

**Camden County Board of Education  
Camden County Central Office  
December 2, 2013**

The Camden County Board of Education met in regular session on December 2<sup>nd</sup>, 2013 at 9:00 a.m. in the Superintendent's Office at Central Office. Board Members in attendance were: Christian Overton, Chair, Dawn Jones, Vice-Chair, Chris Wilson, Wayne White, Steve Needham, Superintendent Melvin Hawkins and Attorney John Leidy. Others who attended the meeting and signed the guest register were: Faye Perry, Corinne Saunders (Daily Advance), Alan Thompson, Steven Forehand, and Anita Cuthrell.

The meeting was called to order by Christian Overton, Chair, at 9:10 a.m. Mr. Overton asked Board Members if there were any changes or additions to the December Closed Session agenda. There were no Closed Session Agenda changes. Mr. Wilson said he would like the opportunity to comment on Closed Session minutes during Closed Session.

Upon motion from Mr. Wilson, seconded by Ms. Jones, the Board entered Closed Session at 9:11 a.m. pursuant to N.C.G.S. §143-318.11(a)(1) and (6) to approve closed session minutes and to discuss personnel matters.

The Board returned from Closed Session. At 10:00 a.m., Mr. Overton noted the first item of business was the election of new officers. He passed the gavel to Superintendent Hawkins. Superintendent Hawkins said the first officer position to be decided was Board Chair for the 2014 school year. He then opened the floor for nominations. Dawn Jones nominated Wayne White for the position of Board Chair. Superintendent Hawkins asked if there were any other nominations for the Board Chair position. There were no other nominations. Motion was made by Mr. Overton that nominations be closed with the recommendation of Wayne White for Board Chair. Motion to close nominations and recommend Wayne White for Board Chair was seconded by Mr. Needham. Superintendent Hawkins asked for a vote. All voted ayes, none opposed and the motion so carried.

The next position to be decided was Board Vice-Chair. The floor was opened for nominations. Chris Wilson nominated Dawn Jones to remain in the position of Board Vice-Chair. Superintendent Hawkins asked if there were any other nominations for the Board Vice-Chair position. No other nominations were made. Motion was made by Mr. Overton that nominations be closed with the recommendation of Dawn Jones to remain in the position of Board Vice-Chair. Motion to close nominations and recommend Dawn Jones for Board Vice-Chair was seconded by Mr. Wilson. Superintendent Hawkins asked for a vote. All voted ayes, none opposed and the motion so carried.

After officer elections, newly elected Board Chair, Wayne White, called the meeting to order and welcomed those in attendance, followed by a moment of silence, as is Board custom.

Superintendent Hawkins led the group pledge.

Mr. White asked Board Members if there were any changes or additions to the December Open Session agenda. There were no changes or additions to the December Open Session agenda.

Consent Agenda was presented as follows:

**II. Consent Agenda**

- A. Approval of Minutes –  
*(Regular Session Minutes – November 14, 2013)*
- B. Budget Amendments –  
*(Budget Amendments will be presented to the Board.)*

Budget Amendments were as follows:

Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 2<sup>nd</sup> day of December, 2013, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	7,485.00	
6100	Support & Development Serv.	462.00	
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Explanation: Increase in State Revenue as listed on amendment			
	Total Appropriation in Current Budget	\$ 12,587,930.00	
	Amount of <b>Increase/Decrease</b> of		
	Above Amendment		+7,947.00
	Total Appropriation in Current Amended		
	Budget ....	\$ 12,595,877.00	

<p>Passed by majority vote of the Board of Education of Camden County on the 2<sup>nd</sup> day of December 2013.</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 ____.</p>
<p>_____ Chairman, Board of Education</p>	<p>_____ Chairman, Board of County Commissioners</p>
<p>_____ Secretary, Board of Education</p>	<p>_____ Clerk, Board of County Commissioners</p>

BUDGET AMENDMENT  
December 2, 2013

1. State Public School Fund

- A. We have received additional funds for this program area and must increase our budget to reflect the receipt of these funds. We request your approval of the following amendment.

<u>Non-Instructional Support</u>	
5110.003.163 Substitute Pay	\$ + <u>225.00</u>
Total – Non-Instructional Support	\$ + 225.00

- B. We have transferred 28 months of employment from the Vocational Month of Employment allotment to the Vocational Program Support area of the budget to allow for expenditures of these funds within the fiscal year. We request your approval of the following amendments.

