rebecca	Ray Childers	Principal
9.	Putnam, Larry	Central Office	Interim Superintendent
10.	McGee, David	Central Office	Administrator of Testing

*Administration requests that all the abovementioned contracts be amended solely in regards to the annual incentives setforth in said contracts. The remaining terms and conditions in the contracts shall remain in full force and effect through the remaining terms of appointment.

Burke County Public Schools

***Please submit the following for board approval.....**

Revision:

05-12-05-11

	Account Code	Current Appropriation	Debit	Credit	Account Name
1.	8.7100.315.146.364	\$26,340.00		\$26,340.00	Family Mentor Salary
	8.7100.315.211.364	\$2,137.41		\$2,015.01	Employer's Soc Sec Cost
	8.7100.315.221.364	\$2,768.33		\$2,558.41	Employer's Retirement Cost
	8.7100.315.231.364	\$3,696.75		\$3,696.75	Employer's Hosp Ins Cost
	8.7100.315.146.304	\$35,120.00	\$26,340.00		Family Mentor Salary
	8.7100.315.211.304	\$2,686.40	\$2,015.01		Employer's Soc Sec Cost
	8.7100.315.221.304	\$3,691.11	\$2,558.41		Employer's Retirement Cost
	8.7100.315.231.304	\$4,929.00	\$3,696.75		Employer's Hosp Ins Cost
2.	8.5110.589.461.310	\$0.00	\$2,700.00		Non-Capitalized Equipment
	8.4490.589	\$0.00		\$2,700.00	Revenue - Bi-Lo Donation (BMC)
3.	8.5840.587.461.	\$0.00	\$1,000.00		Non-Capitalized Equipment
	8.4490.587	\$0.00		\$1,000.00	Revenue - Healthy & Ready to Learn Grant
4.	8.8200.306.399	\$238,689.27		\$110,000.00	Reserve
	8.5210.306.462	\$17,761.89	\$110,000.00		Non-Capitalized Computer Equipment
5.	8.5340.457.311	\$0.00	\$3,000.00		Supplies & Materials
	8.5340.457.411	\$0.00	\$11,965.00		Contracted Services
	8.4490.457	\$0.00		\$14,965.00	Revenue - Kids Eat Smart Move More Grant
			\$163,275.17	\$163,275.17	

Sum Total of New Revenue

\$18,665.00

Burke County Public Schools

Request for Budget Revision

Budget Revision Number: 05-12-05-11

For Fiscal Year Ending: June 30, 2012

Date: December 5, 2011

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Justification

Item #1

Correct Family Mentor codes from OHES to CES.

Item #2

Appropriate new revenue for Bi-Lo donation to Burke Middle College.

Item #3

Appropriate new revenue for Healthy & Ready to Learn Grant.

Item #4

Appropriate Medicaid reserve funds for EC computer equipment. *See attachment from Mr. Ben Allred for details.*

Item #5

Appropriate new revenue for Kids Eat Smart Move More Grant.

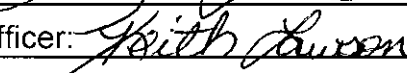
Board of Education Approval

Passed by Majority Vote of the Burke County Board of Education

Date: 12/5/11

Chairman: 

Secretary: 

Finance Officer: 

TO: Keith Lawson
FROM: Ben Allred
Date: November 18, 2011
SUBJECT: IPAD ORDER FOR EC STAFF

The purchase of iPads for all certified EC staff is part of our department's three year plan to increase access to technology. The iPad is a cost-effective solution with many applications.

Our therapists for speech, occupational therapy, and physical therapy will utilize the many applications available to aid in therapy. All of our staff are itinerant in these departments. Applications will eventually replace many of the physical tools that our therapists currently transport from location to location. In addition to student applications our therapists will have instant access to their notes, student progress data, and each student's IEP.

Our classroom teachers will have many of these same benefits with student applications and access to student data and IEPs. In addition, the iPad will allow access to the IEP during our annual meetings. Teachers will be able to work with parents in real time to make changes to the IEP like never before. In the past teachers have had to send final copies home after the meeting. With the iPad teachers will have instant access to produce a final copy at each meeting.

I have worked our budget around this purchase so it does not negatively impact any EC personnel. This will be a non-recurring purchase that utilizes our current budget to put much needed technology into our teachers' hands. I estimate the annual maintenance, replacement, and additional purchases to be less than \$10,000.

If you need additional information please let me know.

Year 2011-2012

Copy Descriptions Based on :

Budget Amendments & Transfers

06-12-05-11

Fund	Purpose	Program	Object	Location	User1	User2	Date	Program & Object Descriptions	Comments	Trans Amt
4	5110	077	541	320	000	00	2011-11-03	COUNTY CAPITAL - Purchase of Equipment	ADJUST BUDGET	(\$2,004.78)
4	5115	077	542	320	000	00	2011-11-03	COUNTY CAPITAL - Purchase of Computer Hardware	ADJUST BUDGET	\$2,004.78
4	5110	077	541	346	000	00	2011-11-17	COUNTY CAPITAL - Purchase of Equipment	ADJUST BUDGET	(\$2,000.00)
4	5110	077	532	346	000	00	2011-11-17	COUNTY CAPITAL - Improvements to Existing Sites	ADJUST BUDGET	\$2,000.00
4	5110	077	541	368	000	00	2011-11-04	COUNTY CAPITAL - Purchase of Equipment	ADJUST BUDGET	(\$129.00)
4	5115	077	542	368	549	00	2011-11-04	COUNTY CAPITAL - Purchase of Computer Hardware	ADJUST BUDGET	\$129.00
4	5110	077	541	370	000	00	2011-11-17	COUNTY CAPITAL - Purchase of Equipment	ADJUST BUDGET	(\$500.00)
4	5110	077	532	370	000	00	2011-11-17	COUNTY CAPITAL - Improvements to Existing Sites	ADJUST BUDGET	\$500.00
8	5210	306	411	000	000	00	2011-11-07	MEDICIAD DIRECT FEE - Instructional Supplies	ADJUST BUDGET	(\$1,300.00)
8	5210	306	418	000	000	00	2011-11-07	MEDICIAD DIRECT FEE - Computer Software and Supplies	ADJUST BUDGET	\$1,300.00

Burke County Public Schools

Budget Revision Number: 06-12-05-11

For Fiscal Year Ending: June 30, 2012

Date: December 5, 2011

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Transfers processed during the course of the month as per the 2011/2012 adopted budget resolution.

Board of Education Approval

Passed by Majority Vote of the Burke County Board of Education

Date: 12/5/11

Chairperson: 

Secretary: 

Finance Officer: 