

**Vance County Board of Education
Henderson, N. C. 27536
January 9, 2012 7:00 p.m.
Administrative Services Center**

A G E N D A

- I. Call to Order
- II. Moment of Silence
- * III. Approval of Minutes
- * IV. Approval of Meeting Agenda
- V. Recognitions/Announcements
 - A. School Board Appreciation Month Recognition
 - B. National Board Certification Recognition
- VI. Comments from the Public
(Citizens who would like to address the Board may do so by completing Form BDDH-E, Public Participation at Board Meetings. This request must be made by noon one working day preceding the regular Board meeting. The form may be obtained by calling the Administrative Assistant to the Superintendent at 492-2127, ext. 2202.)
- VII. Superintendent's Report
 - A. Pre-Kindergarten Presentation
 - * B. Board of Education Standing Committees (Attachment VII.B)
- VIII. Board of Education Standing Committees
 - * A. Personnel: Ronald B. Kinsley, Chair (Attachment)
 - * B. Finance: Gloria J. White, Chair (Attachment)
 - C. Building & Grounds: Ruth M. Hartness, Chair (Attachment)
 - D. Policy: Darlynn P. Oxendine, Chair
 - E. Curriculum: Emeron J. Cash, Chair
 - F. Community Relations: Dorothy M. Williams, Chair (Attachment)
- IX. New Business
- X. Recurring Items
 - * A. Overnight Field Trip Request (Attachment X.A)
 - B. Out of County Transfer Request
- * XI. Executive Session
Approval of Minutes, Property, Legal, Personnel Matters
- * XII. Adjournment
- * Requires Board Action

Minutes of the Vance County Board of Education

December 12, 2011

The Vance County Board of Education met in regular session on Monday, December 12, 2011, 7:00 p.m., Administrative Services Center Board Room. Board members present were: Margaret A. Ellis, Chair, Gloria J. White, Vice Chair, Emeron J. Cash, Ruth M. Hartness, Ronald B. Kinsley, Darlynn P. Oxendine, and Dorothy M. Williams. Senior staff members present were: Ronald E. Gregory, Superintendent, Wil McLean, Executive Director of Human Resources, Dr. Trixie Brooks, Executive Director of Curriculum and Instruction, Steven Graham, Finance Officer, Terri Hedrick, Public Information Officer, Claiborne Woods, Director of Facilities, and Jerry Stainback, Attorney for the Board.

1. Mrs. Ellis called the meeting to order at 7:00 p.m and welcomed everyone attending. A moment of silence was observed.
2. Mrs. White made a motion to approve the November 7, 2011 Board minutes. Ms. Williams seconded the motion.

Prior to the vote, Mrs. Hartness stated the vote on the Redistricting Resolution was based on a recommendation by the Superintendent and seconded by Ms. Williams. There was a failure to call for a motion. Therefore, a correction needs to be made. Board members briefly discussed the correction needed.

Due to a correction in the minutes, the motion made by Mrs. White will be overruled with a new motion. Mrs. White stated she will abstain from voting due to her absence at the November meeting when the resolution was presented for approval.

Mrs. Hartness made a motion that the minutes be corrected to reflect that no actual motion was made on the Redistricting Resolution and that the Board accepts the Superintendent's recommendation to approve the Redistricting maps as drawn. Ms. Williams seconded the motion. The motion passed 6-0.

Mrs. White made a motion to approve the November 7, 2011 minutes with the correction, seconded by Mrs. Hartness. The motion passed 7-0.

3. Reorganization of Board

- (1) Mrs. Ellis turned the meeting over to Mr. Gregory who assumed the chair temporarily to elect a chairperson. Mr. Gregory called for nominations for chairperson. Mrs. Ellis nominated Mrs. White, seconded by Mrs. Oxendine. Mr. Kinsley nominated Mrs. Hartness. Being no further nominations, Mr. Gregory declared the nominations closed.

Mr. Gregory called for the vote on the nomination of Mrs. Hartness. The Board voted 2 yes.

Mr. Gregory called for the vote on the nomination of Mrs. White. The Board voted 5 yes.

Mrs. White was elected Chairperson.

BOARD MINUTES

December 12, 2011

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- (2) Mrs. White called for nominations for vice chairperson. Ms. Williams made a motion to nominate Mrs. Oxendine, which was seconded by Mr. Cash. Mr. Kinsley nominated Mrs. Hartness. Being no further nominations, Mrs. White declared the nominations closed.

Mrs. White called for the vote on the nomination of Mrs. Hartness. The Board voted 2 yes.

Mrs. White called for the vote on the nomination of Mrs. Oxendine. The Board voted 5 yes.

Mrs. Oxendine was elected Vice Chairperson.

4. Upon motion by Mrs. Hartness, second by Mrs. Ellis, the Board unanimously (7-0) approved the meeting agenda.
5. Recognitions/Announcements - none
6. Comments from the Public - none
7. Superintendent's Report

- (1) Vincent Ragland gave a brief presentation on The Reclaiming Our Youth (ROY) Project. The project's mission is to raise and impact students' expectations through partnerships and the housing of four (4) localized and specialized non-profit groups to provide services to the students and the community. Mr. Ragland asked the Board to consider the use of the Eaton Johnson Building for the ROY Project. Use of the building will give their group the opportunity to be housed in one area and have someone present at all times to serve as a liaison to the community, students, parents, and school system. The project will focus on four (4) major areas: graduation rates (dropout rates), college preparation (increase college enrollment), mentoring program (pregnancy rates), and community/citizenship (k-5 program, citizenship, job training program).

Mr. Ragland requested the Board meet with their group to discuss and plan for the possible use of the Eaton Johnson Building by the ROY Project. Mrs. White asked about sustainability if they got the building. It will cost a lot of money. Whoever gets the building would receive it "as is." Mr. Ragland fully understood that and reiterated the desire to have the School Board involved in the planning stage. Mrs. Hartness stated the Building and Grounds Committee could discuss the project. She reaffirmed Mrs. White's question about the financial upkeep of the building. Where would the funds come from? She stated the Board's concern is whoever gets the building would be able to maintain it for a long time.

BOARD MINUTES

December 12, 2011

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- (2) Mr. Jim Winston of Winston, Williams, Creech, Evans & Company, LLP presented the Audit Report for the 2010-2011 school year. The audit received an unqualified opinion. Mr. Winston reported that at the end of the fiscal year, the school system had total net assets of \$44,643,573. The report included a breakdown of expenditures for government funds as \$51,145,794 for instructional services, \$12,395,383 for supporting services, \$1,120,265 for capital projects, \$911,104 for debt service, \$827,937 for non-program charges and \$63,736 for ancillary services. Mr. Winston stated that the report includes approximately \$15 million in expenditures for the new Clarke Elementary School construction.

The report also showed a General Fund Balance of \$1,783,358 and a fund balance of \$1,223,172 in Restricted Grants which represents approximately two (2) months of operating expenditures. The Capital Outlay Fund Balance ended the year with \$502,966. School Food Service reported total net assets of \$1,120,083, an increase of \$210,815 from the previous year. The Child Care Program ended the year with a loss of \$9,999.

Mr. Winston praised Mr. Graham and the Finance Department for a job well done. Vance County Schools had a good year even with the economic climate.

Each Board member received a full copy of the audit to review.

- (3) Upon motion by Mrs. Oxendine, second by Mrs. Hartness, the Board unanimously (7-0) approved the 2012 Vance County Board of Education Meeting Schedule. Meetings are set for January 9, February 13, March 12, April 2, May 14, June 11, July 9, August 13, September 10, October 8, November 12, and December 10, 2012. All meetings are held in the Board Room at the Administrative Services Center.
- (4) Upon motion by Mrs. Ellis, second by Mrs. Oxendine, the Board unanimously (7-0) approved the Listing of Bank Signature Authorities for the 2011-2012 fiscal year.
- (5) Upon motion by Mrs. Hartness, second by Mr. Cash, the Board unanimously (7-0) approved a Resolution in Support of the Restoration of the North Carolina Teaching Fellows Program.