<u>Vocational Months of Employment</u>	
5120.013.121 Salary – Teacher	\$ - <u>163,945.00</u>
Total – Vocational Months of Employment	\$ - 163,945.00

<u>Voc Ed Program Support</u>	
5120.014.411 Instructional Supplies	\$ + 38,000.00
5120.014.418 Comp Software & Supplies	+ 6,000.00
5120.014.461 Pur of Non-Cap Equipment	+ 20,000.00
5120.014.462 Pur of Non-Cap Comp Hdwe	+100,000.00
6120.014.411 Instructional Supplies	+ <u>462.00</u>
Total – Voc-Ed Program Support	\$ +164,462.00

- C. We have received funds for this program area and must increase our budget to reflect receipt of these funds. We request your approval of the following amendment.

<u>Digital Learning</u>	
5110.030.413 Textbooks - Other	\$ + 1,705.00
5110.030.418 Computer Software & Supplies	+ <u>5,500.00</u>

Total – Digital Learning \$ + 7,205.00

D. We have transferred funds from textbooks for GPS and we must include this transfer into the program area. We request your approval of the following amendment.

BUDGET AMENDMENT  
State Public School Fund  
December 2, 2013, Page 2

<u>Classroom Materials/Instructional Supplies</u>	
5110.061.411.308 Instructional Supplies	\$ + 4,833.00
5110.061.418.308 Comp Software & Supplies	+ 3,039.00
5110.061.462.308 Pur of Non-Cap Comp Hdwe	<u>+ 7,128.00</u>
Total – Classroom Materials/Instructional Supplies	\$ + 15,000.00

E. We must decrease our textbook budget to reflect funds transferred by GPS to PRC 061 Classroom Materials/Instructional Supplies. We request your approval of the following amendment.

<u>Textbooks</u>	
5110.130.412.308 Textbooks	\$ - <u>15,000.00</u>
Total – Textbooks	\$ - 15,000.00
3100 Revenue – State Public School Fund	\$ - 22,947.00
3211.130 Revenue – Textbooks	+ 15,000.00

Passed by majority vote of the Board of Education of Camden County on the 2<sup>nd</sup> day of December 2013.

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Chairman, Board of Education

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Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 2<sup>nd</sup> day of December 2013 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	207.69	
5200	Special Instructional Programs	13,019.27	
5300	Alternative Instruction Programs	2,434.32	
6100	Support & Development Services	315.00	
6500	Transportation Support Services	932.20	
8100	Pymts to Other Govt Units/Trans.		299.59
8200	Unbudgeted Funds		276.89
Explanation: Revenues increased for carryover funds and additional allotment received.			
	Total Appropriation in Current Budget	\$	604,946.47
	Amount of <b>Increase/Decrease</b> of		
	Above Amendment		16,332.00
	Total Appropriation in Current Amended Budget ....	\$	621,278.47

Passed by majority vote of the Board of Education of Camden County on the 2 <sup>nd</sup> day of December 2013.	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 ____.
_____ Chairman, Board of Education	_____ Chairman, Board of County Commissioners
_____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

BUDGET AMENDMENT  
December 2, 2013

3. Federal Grant Fund

- A. We have received the 2012-13 sales tax refund and must increase our budget to reflect the receipt of these funds and transfer funds within the program to use the funds available most affectively. We request your approval of the following.

Vocational Ed-Program Improvement

Project #14-017-150

5120.017.411	Supplies & Materials	\$	+	54.84
6120.017.411	Supplies & Materials		+	315.00
8100.017.392	Indirect Costs		+	148.29
8100.017.472	Sales Tax Refund	\$	-	<u>143.13</u>

Total – Vocational Ed – Program Improvement                      \$    +    375.00

- B. We have received additional funds for the 2013-14 fiscal year and must increase our budget to reflect the receipt of these funds. We request your approval of the following.

IDEA Preschool Handicapped

Project #14-049-150

6550.049.331	Contracted Transportation	\$	+	932.20
8100.049.392	Indirect Costs		+	25.55
8200.049.399	Unbudgeted Funds		-	<u>.75</u>

Total – IDEA Preschool Handicapped \$ + 957.00

- C. We have received the 2012-13 sales tax refund and must increase our budget to reflect the receipt of these funds. We have also transferred funds within the program area to fit the needs. We request your approval of the following.

