

**MINUTES  
BOARD OF EDUCATION  
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS  
January 25, 2021 - Meeting**

The Elizabeth City-Pasquotank Board of Education met via livestream, on Monday, January 25, 2021, at 5:00 p.m. The following Board members were present and constituted a quorum:

Sharon Warden, Chair  
Mr. George Archuleta  
Mrs. Virginia Houston  
Mr. Rodney Walton

Ms. Pam Pureza  
Mr. Daniel Spence  
Dr. Shelia Williams

The following staff members were present:

Dr. Catherine Edmonds, Superintendent  
Rachael Haines, Chief Finance Officer  
Rhonda James-Davis, Chief Human Resources Officer  
Dr. Amy Spencer, Chief Academic Officer  
Tammy W. Sawyer, Director of Community Schools/PIO  
Executive Asst to the Superintendent and Board

**1.Meeting Called to Order by Chair**

Chair Warden called the meeting to order at 5:00 p.m.

**2.Pledge of Allegiance and Moment of Silence**

The Pledge of Allegiance was led virtually by Ashanti Sutton, 12th grade student at Northeastern High School. Chair Warden requested a moment of silence.

**3.Roll Call**

Tammy Sawyer called the roll and recorded members in attendance for the meeting.

**4.Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest**

Virginia Houston read the ethics statement and allowed members the opportunity to identify any conflicts or potential conflicts. The record reflects that no conflicts exist.

**5.Approval of Agenda**

A motion was made by Pam Pureza, seconded by Dr. Shelia Williams, and unanimously carried, as confirmed by roll call, to approve the agenda.

**6.Closed Session**

A motion was made by Dr. Shelia Williams, seconded by George Archuleta, and unanimously carried, for the Board to enter into closed session for the purpose of considering personnel actions that involve employees of this Board as allowed by N.C. General Statute 143-318.11(a)(6).

Closed session began at 5:06 p.m. The following Board Members were present: Sharon Warden, Chair; Pam Pureza, Vice-Chair; George Archuleta; Virginia Houston; Daniel Spence; Rodney Walton; and Dr. Shelia Williams. The following staff members were present: Dr. Catherine Edmonds, Superintendent and Rhonda James-Davis, Chief Human Resources Officer. The Board and staff discussed personnel matters during the closed session.

A motion to come out of closed session was made by Virginia Houston, seconded by Pam Pureza, and unanimously carried. Full and accurate minutes of the closed session will be kept on file in the superintendent's office, but are to be withheld from public disclosure, so as to not frustrate the legitimate purposes of this closed session. Closed session ended at 6:42 p.m.

### **7.Meeting Called to Back to Order by Chair - Open Session**

Chair Warden called the meeting to order at 7:00 p.m. Tammy Sawyer called the roll and recorded members in attendance.

The following Board members were present and constituted a quorum:

Sharon Warden, Chair  
Mr. George Archuleta  
Mrs. Virginia Houston  
Mr. Rodney Walton

Ms. Pam Pureza  
Mr. Daniel Spence  
Dr. Shelia Williams

The following staff members were present:

Dr. Catherine Edmonds, Superintendent  
Rachael Haines, Chief Finance Officer  
Rhonda James-Davis, Chief Human Resources Officer  
Dr. Amy Spencer, Chief Academic Officer  
Delishia Moore, ECMS Principal  
Adrian Fonville, RRMS Principal  
Mitchell Manuel, ECMS Athletic Director  
Delton Stallings, RRMS Athletic Director  
Kelly Cowell, Beginning Teacher Coordinator  
Tammy W. Sawyer, Director of Community Schools/PIO/Executive to the Superintendent and Board of Education

Prior to the superintendent's report, Chair Warden shared a statement that addressed the role of the board and the purpose behind their service. She further stated the role of the chair. Warden clarified actions taken during the committee meeting in January, assuring appropriate protocol was followed.

### **8.Superintendent's Report**

Superintendent Edmonds shared appreciation of the Board's service to ECPPS and recognized Board Appreciation Month. She also shared a thank you note from P.W. Moore staff for the bonuses approved recently by the Board and paid in January.

She also thanked Albemarle Regional Health Services (ARHS) and for their steadfast support during such unprecedented times. ARHS was proactive and prompt in scheduling a COVID vaccination clinic for our staff. She also expressed appreciation to Pasquotank-Camden-Elizabeth City Emergency Management and all law enforcement who managed the logistics for the clinic.