**Resolution in Support of the Restoration
of the
North Carolina Teaching Fellows Program**

Adopted by Vance County Board of Education

WHEREAS, the NC Teaching Fellows Program was established in 1986 by the North Carolina General Assembly to address the shortage of high quality teacher candidates as well as the recruitment of more minority and male candidates; and

BOARD MINUTES

December 12, 2011

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WHEREAS, for the past twenty-five years, the NC Teaching Fellows Commission has received almost 50,000 applications for the Teaching Fellows scholarship, thereby showing an increased interest in teaching as a career by high quality high school seniors; and

WHEREAS, research by Dr. Gary Henry at the UNC-Chapel Hill Carolina Institute for Public Policy has found that:

- Overall, the Teaching Fellows Program provides an effective source of teachers to the state of NC.
- Teaching Fellows appear to a much more able group of students and have higher SAT scores than any other group of teachers.
- On average, Teaching Fellows score higher on Praxis II licensure exams than all other sources of teacher preparation.
- Teaching Fellows are much less likely to exit NC public schools in their first three years of teaching.
- Teaching Fellows tend to stay longer after a five-year period.

WHEREAS, Teaching Fellow graduates are not only master teachers, but also serve their schools and communities and the State as public school and community leaders; and

WHEREAS, the NC Teaching Fellows Program is a one-of-a-kind teacher preparation program that has a systemic, sequential, four full years of training and expanded opportunities beyond the regular college program; and

WHEREAS in 2010-11, 4,000 Teaching Fellow graduates were teaching in 99 of North Carolina's 100 counties, in rural, urban, low performing, high performing, rich, and poor school systems bringing the potential for every child in North Carolina to be taught by a NC Teaching Fellows graduate;

NOW, THEREFORE, BE IT RESOLVED, that the **Vance County Board of Education** hereby acknowledges the significant contributions made by the North Carolina Teaching Fellows Scholarship Program to school systems and the State of North Carolina, and respectfully requests that the North Carolina General Assembly restore the Teaching Fellows Program and provide a 2012-13 Freshman Class so that the seventeen college/university campus programs will have a full four-year contingency of Teaching Fellows who will enter the public schools as classroom teachers upon graduation from college.

Executed this day, December 12, 2011.

By: Gloria J. White, Board Chair

8. Board of Education Standing Committees

(1) Personnel – Mr. Kinsley reported that the committee met on December 6, 2011.

BOARD MINUTES
December 12, 2011
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Upon motion by Mr. Kinsley, second by Mrs. Ellis, the Board unanimously (7-0) approved the following personnel recommendations.

Appointments

Dorothy Perry	Interim Media Specialist	Carver	Eff. 12/01/11
Mary Beth Riley	Grade 3 Teacher	Zeb Vance	Eff. 11/15/11
Debra Newman	Int. E. C. Teacher Asst.	Zeb Vance	Eff. 11/28/11
Graham Batson	E. C. Teacher	Southern Vance	Eff. 11/17/11
Cathy Ringley	CTE Teacher	Southern Vance	Eff. 12/12/11
Marie Tunstall	Health Occupations Teacher (Part-time)	Southern Vance	Eff. 01/19/11
Thomas McGhee	Head Baseball Coach	Southern Vance	Eff. 01/19/12

For Information Only:

David Westbrook	Interim Principal	Henderson Middle	Eff. 12/01/11
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(Interim Period: 12/01/11 – 06/30/12)

Resignations

Brandlyn Bryant	Media Specialist	Carver	Eff. 11/22/11
Andrew Finch	ESL Teacher	Eaton Johnson	Eff. 11/15/11
Victor Fenner	Principal	Henderson Middle	Eff. 11/30/11
Tina Rippe	Band Director	Henderson Middle	Eff. 11/18/11
Amanda Waite	English Teacher	Northern Vance	Eff. 11/28/11
Shelia Stanley	Family & Consumer Science Teacher	Southern Vance	Eff. 12/09/11
Wendi Leas	Science Teacher	Southern Vance	Eff. 12/28/11
Darian Harris	Math Teacher/ Head Football Coach	Northern Vance	Eff. 12/30/11

Retirements

JoAnne Allen	Grade 2 Teacher	Clarke	Eff. 01/01/12
Cynthia Harris	E. C. Teacher Assistant	Eaton Johnson	Eff. 01/01/12

Leave of Absences

Jamella White-Russell	Benefits Specialist	Central Office	Eff. 11/04/11
Cassandra Evans	Title 1 Director	Central Office	Eff. 12/01/11
Jeanette Bell	Social Worker	Aycock	Eff. 11/15/11
Deborah Shearon	Cafeteria Manager	Aycock	Eff. 11/22/11
Constance Seward	Teacher Assistant	Clarke	Eff. 11/22/11
Lori Kirkland	Grade 1 Teacher	E. O. Young	Eff. 11/14/11
Anne Garrison	Principal	Zeb Vance	Eff. 11/01/11
Doris Hargrove-Swann	Grade 6 Teacher	Eaton Johnson	Eff. 10/28/11
Kerry Piper	Science Teacher	Northern Vance	Eff. 10/27/11
Glenn Garrison	Art Teacher	Southern Vance	Eff. 11/01/11

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Rachel Dempsey Science Teacher Southern Vance Eff. 01/04/12

Qualified Observers

Donna Smith	Aycock Elementary
Juanita Wilkerson	Carver Elementary
Lanisha Daye	Clarke Elementary
Susan Hughes, Stephanie Brooks	Dabney Elementary
Faye Crawford	E. M. Rollins Elementary
Christina Welch	E. O. Young Elementary
Razvan Tegean	L. B. Yancey Elementary
Jessie Rice	New Hope Elementary
Peggy Price/ Magnus Hemans	Pinkston Street Elementary
Sharon Hopper	Zeb Vance Elementary
Dr. Priscilla Chavis-Lockley	Eaton Johnson Middle
India Kingsberry	Henderson Middle
Connie Johnson	Northern Vance High
Jackie Boyd, Elaine Webb	Southern Vance High
Laura Richardson, Sheree Osbourne-Dixon,	Western Vance High
Donald Evans	
Tracy Jones-Allen	Early College High

(2) Finance – Mrs. White reported the committee did not meet.

(3) Building and Grounds – Mrs. Hartness reported that the committee did not meet. An update of maintenance items completed was included in the Board packet.

Mr. Woods reported the floors in the new multipurpose rooms were currently being installed and should be completed mid-week.

Mrs. Hartness stated the Building and Grounds Committee would meet on Thursday, December 15, 2011 at 8:30 a.m. Following the meeting, the School Board members and County Commissioners will meet at 9:30 a.m. to tour the new multipurpose rooms at E. M. Rollins Elementary, L. B. Yancey Elementary and New Hope Elementary.

(4) Policy – Mrs. Oxendine reported that the committee did not meet; however, the Board has been given an opportunity to review three (3) new policies.

Upon motion by Mrs. Oxendine, second by Mrs. Hartness, the Board unanimously (7-0) approved Policy JFB (also JCDB) – Gang-Related Activity, Policy JFBA (also JCDC) – Prohibition Against Discrimination, Harassment and Bullying and Policy JHC – Concussion and Head Injury.

(5) Curriculum – Mr. Cash reported that the committee did not meet.

BOARD MINUTES

December 12, 2011

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- (6) Community Relations – Ms. Williams reported that the committee did not meet. The next meeting will be held on Wednesday, December 14, 2011, at 5:00 p.m.
- 9. New Business - none
- 10. Overnight Field Trip – none
- 11. Out-of-County Transfer Request - none
- 12. Upon motion by Mrs. White, second by Mrs. Hartness, the Board voted unanimously (7-0) to go into closed session pursuant to the provisions of North Carolina General Statutes 143-318.11 for the purpose of approving executive session minutes and discussing legal, personnel, and property issues pursuant to subsection (a) of said statute at 8:00 p.m.
- 13. The Board returned to open session at 8:24 p.m.
- 14. Being no further business, upon motion by Mr. Cash, second by Mrs. Oxendine, and unanimous (7-0) vote, the Board adjourned at 8:24 p.m.