IASA Title I – Basic Program

Project #14-050-150

5330.050.142.308	Salary – Teacher Assistant	\$ -	.70
5330.050.162.308	Substitute Teacher	+	.01
5330.050.211.308	Emp Soc Sec Costs	+	1.10
5330.050.221.308	Emp Retirement Costs	+	93.91
5330.050.231.308	Emp Hosp Ins Costs	-	660.00
5330.050.233	Emp Unempl Ins Costs	+	3,000.00
8100.050.392	Indirect Costs	-	385.38
8100.050.472	Sales Tax Refund	-	38.92
8200.050.399	Unbudgeted Funds	-	<u>2,010.02</u>

BUDGET AMENDMENT

Federal Grant Fund

December 2, 2013, Page 2

Total – IASA Title I – Basic Program \$ + .00

- D. We have received the 2012-13 sales tax refund and must increase our budget to reflect the receipt of these funds as well as adjust to meet the needs of the program. We request your approval of the following amendment.

IDEA VI-B Handicapped

Project #14-060-150

5210.060.121	Salary – Teacher	\$ +	15,060.00
5210.060.142	Salary – Teacher Assistant	-	11,060.55
5210.060.211	Emp Soc Sec Costs	+	359.12
5210.060.221	Emp Retirement Costs	+	587.18
5210.060.221	Emp Hosp Ins Costs	-	2,642.50
8100.060.392	Indirect Costs	+	62.79
8100.060.472	Sales & Use Tax Refund	-	6.54
8200.060.399	Unbudgeted Funds	-	<u>2,359.50</u>

Total – IDEA VI-B Handicapped \$ + .00



E. We have reviewed this program area and find that we must adjust the indirect costs rate. We request your approval of the following amendment.

Improving Teacher Quality

Project #14-103-150

8100.103.392	Indirect Costs	\$	+	26.69
8200.103.399	Unbudgeted Funds		-	<u>26.69</u>

Total – Improving Teacher Quality \$ + .00

F. We have received the 2012-13 sales tax refund and our allotment for the 2013-14 fiscal year so we must increase our budget to reflect the receipt of these funds. We must also transfer funds within the program to fit the needs of the students. We request your approval of the following.

IDEA VI-B Special Needs – Targeted Assistance

Project #14-118-150

5210.118.142	Salary – Teacher Assistant	\$	-	5,910.00
5210.118.211	Emp Soc Sec Costs		-	452.25
5210.118.221	Emp Retirement Costs		-	834.65
5210.118.231	Emp Hosp Ins Costs		-	1,299.00
5210.118.312	Workshop Expenses		+	11,500.00

BUDGET AMENDMENT

Federal Grant Fund

December 2, 2013, Page 3

5210.118.411	Instructional Supplies		+	1,500.00
5240.118.132	Salary – Extended SY Speech		+	3,442.80
5240.118.211	Emp Soc Sec Costs		+	263.37
5240.118.221	Emp Retirement Costs		+	505.75
8100.118.392	Indirect Costs		+	239.63
8100.118.472	Sales Tax		-	75.72
8200.118.399	Unbudgeted Funds		+	<u>4,120.07</u>

Total – IDEA VI-B Special Needs – Targeted Assist \$ + 13,000.00

G. We have received an allotment for this program in the 2013-14 fiscal year and must increase our budget to reflect the receipt of these funds. We request your approval of the following amendment.

IDEA Preschool Part B  
Project #14-119-150

5230.119.163	Substitute Pay – Workshops	\$	+	450.00
5230.119.211	Emp Soc Sec Costs		+	34.43
5230.119.312	Workshop Expenses		+	<u>1,515.57</u>
Total – IDEA Preschool Part B		\$	+	2,000.00
3600.119	Revenue – IDEA Preschool Part B	\$	-	2,000.00

H. We have reviewed our Detail Scope of Work and amended it to meet the current needs of our district. We have received an approval of the DSW and must adjust our budget to reflect these changes. We request your approval of the following.