Edmonds thanked Michael Bratton, PA, and his wife Hannah, an ECPPS school nurse, for partnering and volunteering with ECPPS to hold a clinic, assisting parents with required health assessments for students. Many parents have found it challenging during COVID to

get appointments for the required assessments. The Bratton's were also assisted by Lauren Wilson who is also a school nurse with ECPPS. Bratton is a PA with Eastern Cardiovascular Center.

She shared information about retiree drive-through events held over the past couple of weeks. ECPPS recognized employees who retired from August 2019 to January 2021. Congratulations to all of our retirees and thank you for your service to ECPPS. We value and greatly appreciate your service to children, families and our community.

Edmonds also provided a return to campus update for members. The update included information for elementary, middle and high school related to students participating in face-to-face instruction.

### **9.Approval of Minutes**

A motion was made by Sharon Warden, seconded by Virginia Houston, and unanimously carried, as confirmed by roll call vote, to approve the minutes for December 7, 2020, December 14, 2020, December 21, 2020, January 4, 2021, and January 19, 2021.

### **10.Public Forum** (*Citizen Comments to the Board*)

There were no requests for public comments for the January 25, 2021, regular meeting of the Board.

### **11.Consent Agenda**

A motion was made by Virginia Houston, seconded by Rodney Walton, and unanimously carried, as confirmed by roll call vote, to place the policy dealing with the temporary requirement for health certificates be placed on the agenda for the February meeting.

A motion was made by Virginia Houston, seconded by Rodney Walton, and unanimously carried, as confirmed by roll call vote, to approve FBT-04, FBT-05, and PC-02.

### **12.Other Agenda Items**

#### Audit Report

Donna H. Winborne, Certified Public Accountant, shared the audit report with the board members. She shared they have issued an unmodified opinion which is the highest level. Ms. Winborne discussed the report with members. A motion was made by Sharon Warden, seconded by Rodney Walton, and unanimously carried, as confirmed by roll call vote, to accept the audit report as presented.

#### Pre-K Staff Bonuses

Rachael Haines, Chief Finance Officer, provided a follow up response from the previous meeting regarding bonuses paid for Pre-K staff. The NC Department of Health and Human Services Division of Child Development and Early Education did award bonuses to childcare teachers and staff for November and December. The payments were for all Pre-K teachers and staff in licensed Pre-K facilities which included our Pre-K program for those serving children in a face-to-face environment. Bonuses were paid to our Pre-K staff on January 22, 2021.

#### Strategic Planning Update

Michael Martin, Educational Consultant from RTI, shared an update with the Board regarding the strategic plan. He shared the process followed in developing the strategic plan. The

community was surveyed versus holding in person meetings to get feedback due to COVID-19. He shared the three areas of concentration that were a focus in creating the plan. The three areas include students, educators, and community. The three main areas of concentration were further broken down into specific focus points. The plan also includes three core values which are integrity, respect, and equity.

#### Curriculum and Instruction Update

Dr. Amy Spencer, Chief Academic Officer, presented information on i-Ready beginning of the year data from elementary schools, i-Ready beginning of the year and middle of the year data from each middle school, and elementary jump start data. She further shared data that was reflective of those who are receiving all remote instruction as well as those who returned for face-to-face.

#### Middle School Athletics

Superintendent Edmonds provided updated information regarding participation numbers for middle school athletics after further contact was made with parents and students. Edmonds shared the interested and eligible numbers presented in January committee meetings compared to the numbers after further communication from the schools. A motion was made by George Archuleta, seconded by Pam Pureza, to do something with middle school athletics. Discussion was held to clarify the motion. Archuleta further clarified that the motion was for the Board to approve middle school athletics. The motion carried, as confirmed by roll call. Virginia Houston voted against the motion.

#### Excellent Educators - Beginning Teacher Plan Revised

Kelly Cowell, Beginning Teacher Coordinator, presented the members with a revised Beginning Teacher Plan. The plan was revised to reflect additional information as advised by the regional facilitator. A motion was made by Pam Pureza, seconded by Virginia Houston, and unanimously carried, as confirmed by roll call vote, to approve the plan as presented by Mrs. Cowell.

A motion was made by Pam Pureza, seconded by Daniel Spence, and unanimously carried, as confirmed by roll call vote, to approve the items presented during closed session for Excellent Educators.

#### **12.Other**

Members shared that the retirement events held recently were special. Members further shared their appreciation with Dr. Edmonds for her service to ECPPS. Special appreciation was given to Albemarle Regional Health Services for their support and for the vaccine clinics offered.

#### **14.Adjournment**

A motion was made by Pam Pureza, seconded by Virginia Houston, and unanimously carried, as confirmed by roll call vote, to adjourn.

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Chair

Secretary