Vance County Board of Education
Standing Committees
Structure, Procedures, and Membership
Effective Immediately
Chair Gloria J. White

ATTACHMENT VII.B

The Vance County Board of Education has standing committees to consider, discuss, and investigate issues that need extensive deliberation prior to presentation to the full Board at its regular meetings. The purpose of standing committees is to conduct thorough deliberations and investigations of these issues and to bring to the Board the results of their deliberations with the committee's recommendation for any Board action that might be necessary.

The standing committees for the Vance County Board of Education for 2012 shall be the Policy Committee, Finance Committee, Curriculum Committee, Personnel Committee, Building and Grounds Committee, Community and Business Relations Committee, and two Appeals Committees.

Committee assignments are:

Policy: Chair Darlynn Oxendine, Emeron Cash, Gloria J. White
Aim: High Student Achievement and Productive Citizens in a Global Society
Goals: 1.1 – 1.4 and 6.1 – 6.2

Finance: Chair Gloria J. White, Emeron Cash, Darlynn Oxendine
Aim: Organizational Productivity
Goals: 4.1 – 4.3 and 5.1 – 5.4

Curriculum: Chair Emeron Cash, Ronald Kinsley, Dorothy Williams
Aim: High Student Achievement and Productive Citizens in a Global Society
Goals: 1.1 – 1.4 and 6.1 – 6.2

Personnel: Chair Ronald Kinsley, Margaret Ellis, Ruth Hartness
Aim: Quality and Caring Professionals
Goals: 3.1 – 3.4

Building and Grounds: Chair Ruth Hartness, Ronald Kinsley, Dorothy Williams
Aim: Healthy and Safe Environment
Goals: 2.1 – 2.2

Community and Business Relations: Chair Dorothy Williams, Margaret Ellis,
Darlynn Oxendine
Aim: Strong Community, Parent and Business Partnerships
Goals: 4.1 – 4.3

Appeals #1: Chair Gloria J. White, Margaret Ellis, Ronald Kinsley,
Darlynn Oxendine,

Appeals #2 Chair Gloria J. White, Emeron Cash, Ruth Hartness,
Dorothy Williams

The Board of Education Chair will be ex-officio on all committees.

The chair of each committee shall preside at all committee meetings and shall be responsible for reporting activities of the committee to the Board. The chair shall call meetings and establish an agenda for each meeting that will include any item suggested by the Superintendent, any committee member, and any board member. All members may attend and participate in activities of any committee. Meetings of committees, when called, should be normally held at a time prior to the regular monthly meeting of the Board of Education which will permit the minutes of the committee meetings to be included in the Board packet for such monthly Board meeting. Emergency meetings may be held at the call of the committee chair.

The Board Chair and the Superintendent shall be an ex officio member of each committee.

The Superintendent or designee shall assist the chair of each standing committee in the preparation of the agenda and in ensuring that information is available to the committee during its deliberation of issues.

Minutes shall be kept of all committee meetings and filed with official records of the Board. A copy of the minutes for each committee meeting shall be provided to each board member.

A standing committee may only make recommendations to the Board and has no authority to act on behalf of the Board except as may be authorized in policy or specifically granted by the Board.

As time and situations demand, ad hoc committees may be appointed by the Chair. Ad hoc committees have no final authority and are subordinate and advisory to the Board.

Committee Functions:

Policy:

1. Conducts regular/continuing review of the Vance County Board of Education policy manual, considers and recommends amendments, deletions, or new items.
2. Acts as liaison with the Superintendent on matters pertaining to the policy manual.
3. Assures with the Superintendent that the policy manual and administrative manual are compatible.

Curriculum:

1. Considers and formulates plans and policies for improving instruction.
2. Hears reports, reviews, and concerns from staff, consultants, and the public on broad issues relating to instruction in the Vance County Schools, considers areas in need of study, and makes recommendations to full board on reports and concerns it has heard and studied, when needed.

Finance:

1. Reviews financial and business (maintenance, transportation, purchasing, food service) activities of the school system on a regular, continuing basis with Superintendent and Finance Officer.
2. Recommends financial actions to the full Board where necessary.
3. Reviews annual budget schedule and parameters with Superintendent and Finance Officer and recommends appropriate action by the full Board where necessary.
4. Represents the Board during various budget preparation stages.

Finance: (continued)

5. Supports the Superintendent in representing the Board in public meetings where budget matters are considered.
6. Recommends internal and external audit needs to the full Board when appropriate.

Personnel:

1. Reviews personnel activities of the school system on a regular, continuing basis with Superintendent and Executive Director of Human Resources.
2. Recommends to the full Board action on the Superintendent's nominations of individuals for employment in accordance with Public School Law.
3. Hears recommendations and/or action of Superintendent on issues of serious reprimand, suspension, demotion, and dismissal of personnel in accordance with Public School Law.
4. Hears Superintendent's action relating to assignments, transfers, promotions, and reports same to the full Board.
5. Studies in depth and on a regular basis with the Superintendent and Executive Director of Human Resources the personnel needs of the Vance County Schools and makes recommendation to the full Board for review and action on such needs.

Building and Grounds:

1. Reviews, on a regular basis with the Superintendent, the Assistant Superintendent, and the Director of Facilities, new construction, site acquisition, school district lines, maintenance, renovation and replacement schedules for buildings and grounds in the Vance County School System and recommends appropriate action on these items to the full Board.
2. Conducts periodic inspection of school facilities with the Superintendent, Assistant Superintendent, and Director of Facilities and reports to the full Board on a regular basis.

Community and Business Relations:

1. Reviews with the Public Information Officer issues related to the school system's Community School Program and programs built around Business involvement/partnerships in support of the schools and the school system.
5. Initiates new approaches to improving Community and Business relations through suggested policies for the full Board of Education's consideration and adoption.

Appeals:

1. To hear and rule upon legitimate and appropriate appeals initiated by students, parents, employees of the Vance County Schools, and citizens of administrative decisions of school system staff within the Public School Laws.

PERSONNEL

Vance County Schools
Board of Education
January 4, 2012
Personnel Committee Meeting
Minutes

The Personnel Committee of the Vance County Board of Education met on Wednesday, January 4, 2012 at 8:30 a.m. at the Vance County Schools' Administrative Office.

Board Members Present

Mr. Ronald Kinsley, Chairperson
Ms. Ruth Hartness

Staff Members Present

Mr. Ronald Gregory, Superintendent
Mr. Wil McLean, Executive Director, HRM

Not Present

Ms. Margaret Ellis

Call to Order

The meeting was called to order at approximately 8:30 a.m.

Action Items:

Employment Recommendations(s)
Resignation(s)/Retirement(s)
Leaves of Absence(s)

A motion was made that the recommendations are presented to the full Board on January 9, 2012.

Discussion Items:

No discussion items

The meeting was adjourned at approximately 8:45 a.m.

The next meeting of the Personnel Committee will be February 7, 2012. You may contact any member of the Personnel Committee for further details of discussion items or you may contact Wil McLean in the Human Resource Management Office.