Race to the Top  
Project #13-156-150

5110.156.163	Substitute Pay - Workshops	\$	+	420.00
5110.156.211	Emp Soc Sec Costs		+	32.13
5110.156.312	Workshop Expenses		-	6,330.13
5110.156.315	Reproduction Costs		-	44.00
5110.156.418	Computer Software & Supplies		+	7,944.85
5110.156.462	Pur of Non-Cap Comp Hdwe		-	1,870.00
8100.156.472	Sales Tax Refund		-	<u>152.85</u>
Total – Race to the Top		\$	+	.00

BUDGET AMENDMENT  
Federal Grant Fund  
December 2, 2013, Page 4

Passed by majority vote of the Board of  
Education of Camden County on the 2<sup>nd</sup>  
day of December, 2013.

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Chairman, Board of Education

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Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 2<sup>nd</sup> day of December, 2013, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
6550	Transportation Support Services	100,934.00	
9100	Category I Projects		1,200.00
9200	Category II Projects	11,200.00	
9300	Category III Projects		112,709.20
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Explanation:			
	Total Appropriation in Current Budget	\$	431,189.20
	Amount of Increase / (Decrease) of Above Amendment		-1,775.20
	Total Appropriation in Current Amended Budget ....	\$	429,414.00

Passed by majority vote of the Board of Education of Camden County Schools on the 2 <sup>nd</sup> day of December 2013.	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____ 2____.
_____ Chairman, Board of Education	_____ Chairman, Board of County Commissioners
_____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

BUDGET AMENDMENT  
December 2, 2013

4. Capital Outlay Fund

- A. We have to make a purchase of a steamer for CMS cafeteria to replace a piece of equipment that has failed so we are requesting your approval of the transfer of funds to cover this purchase.

Category I Projects

9135.077.311 Gym Floor Refinishing \$ - 1,200.00

Total – Category I Projects \$ - 1,200.00

Category II Projects

9204.077.541 Security Camera System \$ - 1,250.00

9219.077.541 Pur of Equip – Café Steamer + 12,450.00

Total – Category II Projects \$ + 11,200.00

- B. We must adjust our account code to reflect the correct code and the adjusted amount for the installment purchase received from NCDPI for the yellow busses purchased for our district. We request your approval.

Category III Projects

9300.120.551 Purchase of School Buses \$ - 102,709.20

9305.077.311 Vehicle Painting – Activity Bus - 10,000.00

6550.120.551 Purchase of School Buses + 100,934.00

Total – Category III Projects \$ - 10,775.20

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3400.120 Revenue – State Allocation to C. O.           \$ + 1,775.20

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Passed by majority vote of the Board of  
Education of Camden County on the 2<sup>nd</sup>  
day of December, 2013.

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Chairman, Board of Education

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Secretary, Board of Education

Motion was made by Mr. Wilson and seconded by Mr. Needham to approve Consent Agenda Items as presented. There was no further discussion. All voted ayes, none opposed and the motion so carried.

Superintendent Hawkins introduced Alan Thompson, CPA with Thompson, Price, Scott and Adams. Mr. Thompson reviewed with Board Members the *Presentation of Audit Results Fiscal Year Ended June 30, 2013 (Information Updates, A. Audit Report for 2012-2013 School Year)*. Mr. Thompson provided each member with two handouts: *Presentation of Audit Results Fiscal Year Ended June 30, 2013* and *Camden County Board of Education Financial Report June 30, 2013*. Referring Board Members to the smaller audit packet entitled *Presentation of Audit Results*, he noted that on page one it was evidenced that his firm had issued an unqualified audit which was the type of audit wanted; meaning there were no concerns regarding the financial statements audited and no matters to report. He continued to review the information packet, citing specific pages as he discussed fund balances or trends in detail. In closing, Mr. Thompson told the Board he was available at the telephone numbers shown on his letterhead or by cell phone if needed. There was brief discussion and comments after which he concluded his presentation. Mr. White asked if a recommendation to accept the audit results was necessary. Attorney Leidy advised no recommendation of acceptance was needed.

Superintendent Hawkins introduced Steven Forehand, owner of Bandon Systems, LLC. He said Mr. Forehand would discuss with the Board the implementation of redesigned websites for Camden County School's administration and Board of Education (*Information Updates, B. Website Development*). Superintendent Hawkins said the redesign project began approximately one year ago when the PEP grant website was designed. At that time, it was decided to update the websites for all the schools and central office.

