

**MINUTES  
BOARD OF EDUCATION  
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS  
April 19, 2021 - Committee Meetings**

The Elizabeth City-Pasquotank Board of Education met via livestream, on Monday, April 19, 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:

Rhonda James-Davis, Interim Superintendent  
Rachael Haines, Chief Finance Officer  
Dr. Amy Spencer, Chief Academic Officer  
Karen Dameron, Interim Chief Human Resources Officer  
Bert Lane, Deputy Chief Academic Officer  
Amber Godfrey, Director of Technology  
Marlene Wilkins, Director of Maintenance  
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.Roll Call**

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

**3.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.

**4.Approval of Agenda (Action)**

A motion was made by Rodney Walton, seconded by Virginia Houston, and unanimously carried, as confirmed by roll call, to approve the agenda.

**Financial, Business, and Technology Committee**

The Board reviewed the latest maintenance report provided by Marlene Wilkins, Director of Maintenance. Discussion was held regarding the shared use of fields with Parks and Recreation and ECPPS and repairs needed. Discussion also held regarding HVAC technician needs and cross training.

Amber Godfrey, Director of Technology, shared the technology surplus list for consideration to be placed on the consent agenda for April 26, 2021. Discussion held regarding the life of Chromebooks as there were many on the surplus list. Also, the timeframe for disposal as many of the items were listed from 1996.

Rachael Haines, Chief Finance Officer, presented the following items:

- Budget amendments #107, #204, #307, #403, and #806 to be considered for placement on the consent agenda for April 26, 2021.
- A quote for Scholastic books to be considered for placement on the consent agenda for April 26, 2021. Discussion was held surrounding delivery time frame for the books and parent guidance. The books will be sent to students for the end of the year and summer and parent information sessions will be held.

A motion was made by Pam Pureza, seconded by Rodney Walton, and unanimously carried, as confirmed by roll call, to place the technology surplus list, budget amendments, and the quote for Scholastic, on the consent agenda for April 26, 2021.

Rhonda James-Davis, Interim Superintendent, and Rachael Haines, Chief Finance Officer, presented the 2021-2022 Local Current Expense Proposed Budget to be considered for placement on the consent agenda for April 26, 2021.

A motion was made by Virginia Houston, seconded by Daniel Spence, and unanimously carried, as confirmed by roll call, to place the 2021-2022 Local Current Expense Proposed Budget on the consent agenda for April 26, 2021.

### **Excellent Educators Committee**

Karen Dameron, Interim Chief Human Resources Officer, presented information on available COVID leave extensions. She asked the board to consider the information shared for further review/discussion and possible approval at the April 26, 2021 meeting.

### **5.Closed Session**

A motion was made by Dr. Shelia Williams, seconded Virginia Houston, and unanimously carried, as confirmed by roll call, 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 6:04 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: Rhonda James-Davis, Interim Superintendent and Tammy W. Sawyer, Director of Community Schools/PIO and Executive Assistant to the Superintendent and Board. The Board and staff discussed confidential matters during the closed session.

A motion to come out of closed session was made by George Archuleta, seconded by Dr. Sheila Williams, 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 7:10 p.m.

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

Chair Warden called the meeting to order at 7:14 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:

Rhonda James-Davis, Interim Superintendent

Rachael Haines, Chief Finance Officer

Karen Dameron, Interim Chief Human Resources Officer

Dr. Amy Spencer, Chief Academic Officer

Amber Godfrey, Director of Technology

Tammy W. Sawyer, Director of Community Schools/PIO/Executive to the Superintendent and Board of Education

#### **6.Other**

No other business was discussed by the board.

#### **7.Adjournment**

Chair Warden adjourned the meeting at 7:15 p.m.

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Chair

Secretary