**VANCE COUNTY BOARD OF EDUCATION
JANUARY 9, 2012, BOARD MEETING
PERSONNEL SUMMARY SHEET**

I. EMPLOYMENT RECOMMENDATION(S)

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
Jade Johnson (replacing Joanne Allen – B/F – retired)	W/F	2nd Grade Teacher	Clarke	01/03/2012	State
Letha Richardson (new interim position)	B/F	Teacher Assistant (Interim)	Carver	01/03/2012	State
Thomas Williams (replacing Mack Archie – B/M – Leave)	B/M	Custodian (Interim)	Pinkston St.	01/03/2012	Federal
Bernard Jones, Jr. (replacing Amanda Waite – W/F – resigned)	B/M	English Teacher	NVHS	01/10/2012	State

**VANCE COUNTY BOARD OF EDUCATION
JANUARY 9, 2012, BOARD MEETING
PERSONNEL SUMMARY SHEET**

II. RESIGNATION (S)

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
Ashley Roberson (NC Charter School)	W/F	3rd Grade Teacher	E. M. Rollins	01/20/2012	State
Karla Albertson (relocation)	W/F	History Teacher	NVHS	01/18/2012	State
Chad Oakley (Wake County Schools)	W/M	English Teacher	NVHS	01/18/2012	State
Michael Bertner (other employment)	W/M	English Teacher	SVHS	01/31/2012	State
Tamara Wade (relocation/family reasons)	W/F	Math Teacher	SVHS	01/17/2012	State

**VANCE COUNTY BOARD OF EDUCATION
JANUARY 9, 2012, BOARD MEETING
PERSONNEL SUMMARY SHEET**

III. LEAVE(S)

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
Christopher Hughes (FMLA)	W/M	Mechanic II	Transportation	11/15/2011	State
Mack Archie (FMLA)	B/M	Custodian	Pinkston St.	11/28/2011	Federal
Lori Kirkland (FMLA)	W/F	1st Grade Teacher	E. O. Young	01/03/2012	State
Clara Wright-Thorpe (FMLA)	B/F	Media Assistant	Zeb Vance	01/05/2012	State
Laura Chandler (Intermittent FMLA)	W/F	EC Teacher	Zeb Vance	11/09/2011	State
Shirley Foster (FMLA)	B/F	Driver Trainer	SVHS	11/09/2011	State
Sharon Moss (FMLA)	W/F	Cafeteria Cashier	SVHS	12/15/2011	Local

**VANCE COUNTY BOARD OF EDUCATION
JANUARY 9, 2012, BOARD MEETING
PERSONNEL SUMMARY SHEET**

IV. BUS DRIVER(S)

<u>NAME</u>	<u>RACE/SEX</u>	<u>POSITION</u>
Nakita Johnson	B/F	Substitute Bus Driver
Sheldon Purnell	B/M	Substitute Bus Driver

**VANCE COUNTY BOARD OF EDUCATION
JANUARY 9, 2012, BOARD MEETING
PERSONNEL SUMMARY SHEET**

TRANSFER(S) – For Information Only

<u>NAME</u>	<u>RACE/SEX</u>	<u>PREVIOUS POSITION</u>	<u>NEW POSITION</u>	<u>EFFECTIVE DATE</u>	<u>FUND SOURCE</u>
David Cooper	B/M	5 th Grade Teacher Dabney	Interim Assistant Principal HMS	01/23/2012	State
Mary Williams	W/F	Counselor Pinkston St.	Lead Counselor HMS	01/02/2012	State
Joseph Norwood	W/M	Energy Management Technician Maintenance	HVAC II Technician Maintenance	12/20/2011	Local
Sandra Reavis	W/F	Data Manager EC Department	Guidance Secretary NVHS	01/02/2012	State
Nancy Paynter	W/F	Secretary Title II Department	Data Manager EC Department	01/02/2012	State



VANCE COUNTY SCHOOLS
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
JANUARY 3, 2012
5:30 P.M.

MINUTES

Roll Call

Board Members

Gloria J. White, Chairperson (Present)
Emeron Cash (Present)
Darlynn Oxendine (Present)

Staff Members

Ronald Gregory, Superintendent (Present)
Steven Graham, Finance Officer (Present)

Others Present

None

Call to Order

Chairman Gloria J. White called the meeting to order.

Open Session

Informational Item: Proposed 2012-2013 Fiscal Year Budget Calendar

Staff members provided the Committee with a proposed timeline of events for the deliberation and adoption of the 2012-2013 Fiscal Year Budget. Administrative and Board of Education work sessions will be conducted at various intervals over the coming months for the purpose of deliberating and taking action on both the Budget Request submitted to the County and the Initial Budget Resolution. The proposed Budget Calendar will be reviewed by the full Board and will be brought up for action at the next scheduled Finance Committee meeting. *(see attached Item Summary for more details)*

Action Item: Approval of 2011-2012 Fiscal Year Audit Contract

Staff members are seeking Board approval to re-engage the accounting firm of Winston, Williams, Creech, Evans & Company, LLP of Oxford, North Carolina to perform the annual audit and to prepare the financial statements for the Vance County Board of Education for the period beginning July 1, 2011 and ending June 30, 2012 for a total fee of \$45,000. *(see attached Item Summary for more details)*

Motion: Gloria J. White made a motion to approve the renewal of the audit contract and to forward to the full Board for approval. Seconded by Darlynn Oxendine. Motion carried (3:0).

Action Item: Approval of Budget Amendments

Staff members are seeking approval for Amendments to the Budget Resolution for the State Public School Fund, Local Current Expense Fund, Federal Programs Fund, Capital Outlay Fund, and Other Restricted Fund.

(see attached amendments)

Motion: Gloria J. White made a motion to approve the budget amendments and to forward to the full Board for approval. Seconded by Darlynn Oxendine. Motion carried (3:0).

Adjournment

The next meeting of the Finance Committee has been tentatively scheduled for Wednesday, February 1, 2012 at 5:30 p.m. in the Superintendent's Conference Room of the Vance County Schools Administrative Services Center.

Chairperson Gloria J. White adjourned the meeting.

Respectfully submitted,



Steven C. Graham, C.P.M., CLGPO
Finance Officer
Vance County Schools



**VANCE COUNTY SCHOOLS
BOARD OF EDUCATION
FINANCE COMMITTEE AGENDA**

January 3, 2012

Board Committee Members

Gloria J. White, Committee Chairperson
Emeron Cash
Darlynn Oxendine

Staff Committee Members

Ronald Gregory, Superintendent
Steven Graham, Finance Officer

Information Items

- (1) Proposed 2012-2013 Fiscal Year Budget Calendar (see attached Item Summary)

Action Items

- (1) Approval of 2011-2012 Fiscal Year Audit Contract (see attached Item Summary)
- (2) Approval of Budget Amendments (see attached)

Next Finance Committee Meeting:

Tentative Date: Wednesday, February 1, 2012
Time: 5:30pm
Place: Superintendent's Conference Room

**Vance County Schools
Finance Committee
January 3, 2012**

Information Item: Proposed 2012-2013 Fiscal Year Budget Calendar

Summary

Attached for Finance Committee and Board review is the proposed timeline of events for the purpose of deliberating and taking action on both the 2012-2013 fiscal year Budget Request submitted to the County and the Initial Budget Resolution to be adopted by the Vance County Board of Education.

This proposed Budget Calendar is being presented as an information item for review and consideration by both the Finance Committee and the full Board. Approval for its adoption will be sought from the Finance Committee and the full Board at their next respective scheduled meetings.

Attachment: Vance County Public Schools 2012-2013 Fiscal Year Budget Calendar (Draft)

VANCE COUNTY PUBLIC SCHOOLS 2012-2013 FISCAL YEAR BUDGET CALENDAR

DRAFT

Date	Agenda Item
January 3, 2012	Review Budget Process and Calendar with Finance Committee
January 13, 2012	Current Expense Budget Packages Mailed to Principals & Supervisors
January 27, 2012	Completed Current Expense Budget Packages Returned To The Finance Office
February 3, 2012	Completed Capital Outlay Budget Packages Returned to the Finance Office
February 13-17, 2012	Receive and Review State Planning Allotments
March 5-9, 2012	Capital Outlay Budget Request Work Session (Administrative Review)
March 19-23, 2012	Capital Outlay Budget Request Work Session with Board of Education
April 2-6, 2012	Current Expense Budget Request Work Session (Administrative Review)
April 16-20, 2012	Current Expense Budget Request Work Session with Board of Education
May 14, 2012	Approval of County Budget Request by Board of Education
May 15, 2012	Budget Request Submitted to County Manager
June 21, 2012	Year End Close Out and Interim Budget Resolution Adopted by Board of Education

(continued)

**VANCE COUNTY PUBLIC SCHOOLS
2011-2012 FISCAL YEAR BUDGET CALENDAR**

DRAFT

Date	Agenda Item
August 6-10, 2012	Capital Outlay, Child Nutrition and Child Care Initial Budgets Work Session (Administrative Review)
August 20-24, 2012	Capital Outlay, Child Nutrition and Child Care Initial Budgets Work Session with Board of Education
September 3-7, 2012	State, Local and Federal Initial Budgets Work Session (Administrative Review)
September 17-21, 2012	State, Local and Federal Initial Budgets Work Session with Board of Education
October 8, 2012 (September 10th if possible)	Adoption of Initial Budget and Budget Resolution by Board of Education

Dates set forth above are tentative and are subject to change. Times and locations of meetings will be determined as those dates are reached.