He advised Mr. Forehand had been working directly with Joe Passante, James Riggs and Jenny Jackson. The goal was to produce a finished product which was user friendly, sleek and quick to process updates. Superintendent Hawkins asked Mr. Forehand to address the Board to explain where we were at with the project. Mr. Forehand provided Board Members with the following outline:

*Camden County Schools Website Project*

- I. *Project Goals*
  - A. *Exceed Customer Expectations*
  - B. *Maximize School Resources*
  - C. *Mobile*
  - D. *Automate Processes*
  - E. *Ability to Grow*
- II. *Features*
  - A. *Do the features match the goals?*
- III. *Progress*
  - A. *PEP Grant Site completed (<http://pep.ccsnc.org>)*
  - B. *Camden County Schools CO – final stages*
  - C. *Camden County BOE – final stages*
  - D. *Individual school sites to follow (GPS, CIS, CMS, CHS, CTHS)*
- IV. *Demonstration*
- V. *Questions*

Mr. Forehand discussed each item in detail. He said the most important goals to accomplish were to exceed customer expectations while maximizing school resources. He spoke as to how the development of these sites would meet those goals and minimize questions or complaints from users. Mr. Forehand was working to develop sites which were easy to use with bigger computer screens as well as were useful when accessed from mobile devices. Much can be done from the sites and it can be done more effectively and quicker. He spoke about automating forms and submitting requests. An example he used was the possibility of automating the reservation request form for a county vehicle. A user would select the form from a drop down box, click on the form needed, complete the basic information and submit the form. The sites being developed will be easily adaptive in the future as demands increase – minimum dollars for maximum effectiveness. The web sites will be hosted off-site by an extremely reputable company. Mr. Forehand said Camden's IT Department was very effective but servers could easily be hacked; that damage occurred at the time the system was hacked. Once the system was compromised, it had already been damaged. The company will manage the system and backup valuable data. He said the service was economical and secure.

The PEP site had been completed. The Board of Education site was in its final stages after which he would then develop sites for the schools. Both the old and new sites would remain up, run parallel for a short period of time and then eventually all data would be transitioned to the new sites. Mr. Forehand used one of the sites for demonstration. He said the websites would be in a general format. The current trend was to get away from flash or animation and go with a "flat design". Mr. Forehand said the project reconstructed each websites; that going through the sites and reorganizing data would prove effective. During the demonstration, there was discussion as to how departments could make their own modifications once allowances and approval levels were assigned. There was discussion as to how the system would automatically format to phones which would appeal to students. Customer service was discussed. Camden County Schools would be contacted for issues or concerns; only designated personnel would have direct contact with the hosting company. When the discussion ended, Mr. Forehand thanked the board for their time. Superintendent Hawkins said he would have the principals identify who they wanted to assign website responsibilities by the end of the school year. He said he felt the schools would benefit from a quality product; that the project was in good shape but had taken time to trouble shoot to ensure upfront that the product was quality and safe.

Faye Perry, Director of Finance, showed a video on Aesop, a new automated service that would streamline the process of recording absences and finding substitutes (*Information Updates, C. Aesop*). Ms. Perry told Board Members the school system had decided to use a substitute automated calling system. She said she wanted to show a video so Board Members would understand what substitutes saw when they logged onto the site. Ms. Perry showed how to logon and navigate within the site. She noted substitutes could elect which schools at which they wished to work and teachers could indicate substitute preferences. She explained the calling cycle and how, by using the system, each substitute was on a call cycle to eliminate overtime. Substitutes were limited to three days per week. She also showed Board Members what employees who must use the system would see when managing their leave online. It was decided that hourly staff would continue to use paper leave requests. Ms. Perry and Superintendent Hawkins were the two who had access rights to the whole system. Superintendent Hawkins noted he was the only person who could approve leave without pay. Such requests required his signature or online approval. There were questions regarding the tracking of time and discussion followed. Superintendent Hawkins explained that eventually the system would interface absences into payroll. Ms. Perry said the system would limit any one substitute to 29 ½ hours and that the system would generate all types of reports, all of which would be most useful to Finance. She said the period of November 1<sup>st</sup> to November 30<sup>th</sup> was an introduction to Aesop. She said the Aesop system could send instant alerts if Honeywell was ever down. Attorney Leidy asked, to our knowledge, how many school districts were currently using this system.

