

**MINUTES  
BOARD OF EDUCATION  
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS  
May 17, 2021 - Committee Meetings**

The Elizabeth City-Pasquotank Board of Education met via livestream, on Monday, May 17, 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

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  
Marlene Wilkins, Director of Maintenance  
Nina Griffin, Testing and Accountability Coordinator  
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. Dr. Shelia Williams was not in attendance.

**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 George Archuleta, and carried, as confirmed by roll call, to approve the agenda. Dr. Shelia Williams was not in attendance.

**Financial, Business, and Technology Committee**

The Board reviewed the latest maintenance report provided by Marlene Wilkins, Director of Maintenance.

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

- Finance Updates
- Budget amendments #107R, #108, #205, #308, and #807 to be considered for placement on the consent agenda for May 24, 2021.

A motion was made by Pam Pureza, seconded by Virginia Houston, and carried, as confirmed by roll call, to place the items on the consent agenda for next week.

Dr. Amy Spencer, Chief Academic Officer, presented calendar revisions for the 2020-2021 traditional calendar which included: changing May 27th to a three-hour early release day for students; changing

May 28th from a required workday to an annual leave day; changing June 4th to a required workday.

A motion was made by Virginia Houston, seconded by Pam Pureza, and carried, as confirmed by roll call, to accept the changes to the calendar as presented. Dr. Shelia Williams was not in attendance.

Tammy Sawyer, Director of Community Schools/PIO and Executive Assistant to the Superintendent and Board, presented the 2021-2022 Board of Education Meeting Calendar. She also shared that if approved, Board Policy 2300 would also have to be revised to reflect the new regular meeting time of 6:00 p.m. for 2021-2022. These items were requested for placement on the consent agenda.

A motion was made by Pam Pureza, seconded by George Archuleta, and carried, as confirmed by roll call vote, to place the meeting schedule and policy 2300 revision for the new meeting time on the consent agenda. Dr. Shelia Williams was not in attendance.

### **Personalized Education Committee**

Dr. Amy Spencer, Chief Academic Officer, shared an update with the board on graduation. Discussion was held regarding high school's naming valedictorians and salutatorians versus only acknowledging Latin distinctions.

Pam Pureza made a motion, seconded by George Archuleta, and carried, as confirmed by roll call vote, to revise Policy 3420 to reflect that the Board encourages principals to designate a valedictorian and salutatorian, and then with input from teachers, parents, and students, develop alternative or additional means of recognizing academic achievement. Daniel Spence and Virginia Houston voted against the motion. Dr. Shelia Williams was not in attendance.

Dr. Amy Spencer, Chief Academic Officer, along with Nina Griffin, Testing and Accountability Coordinator, shared an update on testing. The update included information on various benchmarks for beginning, mid and end of year as well as EOC exams.

### **COA Board of Trustees Ad Hoc Committee**

The Board interviewed three candidates for consideration for the College of The Albemarle Board of Trustees seat that will become vacant on June 30, 2021. Candidates included: Doug Gardner, Bill Luton, and Dr. Denauvo Robinson. The board will announce the decision at a subsequent meeting.

### **Closed Session**

A motion was made by Virginia Houston, seconded Pam Pureza, 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 7:15 p.m. The following Board Members were present: Sharon Warden, Chair; Pam Pureza, Vice-Chair; George Archuleta; Virginia Houston; Daniel Spence; and Rodney Walton. The following staff members were present: Rhonda James-Davis, Interim Superintendent, Karen Dameron, Interim Chief Human Resources Officer, Rachael Haines, Chief Financial Officer, 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 Virginia Houston, seconded by Pam Pureza, and 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 9:30 p.m.

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

Chair Warden called the meeting to order at 9:35 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

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

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

A motion was made by Pam Pureza, seconded by Rodney Walton, and carried, as confirmed by roll call vote, to accept draft IV of the supplement schedule presented by Mrs. Haines for the 2021-2022 school year and including adjustments to the other supplements discussed for other than the certified positions.

A motion was made by Pam Pureza, seconded by George Archuleta, and carried, as confirmed by roll call vote, to approve the one-time supplement that will be administered in the month of June 2021 to staff in the amount presented by Mrs. Haines.

#### **7.Other**

No other business was discussed by the board.

#### **8.Adjournment**

A motion was made by Virginia Houston, seconded by Pam Pureza, and carried, as confirmed by roll call vote, to adjourn the meeting. The meeting ended at 9:39 p.m.

---

Chair

Secretary