**Vance County Schools
Finance Committee
January 3, 2012**

Action Item: Approval of 2011-2012 Fiscal Year Audit Contract

Summary

Pursuant to N.C.G.S. 115C-447, Vance County Schools is seeking approval to re-engage the accounting firm of Winston, Williams, Creech, Evans & Company, LLP of Oxford, North Carolina to perform the annual audit and to prepare the financial statements for the Vance County Board of Education for the period beginning July 1, 2011 and ending June 30, 2012 for a total fee of \$45,000 and itemized as follows:

Annual Audit	\$ 37,000
Audit of All Individual Schools	2,000
Financial Statement Preparation	<u>6,000</u>
 Total Fee	 <u>\$ 45,000</u>

The initial contract engagement terms executed in the 2007-2008 fiscal year offers both parties with an option to re-engage for same services with re-negotiation of fee for subsequent years. A term of engagement for no more than five (5) years was contemplated at the time of initial contract execution. The proposed total fee of \$45,000 remains unchanged from the previous year.

Attachment(s): (1) Contract to Audit Accounts

CONTRACT TO AUDIT ACCOUNTS
of Vance County Schools
Governmental Unit

On this 9th day of January, 2012,

Auditor

Winston, Williams, Creech, Evans & Company, LLP

Mailing Address

PO Box 1366 Oxford, North Carolina 27565, hereinafter referred to as

the Auditor, and Board of Education of Vance County Schools, hereinafter referred to as the Governing Board Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2011, and ending June 30, 2012. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the LGC. If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners.
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with generally accepted accounting principles (GAAP), or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, July 2007 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the Local Government Commission prior to the execution of the audit contract. (See Item 21) If the audit firm received a peer review rating other than pass, the auditor shall not contract with any Local Government Units without first contacting the Secretary of the Local Government Commission for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end. audit report is due on: October 31, 2012. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the Local Government Commission for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as the systems relate to accountability of funds, adherence to budget requirements, and adherence to law requirements. In addition, the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU 325 of the *AICPA Professional Standards*. The Auditor shall file a copy of that report with the Secretary of the Local Government Commission.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the Local Government Commission. This includes annual or special audits, agreed upon procedures related to Internal Control, bookkeeping or other assistance necessary to prepare the Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts

shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the Local Government Commission. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] The process for invoice approval has changed. All invoices for Audit work must be submitted by email in PDF format to the Secretary of the Local Government Commission for approval. The invoices must be emailed to: lge.invoice@nc-treasurer.com. Email Subject line should read "unit name – invoice." The PDF invoice marked approved with approval date will be returned by email to the Auditor for them to present to the Local Government Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this agreement, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the Local Government Commission, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] N/A

Audit \$39,000 (comprised of \$37,000 annual audit fee and \$2,000 additional fee for audit of all individual schools)

Preparation of the annual financial statements \$6,000

10. The auditor working with a local governmental unit that has outstanding revenue bonds will include in the notes to the audited financial statements, whether or not required by the revenue bond documents, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the Local Government Commission simultaneously with the local government's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the governmental unit and all of its component units prepared in accordance with generally accepted accounting principles, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the Local Government Commission to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Unit of Government will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed Audit being submitted to the Local Government Commission. The pre-issuance report must accompany the audit report upon submission to the Local Government Commission.
13. The Auditor shall electronically submit the report of audit to the Local Government Commission when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the Local Government Commission, becomes a matter of public record for inspection and review in the offices of the Secretary by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the Local Government Commission. These audited financial statements are used in the preparation of Official Statements for debt offerings (the auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the government, without subsequent consent of the auditor. If it is determined by the Local Government Commission that corrections need to be made to the unit's financial statements they should be provided within three days of notification unless, another time frame is agreed to by the Local Government Commission.

The Local Government Commission's process for submitting audit reports is subject to change. Auditors should use the submission process in effect at the time of submission.

In addition, if the North Carolina Office of the State Auditor designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the State Auditor shall be submitted to the Local Government Commission.

14. The auditor can be reached for matters concerning this contract at the following email address: winston@wwcecpa.com

The finance officer or other responsible employee/official can be reached for matters concerning this contract at the following email address: sgraham@vcs.k12.nc.us

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the Local Government Commission, this agreement

Contract to Audit Accounts (cont.)

Vance County Schools

(Name of unit)

may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the Local Government Commission for approval. The portal address to upload your amended contract and Letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the Local Government Commission, the Governing Board, and the Auditor.
17. Whenever the Auditor uses an engagement letter with the client, Item 18 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 23 of this contract. Engagement letters containing indemnification clauses will not be approved by the Local Government Commission.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
20. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including unit and auditor signatures to the Secretary of the Local Government Commission. The portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time.
21. The contract is not valid until it is approved by the Local Government Commission. The staff of the Local Government Commission shall notify the unit and auditor of contract approval by email. The audit should not be started before the contract is approved.
22. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the Local Government Commission.
23. All of the above paragraphs are understood and shall apply to this agreement, except the following numbered paragraphs shall be deleted: (See Item 17.)

Audit Firm Signature:

Firm Winston, Williams, Creech, Evans & Company, LLP

By James P. Winston, II CPA

(Please type or print name)

(Signature of authorized audit firm representative)

Email Address: winston@wwcecpa.com

Date _____

Unit Signatures:

By Gloria J. White, Chairperson

(Please type or print name and title)

(Signature of Mayor/Chairperson of governing board)

Date _____

Email Address _____

Date Governing Body Approved Audit Contract _____

Unit Signatures (continued):

By N/A
(Chair of Audit Committee- please type or print name)

(Signature of Audit Committee Chairperson)

Date _____
(If unit has no audit committee, this section should be marked "N/A.")

Email address _____

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

Steven C. Graham

Governmental Unit Finance Officer (Please type or print name)

(Signature)

Date _____
(Preaudit Certificate must be dated.)

Email address sgraham@vcs.k12.nc.us

Budget Amendment # 2
VANCE COUNTY SCHOOLS
State Public School Fund

The Vance County Board of Education at a meeting on the 9th day of January, 2012 passed the following resolution.

BE IT RESOLVED that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2012.

		Amount	
Code Number	Description of Code	Increase	Decrease
Revenues:	State Public School Fund	\$506,386	
	School Technology Fund		
	Unallocated Revenue		
	Textbooks (New)	\$89	
	Textbooks (Carryover)		
Expenditures:			
	<i>Instructional Services:</i>		
5100	Regular Instructional Services	\$31,319	
5200	Special Populations Services	\$117,581	
5300	Alternative Programs and Services	\$600	
5400	School Leadership Services		
5800	School-Based Support Services	\$9,200	
	<i>System-Wide Support Services:</i>		
6100	Support and Development Services		
6200	Special Population Support and Development Services		
6300	Alternative Programs and Services Support and Development Services		\$8,375
6400	Technology Support Services	\$790	
6500	Operational Support Services	\$356,150	
6600	Financial and Human Resource Services		
6700	Accountability Services		
6800	System-Wide Pupil Support		
6900	Policy, Leadership and Public Relations Services		
7000	Ancillary Services		
8100	Payment to Other Governmental Units		\$790

Explanation: To amend budget to align with resources and adjust to DPI allotments. Allotment Revision #13-19. PRC 001 \$15,919; PRC 003 \$6,208; PRC 007 \$1,790; PRC 013 \$1,707; PRC 014 \$85; PRC 27 \$2,181; PRC 031 \$2,941; PRC 034 \$290; PRC 056 \$355,611; PRC 061 \$199; PRC 063 \$117,830; PRC 069 \$1,625; PRC 130 \$89

Total Appropriation in Current Budget	\$ 41,894,073
Amount of Increase/(Decrease) of above Amendment	<u>506,475</u>
Total Appropriation in Current Amended Budget	<u>\$ 42,400,548</u>

Passed by majority vote of the Vance County Board of Education on the 9th day of January, 2012.