Ms. Perry said to her knowledge Currituck, Perquimans and Roanoke Rapids are on this system. She said a lot of our substitutes have added the mobile application onto their smart phones; that many of the substitutes were anxious to use the new system. Ms. Perry explained that the system would call until a substitute accepted the job; that the system would call until it got a voice on the line. Mr. White asked if there were any other questions. Superintendent Hawkins said he checked absences daily. The system was convenient in that he could quickly identify who was out on a specific day. When there were no other questions or comments, Ms. Perry concluded her presentation.

Wayne White asked if any Board Members had information to share from the Annual Conference in Greensboro on November 18-20 (*Information Updates, D. NCSBA Annual Conference for Board Member Development*). Steve Needham said it was his first time hearing some of the speakers and they were great. He made special mention of Dr. Brown's session. There was discussion about the technology discussed and advances in that field. He also noted that North Carolina High School Athletic Association spoke on rules, etc. Mr. Wilson said he enjoyed the speakers. Ms. Jones spoke about the 3-D printer; that this was the third time she had attended and in her opinion, this was the best year. Superintendent Hawkins spoke about tips offered by Jim Bearden in one of the sessions he attended on Tuesday. Mr. Overton said he reiterated what fellow Board Members had said; it was the best conference he had attended as far as the speaker panel. He spoke of the technology and how two or three of the breakout sessions he attended dealt with technology and its advances and how it touched on the fact that technology was not just for classrooms. Discussion on technology continued. While at the conference, Superintendent Hawkins and Mr. Overton had the opportunity to meet with Ralph Warren who would conduct Master Board Training in January. Mr. Warren spoke of training options available with the advances in technology such as the ability to have the meeting online. Discussion ended and Mr. White thanked fellow Board Members for having attended the conference.

Superintendent Hawkins reviewed the Joint Meeting agenda with Board Members prior to the Noon meeting (*Information Updates, E. Review Information for the Joint Meeting of the Two Boards*).



Joint Meeting agenda was as follows:

**Camden County Board of Education  
Camden County Board of Commissioners  
Joint Meeting Agenda  
December 2, 2013  
12:00 Noon  
Camden County Public Library  
Community Room**

**Camden County Board of Education  
Call to Order – 12 p.m.  
Camden County Commissioners  
Call to Order – 12 p.m.**

**Consideration of Open Session Agenda Changes**

**Welcome**

**I. information Updates:**

- A. **Common Core and Essential Standards**  
(Tamara Ishee, NCDPI Academic Services and Instructional Support - Region One Lead, will discuss Common Core and Essential Standards with both boards.)
- B. **Camden County's Grant Network**  
(County Manager, Mike Renshaw, will discuss with both boards the grant database known as eCIVIS.)
- C. **Capital Projects**  
(Larry Lawrence, Director of Auxiliary Services, will discuss short and long term capital projects for Camden County Schools with both boards.)
- D. **STEM School**  
(Superintendent Hawkins will discuss with both boards the Aerospace STEM School proposed by Elizabeth City Mayor Joe Peel and Pasquotank County Commissioner Jeff Dixon.)
- E. **Tour of Schools**  
(Members of Camden County Board of Education and Camden County Commissioners, along with Superintendent Hawkins and County Manager Renshaw, will tour Camden County Schools immediately following Joint Meeting.)
- F. **Other**

**II. Adjourn**

Superintendent Hawkins reviewed each individual item and brief discussion followed each item after which he concluded his review.

Superintendent Hawkins presented a draft timeline to Board Members for discussion (*Information Updates, F. Senate Bill 402*). He told Board Members he had prepared a tentative timeline, starting at the beginning. He shared with them a rubric he had developed. Superintendent Hawkins noted the importance of the determination to be made; that it will be a process which must be right and therefore cannot be rushed. He discussed the draft of the process and how information would be viewed. Superintendent Hawkins reminded Board Members that in a recent Super Notes they had received copies of what an evaluation would look like, standards and emphasis on what was important information to consider. Superintendent Hawkins said Senate Bill 402 would continue to be on the agenda. He wanted to adopt a process and have it distributed to the schools. A preliminary list should be developed for review and in the June meeting those identified for the 25% should be announced. He wanted to give people ample time to consider the offer; they would have to accept or reject the offer. Superintendent Hawkins reminded Board Members that offers could be made but there may not be as many contracts as offers. Superintendent Hawkins said he developed a general timeline; that he went through and put it on paper. He said if the Board wanted to move faster, that was their decision. June is the time to offer; students are done and the teachers' last day will be June 11<sup>th</sup>. Superintendent Hawkins said the biggest thing was the rubric; that once that was decided it would be a matter of keeping score. He told the Board he must consider approximately 110 teachers. He said the Board may come back with another idea. He concluded by saying this was where we were timeline wise. No action was required and discussion concluded.