Chairman, Board of Education

Secretary, Board of Education

Budget Amendment # 2
VANCE COUNTY SCHOOLS
Local Current Expense Fund

The Vance County Board of Education at a meeting on the 9th day of January, 2012 passed the following resolution.

BE IT RESOLVED that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2012.

		Amount	
Code Number	Description of Code	Increase	Decrease
Revenues:	Federal Funding		
	State Funding		
	County Appropriations		
	Interest and Indirect Cost		
	Other Local Funds		
	Transfer In		
	Appropriated Fund Balance		
Expenditures:			
	<i>Instructional Services:</i>		
5100	Regular Instructional Services		\$410
5200	Special Populations Services		
5300	Alternative Programs and Services		
5400	School Leadership Services		
5500	Co-Curricular Services	\$4,441	
5800	School-Based Support Services		
	<i>System-Wide Support Services:</i>		
6100	Support and Development Services		
6200	Special Population Support and Development Services		
6300	Alternative Programs and Services Support and Development Services		
6400	Technology Support Services		
6500	Operational Support Services		\$4,031
6600	Financial and Human Resource Services		
6700	Accountability Services		
6800	System-Wide Pupil Support		
6900	Policy, Leadership and Public Relations Services		
7000	Ancillary Services		
8000	Charter Schools Allocation		

Explanation: To amend the budget to align resources with current needs.

Total Appropriation in Current Budget	\$ 7,477,440
Amount of Increase/(Decrease) of above Amendment	-
Total Appropriation in Current Amended Budget	\$ 7,477,440

Passed by majority vote of the Vance County Board of Education on the 9th day of January, 2012.

Chairman, Board of Education

Secretary, Board of Education

Budget Amendment # 2
VANCE COUNTY SCHOOLS
Federal Grants Fund

The Vance County Board of Education at a meeting on the 9th day of January, 2012 passed the following resolution.

BE IT RESOLVED that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2012.

		Amount	
Code Number	Description of Code	Increase	Decrease
Revenues:	Federal Funds	\$262,750	
Expenditures:			
	<i>Instructional Services:</i>		
5100	Regular Instructional Services	\$3,218	
5200	Special Populations Services	\$96,260	
5300	Alternative Programs and Services	\$152,646	
5800	School-Based Support Services	\$41,988	
	<i>System-Wide Support Services:</i>		
6100	Support and Development Services		
6200	Special Population Support and Development Services	\$2,500	
6300	Alternative Programs and Services Support and Development Services	\$6,643	
6400	Technology Support Services		
6500	Operational Support Services	\$22,916	
6600	Financial and Human Resource Services		
6700	Accountability Services		
7000	Ancillary Services		
8000	Non-Programmed Charges		\$63,421

Explanation: To amend budget to align with resources and need. Allotment Revision #13-19. PRC 017 \$2,265; PRC 050 (\$154,179); PRC 060 \$41,652; PRC 103 (\$5,979); PRC 105 \$75,526; PRC 109 \$6,805; PRC 110 \$207,391; PRC 114 \$88,213; PRC 118 \$1,056

Total Appropriation in Current Budget	\$ 10,753,001
Amount of Increase/(Decrease) of above Amendment	<u>262,750</u>
Total Appropriation in Current Amended Budget	<u>\$ 11,015,751</u>

Passed by majority vote of the Vance County Board of Education on the 9th day of January, 2012.

Chairman, Board of Education

Secretary, Board of Education

Budget Amendment # 2
VANCE COUNTY SCHOOLS
Capital Outlay Fund

The Vance County Board of Education at a meeting on the 9th day of January, 2012 passed the following resolution.

BE IT RESOLVED that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2012.

		Amount	
Code Number	Description of Code	Increase	Decrease
Revenues:	County Appropriation		
	State Funds		
	Federal Funds		
	Other Financing Source		
	Fund Balance Appropriated	\$11,902	
Expenditures:			
	<i>Instructional Services:</i>		
5100	Regular Instructional Services		
	<i>System-Wide Support Services:</i>		
6500	Operational Support Services		\$197,198
6800	System-Wide Pupil Support Services		
8000	Non-Programmed Charges	\$209,100	
9000	Capital Outlay (Major School Construction/Renovation)		

Explanation: To amend budget to align with resources and need. PRC 943 \$11,902 (PEC-EEFB Carryover)

Total Appropriation in Current Budget	\$ 721,531
Amount of Increase/(Decrease) of above Amendment	<u>11,902</u>
Total Appropriation in Current Amended Budget	<u>\$ 733,433</u>

Passed by majority vote of the Vance County Board of Education on the 9th day of January, 2012.

Chairman, Board of Education

Secretary, Board of Education

Budget Amendment # 2
VANCE COUNTY SCHOOLS
Other Restricted Fund

The Vance County Board of Education at a meeting on the 9th day of January, 2012 passed the following resolution.

BE IT RESOLVED that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2012.

		Amount	
Code Number	Description of Code	Increase	Decrease
Revenues:	Federal Funding		
	State Funding		
	County Appropriations		
	Interest and Indirect Cost		
	Other Local Funds	\$84,878	
	Transfer In		
	Appropriated Fund Balance	\$500	
Expenditures:			
	<i>Instructional Services:</i>		
5100	Regular Instructional Services	\$16,206	
5200	Special Populations Services		
5300	Alternative Programs and Services		
5400	School Leadership Services		
5500	Co-Curricular Services		
5800	School-Based Support Services		
	<i>System-Wide Support Services:</i>		
6100	Support and Development Services		
6200	Special Population Support and Development Services		
6300	Alternative Programs and Services Support and Development Services		
6400	Technology Support Services	\$69,172	
6500	Operational Support Services		
6600	Financial and Human Resource Services		
6700	Accountability Services		
6800	System-Wide Pupil Support		
6900	Policy, Leadership and Public Relations Services		
7000	Ancillary Services		
8000	Charter Schools Allocation		

Explanation: To amend the budget to align resources with current needs. PRC 503 \$500; PRC 820 \$84,128; PRC 849 \$250; PRC 897 \$500

Total Appropriation in Current Budget	\$ 3,249,675
Amount of Increase/(Decrease) of above Amendment	<u>85,378</u>
Total Appropriation in Current Amended Budget	<u>\$ 3,335,053</u>

Passed by majority vote of the Vance County Board of Education on the 9th day of January, 2012.

Chairman, Board of Education

Secretary, Board of Education

Vance County Schools Budget Review
As of January 3, 2012

	Annual Budget	Actual To-Date	Over/Under	Percentage to Date
Local Budget				
Salaries & Wages	\$ 1,986,828.00	\$ 863,842.16	1,122,985.84	43.48%
Employer-Provided Benefits	\$ 662,740.00	\$ 362,268.65	300,471.35	54.66%
Operating Expenses	\$ 4,231,476.00	\$ 1,785,583.15	2,445,892.85	42.20%
Capitalized Purchases	\$ -	\$ -	0.00	0.00%
Transfers & Other	\$ 596,396.00	\$ 207,976.60	388,419.40	34.87%
Total Local	\$ 7,477,440.00	\$ 3,219,670.56	4,257,769.44	43.06%
State Budget				
Salaries & Wages	\$ 30,221,301.00	\$ 14,401,077.26	15,820,223.74	47.65%
Employer-Provided Benefits	\$ 9,614,211.00	\$ 4,909,084.17	4,705,126.83	51.06%
Operating Expenses	\$ 2,548,879.00	\$ 1,230,503.64	1,318,375.36	48.28%
Capitalized Purchases	\$ 16,157.00	\$ -	16,157.00	0.00%
Transfers & Other	\$ -	\$ -	0.00	0.00%
Total State	\$ 42,400,548.00	\$ 20,540,665.07	21,859,882.93	48.44%
Federal Budget				
Salaries & Wages	\$ 5,541,675.00	\$ 2,367,230.06	3,174,444.94	42.72%
Employer-Provided Benefits	\$ 1,893,147.00	\$ 845,576.14	1,047,570.86	44.67%
Operating Expenses	\$ 3,554,493.66	\$ 711,999.71	2,842,493.95	20.03%
Capitalized Purchases	\$ 26,435.00	\$ 26,435.00	0.00	100.00%
Transfers & Other	\$ -	\$ -	0.00	0.00%
Total Federal	\$ 11,015,750.66	\$ 3,951,240.91	7,064,509.75	35.87%
Other Restricted Budget				
Salaries & Wages	\$ 1,930,423.00	\$ 880,127.75	1,050,295.25	45.59%
Employer-Provided Benefits	\$ 456,792.00	\$ 216,945.08	239,846.92	47.49%
Operating Expenses	\$ 927,827.00	\$ 400,931.37	526,895.63	43.21%
Capitalized Purchases	\$ 20,011.00	\$ -	20,011.00	0.00%
Transfers & Other	\$ -	\$ -	0.00	0.00%
Total Other Restricted	\$ 3,335,053.00	\$ 1,498,004.20	1,837,048.80	44.92%
Capital Outlay Budget				
Salaries & Wages	\$ -	\$ -	0.00	0.00%
Employer-Provided Benefits	\$ -	\$ -	0.00	0.00%
Operating Expenses	\$ 277,888.00	\$ 209,101.00	68,787.00	75.25%
Capital Outlay	\$ 330,545.00	\$ 54,343.00	276,202.00	16.44%
Transfers & Other	\$ 125,000.00	\$ -	125,000.00	0.00%
Total Capital Outlay	\$ 733,433.00	\$ 263,444.00	469,989.00	35.92%
Child Nutrition Budget				
Salaries & Wages	\$ 1,534,553.00	\$ 595,170.03	939,382.97	38.78%
Employer-Provided Benefits	\$ 770,163.00	\$ 375,842.04	394,320.96	48.80%
Operating Expenses	\$ 2,400,723.00	\$ 696,417.26	1,704,305.74	29.01%
Capitalized Purchases	\$ 14,314.00	\$ 1,407.41	12,906.59	9.83%
Transfers & Other	\$ -	\$ -	0.00	0.00%
Total Child Nutrition	\$ 4,719,753.00	\$ 1,668,836.74	3,050,916.26	35.36%
Child Care Budget				
Salaries & Wages	\$ 105,118.00	\$ 48,623.54	56,494.46	46.26%
Employer-Provided Benefits	\$ 17,288.00	\$ 13,581.24	3,706.76	78.56%
Operating Expenses	\$ 15,094.00	\$ 1,806.38	13,287.62	11.97%
Capitalized Purchases	\$ -	\$ -	0.00	0.00%
Transfers & Other	\$ -	\$ -	0.00	0.00%
Total Child Care	\$ 137,500.00	\$ 64,011.16	73,488.84	46.55%
Grand Total	\$ 69,819,477.66	\$ 31,205,872.64	\$ 38,613,605.02	44.70%

BUILDING AND GROUNDS

Building and Grounds Committee Minutes

The Building and Grounds Committee of the Vance County Board of Education met Thursday, December 15, 2011, at 8:30 am in the Superintendent's Conference Room. The following members were present: Ruth M. Hartness, Ronald B. Kinsley, Ronald E. Gregory, Claiborne Woods and Steven Graham.

Meeting was called to order by Mrs. Hartness and followed the agenda.

- Mr. Woods presented the information on the agenda. He and Mr. Gregory discussed the Facilities Plan that is being developed. Mr. Gregory stated that the plan would be reviewed and approved by the B & G Committee prior to going to the full Board. After approval by our Board, it will be presented to the County Commissioners.
- Mrs. Hartness brought up Mr. Ragland's proposal for Eaton-Johnson. The general consensus was that the presentation was well laid out, but there was not a sound financial plan. The committee feels that we will end up maintaining this facility long term until a sound idea arises that will benefit the school system and the community.
- Mr. Gregory mentioned that a community group wanted to help clean up the Daniel Street portion of Eaton-Johnson. Mr. Woods has met with them on behalf of the school system.
- Ms. Andrea Harris from the Eaton-Johnson community also sat in on part of the meeting and expressed her concern for the future of the two story building.

The meeting was adjourned at 9:00 am.

Next meeting will be January 26, 2012.

CSW: 12/16/2011

Building & Grounds Committee Meeting

Thursday, December 15, 2011

8:30 am

Superintendent's Conference Room

Agenda

- | | | |
|------|-----------------------------------|-----------------|
| I. | 2012 Meeting Schedule | Claiborne Woods |
| II. | L. B. Yancey Property Acquisition | Claiborne Woods |
| III. | Monthly Update | Claiborne Woods |
| IV. | Announcements | Claiborne Woods |

(Attachments)

VANCE COUNTY SCHOOLS

**BUILDINGS AND GROUNDS COMMITTEE
2012 MEETING SCHEDULE
8:30 A.M.**

Superintendent's Conference Room

Fourth Thursday

January 26, 2012

February 23, 2012

March 22, 2012

April 26, 2012

May 24, 2012

June 28, 2012

July 26, 2012

August 23, 2012

September 27, 2012

October 25, 2012

Third Thursday (change due to Holiday)

November 15, 2012

December 20, 2012

BUILDING AND GROUNDS REPORT

(December 2011)

1. Aycock
 - A. Replaced pilot assembly on the convection oven in the kitchen.
2. Clarke
 - A. Located receptacle for projector in media center and set up projector.
3. Dabney
 - A. Repaired roof leak.
4. E. M. Rollins
 - A. Replaced the pump in the ice machine in the kitchen.
 - B. Programmed security system for multipurpose room addition.
5. Eaton-Johnson
 - A. Repaired a Freon leak on the walk-in freezer.
 - B. Repaired water piping on the heating system in the gym.
 - C. Repaired 10 broken windows on E-wing.
 - D. Repaired 5 broken windows (2-story building).
6. Henderson Middle
 - A. Replaced the tape on the drain pipe in the freezer.
 - B. Repaired plug mold (outlets) under table in media center.
 - C. Repaired lights under gym.
7. L. B. Yancey
 - A. Programmed security system for multipurpose room addition.
8. New Hope
 - A. Replaced the door closure on the walk-in freezer.
 - B. Programmed security system for multipurpose room addition.
9. Northern Vance
 - A. Replaced the inducer fan motor assembly on the #2 gas pack for the gym.
 - B. Replaced the transformer in the heating ventilator in room C-109.
 - C. Sandblasted/painted outside stairwells and handrails.
 - D. Replaced broken glass on L-suite.
 - E. Replaced emergency ADA telephone in elevator.
10. Southern Vance High
 - A. Replaced broken glass at main entrance.
11. Western Vance
 - A. Replaced condenser motor on the walk-in cooler.

12. Administrative Services Center

- A. Brought in custodial support from schools in order to treat all of the wood walls and doors.