There were no Action Agenda items.

Superintendent Hawkins made recommendations for employment from Closed Session as follows:

**CAMDEN COUNTY SCHOOLS  
Board of Education Meeting  
December 2, 2013**

<b>EMPLOYMENT</b>	<b>POSITION</b>	<b>SITE</b>	<b>EFF DATE</b>
<i>WINTER COACHES</i>			
Portia Parker	Head Girls Basketball Coach	CCHS	
Carlton Colson	Assistant Basketball Coach	CMS	

Motion was made by Ms. Jones and seconded by Mr. Overton to approve recommendations for employment as presented. There was no discussion. All voted ayes, none opposed and the motion so carried.

Superintendent Hawkins announced that he had accepted the following resignations:

<b>RESIGNATION</b>			
K. Scott Jones	Head Girls Basketball Coach	CCHS	11.19.13
Barbara Cruickshank	Interim Teacher Assistant	GPS	12.31.13

Superintendent Hawkins made the following announcement:

**VI. Announcements**

- A. Master Board Training  
*(Master Board Training Sessions have been scheduled on January 16, 2014, February 20, 2014, March 20, 2014, April 17, 2014, May 15, 2014 at Camden Intermediate School from 5:30 p.m. until 9:30 p.m.)*

Superintendent Hawkins said he and Mr. Overton met with Ralph Warren, instructor who will be conducting Master Board Training, at the Annual Conference. Arrangements had been made for Master Board Training to begin on January 16<sup>th</sup>. He asked Board Members to mark their calendars for the third Thursday in each month thereafter through May. Superintendent Hawkins advised the training will be held at CIS and dinner will be provided. He advised Board Members would have preliminary assignments to prepare for the training sessions. Superintendent Hawkins advised Mr. Warren was not opposed to working on Saturdays or Friday evenings. He asked that Board Members confirm January 16<sup>th</sup> as an available date. Superintendent Hawkins said he would get a list of topics. The first session will be on the role of board members. The second and third sessions will be mandatory sessions but the last two will be the Board's choice.

- B. National School Board Association Annual Conference  
*(April 5, 2014 – April 7, 2014 in New Orleans, LA, Early Registration End 01.08.14)*

Superintendent Hawkins said information had been sent to all Board Members regarding the National School Board Annual Conference to be held in New Orleans in April, 2014. He said Mr. Wilson had agreed to go if allowing one school board member to attend was approved by the Board. It was agreed that Chris Wilson would attend the NSBA Annual Conference in New Orleans in April, 2014.

C. Financial Update  
(*Monthly Fund Summary is attached for review.*)

Superintendent Hawkins told Board Members he would start adding the financial update. The information would give them the opportunity to look at where we are and to stay up-to-day. Board Members were referred to their update in the board package. The information thereon was discussed.


D. State Budget Clarification  
(*Clarification for State Budget is attached for review.*)

Superintendent Hawkins said current and final budget information will give Board Members generic terms. It is a summary of what we were doing budget-wise.

There were no *Other Business or Future Agenda Items*. Bill 402 was discussed. Superintendent Hawkins had provided Board Members with a copy of the rubric he developed and asked them to study.

At 11:50 a.m., Mr. Overton made a motion to recess the meeting to reconvene at 12:00 p.m. for the Joint Meeting with County Commissioners at Camden Public Library. Mr. Wilson seconded the motion and it carried unanimously. The Board recessed at approximately 11:55 a.m.

Respectfully submitted this 9<sup>th</sup> day of January, 2014.

  
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G. Wayne White, Chairman

  
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Melvin L. Hawkins, Secretary