13. Facilities Department

- A. Multipurpose room construction remains on schedule. Playing floors are in their final stages of completion.
- B. Work orders received through November 30, 2011 - 2,561
- Work orders completed through November 30, 2011 - 2,368
- Work orders incomplete through November 30, 2011 - 193
- Work orders from prior year - 124

COMMUNITY RELATIONS

VANCE COUNTY BOARD OF EDUCATION COMMUNITY AND BUSINESS RELATIONS COMMITTEE

Minutes

Wednesday, December 14, 2011

The Community and Business Relations Committee met at 5 p.m. on Wednesday, December 14, 2011, at the Administrative Services Center. Those present were Dorothy Williams, chairperson of the committee and a Board of Education member; Margaret Ellis, a member of the Board of Education; Darlynn Oxendine, vice chairperson and a member of the Board of Education; Ronald E. Gregory, superintendent; and Terri Hedrick, public information officer.

Update on School PTAs or PTOs:

Terri Hedrick reported that currently Aycock and Zeb Vance elementary schools plan to remain PTAs. Schools which have already decided to become PTOs are Eaton-Johnson, Western Vance, Southern Vance, E.O. Young, E.M. Rollins and Dabney. All other schools have not decided yet on their school unit's designation. Schools have until the end of the current school year to decide if they want to remain a PTA or become a PTO. Mrs. Hedrick will continue to provide updates on schools' decisions.

Assessment of Elementary After School Programs:

Mrs. Hedrick also reported that the after school programs at E.M. Rollins and E.O. Young elementary schools remain low. Each site has only four children enrolled in the program. For the program to cover the cost of a staff member to care for the children at a site, the enrollment needs to be at least eight children. Superintendent Ronald E. Gregory and Mrs. Hedrick will meet in January to decide if the programs should remain open or be closed.

Information Items:

Information items shared with committee members included: the Northern Vance men's and women's soccer teams ranked among the very best nationally in their overall grade point average in 2010-2011; the Northern Vance Marching Band won the top award for band competition in the Henderson and Oxford Christmas parades; the school system will announce the winner of its Shining Moment in Education Award as the most outstanding business partner in January; and the New Teacher Appreciation Breakfast, sponsored by the Henderson-Vance County Chamber of Commerce, is scheduled for January 19, at a location still to be determined.

There being no further business, the meeting was adjourned at 5:55 p.m.

The next meeting of the Community and Business Relations Committee will be determined at a later date.

VANCE COUNTY SCHOOLS
OVERNIGHT FIELD TRIP REQUEST
SUBMITTED FOR BOARD APPROVAL

January 9, 2012

<u>Dates</u>	<u>School/Class or Club</u>	<u>Field Trip Destination</u>
January 27-29, 2012	Northern Vance High Teen PEP Prevention Class	Peer Educator Retreat Clarksville, VA

VANCE COUNTY SCHOOLS OVERNIGHT FIELD TRIP APPROVAL REQUEST

Prepare one copy of this form and forward to the school principal for approval. Overnight field trips require Board of Education approval and must be submitted to the Superintendent at least 30 days prior to the date of the trip. A copy of the Parent Permission Form and the appropriate Transportation Request Form must be completed and attached. If a substitute is needed, the appropriate Professional Leave Form must be attached. No Field Trip is considered as "approved" until you have received a copy of this request approved by the Board of Education.

School Northern Vance High School Class/Club/Group Teen PEP

Purpose of Field Trip : Required leadership training retreat for students: The retreat is a required part of class and is funded by the grant that funds the program.

How does this purpose meet the "educational needs" of the students and the N. C. Standards Course of Study?

The retreat will provide extensive training on the leadership skills needed to perform successful workshops throughout the semester.

Location Best Western, 103 2nd Street, Hwy 58 City Clarksville, VA 23927-9252

Date/Time of Departure 1/27/12 / 3:30pm Date/Time of Return 1/29/12 / 1:30pm

Number of Students 17-20 Number of Chaperones 3 (Staff 2 Parents/Other : Police Captain Michael Davis)

Names of Chaperones Terry Hinton, Marolyn Rasheed, Police Captain Michael Davis

If needed, how will substitutes be provided? N/A

FINANCIAL, TRANSPORTATION, AND MEAL CONSIDERATIONS: (If private vehicle is used, complete special form and attach to this request.)

Method of Transportation Mini Bus

All transportation arrangements completed and attached. Yes X No

Total Cost of the Trip \$2500.00 Cost To Each Student 0

What does this cost include? Training Materials, Food, T-Shirts, Transportation

How will students get the money to attend? N/A

What provisions have been made to assure that every eligible student will attend? N/A

What provisions have been made for students who do not accompany their class on the trip? N/A

Will lunches be obtained from the cafeteria? No

Have arrangements been made with the cafeteria staff? N/A

Request Submitted By

Principal Approval

Superintendent Approval

Board of Education Approval

Date

Date

Date

Date

12/21/2011

12/21/2011

1-3-12

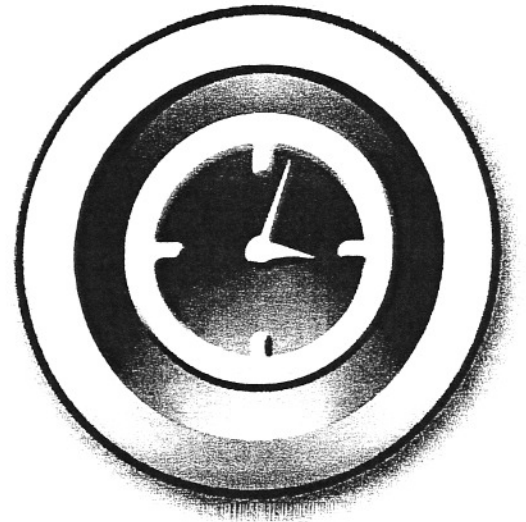
Northern Vance High School Teen PEP Retreat Schedule

DAY ONE: Friday, January 27th

- 3:30 p.m.** Leave Northern Vance
- 5:00 p.m.** Arrival at Retreat Site; Unpack
- 5:25 p.m.** Welcome Students to Retreat
- 5:30 p.m.** Spiral In
- 5:35 p.m.** Let It Go
- 5:45 p.m.** • Re-introductions
- 6:00 p.m.** • Review Ground Rules & Retreat Agreements
• Interview a Partner – Step I
- 6:15 p.m.** • Dinner
• Interview a Partner–Step II
- 7:15 p.m.** Interview a Partner–Step III
- 8:00 p.m.** Prevention Education—Why it Matters
- 9:45 p.m.** Rock, Paper, Scissors
- 10:00 p.m.** Break
- 10:15 p.m.** Boundary Breaking
- 11:00 p.m.** Knot activity/Prepare for Bed

DAY TWO: Saturday, January 28th

- 8:00 a.m. Breakfast
- 8:30 a.m. Check-In
- 9:00 a.m. Interlock
- 9:30 a.m. The Stages of Group Development
- 10:00 a.m. Gender Fishbowl
- 11:00 a.m. Break
- 11:15 a.m.
 - Defining Values
 - Gender Values: Agree/Disagree/Not Sure
- 12:30 p.m. Lunch
- 1:30 p.m. Building Bridges
- 3:00 p.m. Free Time - Leisure Activities (reading, relaxing)
- 5:30 p.m. Dinner
- 6:30 p.m. A closer look at Role Modeling
- 7:30 p.m. Break; Get "Sharing" item
- 7:45 p.m.
 - Straight Talk
 - Process Straight Talk
- 8:30 p.m. Hot Dog
- 8:45 p.m. Sharing
- 10:30 p.m. Spiral Hug



DAY THREE: Sunday, January 29th

- 8:00 a.m. Pack
- 8:30 a.m. Breakfast
- 9:30 a.m. How to be an effective leader
- 10:15 a.m. Leadership Activity
- 11:15 a.m.
 - Last Chance Comments
 - A Discussion about Team-Building: Lessons from the Geese
- 11:45 a.m.
 - Evaluations
- 12:00 p.m. Leave Retreat Site
- 1:30 p.m. Arrive at Northern Vance

