

**MINUTES
BOARD OF EDUCATION
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS
November 15, 2021 - Committee Meetings**

The Elizabeth City-Pasquotank Board of Education met at Pasquotank Elementary School and via livestream, on Monday, November 15, 2021, at 5:00 p.m. The following Board members were present and constituted a quorum:

Sharon Warden, Chair
George Archuleta
Daniel Spence
Dr. Shelia Williams

Pam Pureza
Rodney Walton

The following staff members were present:

Dr. Eddie Ingram, Interim Superintendent
Rhonda James-Davis, Chief Human Resources Officer
Rachael Haines, Chief Finance Officer
Dr. Amy Spencer, Chief Academic Officer
Marlene Wilkins, Director of Maintenance
Sammy Fudge, Central Elementary Principal
Juvanda Crutch, Pasquotank County High Principal
Tony Coley, Northside Elementary Principal
Tammy W. Sawyer, Director of Community Schools/PIO
Executive Asst to the Superintendent and Board

Others in attendance:

John Leidy, School Board Attorney
Jim O'Rourke, NCSBA Representative
Dr. Barnett Berry, University of South Carolina

1.Meeting Called to Order by Chair

Chair Warden called the meeting to order at 5:07 p.m.

2.Roll Call

Tammy Sawyer called the roll and recorded members in attendance for the meeting. Virginia Houston was not present.

3.Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest

Tammy Sawyer, Director of Community Schools/PIO and Executive Assistant to the Superintendent and Board, 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

A motion was made by Sharon Warden, seconded by Rodney Walton, and unanimously carried, as confirmed by roll call, to approve the agenda for November 15th, as presented. Virginia Houston was not present.

5.Agenda Items

NCSBA Superintendent Search

Jim O'Rourke from the North Carolina School Boards Association (NCSBA) presented several items to the board related to the superintendent search. He shared the draft vacancy announcement, the revised timeline, the advertising options, the application options, community and staff survey options. Mr. O'Rourke worked with the board to determine application questions as well as the choice of surveys for community and staff.

A motion was made by Dr. Shelia Williams, seconded by George Archuleta, and carried, as confirmed by roll call, to accept the draft timeline as presented. Virginia Houston was not present.

A motion was made by Pam Pureza, seconded by Rodney Walton, and carried, as confirmed by roll call, to accept the standard advertising options and include the American Association of School Administrators for a 60 day timespan. Virginia Houston was not present.

Virginia Houston joined the meeting.

Financial, Business, and Technology Committee

Sharon Warden, Chair

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

Rachael Haines, Chief Finance Officer, presented budget amendments (FBT-02), fundraisers (FBT-03) to the board. She requested items FBT-02 and FBT-03 be placed on the consent agenda for November 22, 2021.

A motion was made by Dr. Rodney Walton, seconded by Virginia Houston, and unanimously carried, as confirmed by roll call, to place the budget amendments for FBT-02 (#102, #303, #802) on the consent agenda for the next regular meeting.

A motion was made by Sharon Warden, seconded by Rodney Walton, and unanimously carried, as confirmed by roll call, to place the fundraisers, FBT-03, on the consent agenda for the regular board meeting.

FBT-04 - ECF Funding Commitment was not presented in the order of the agenda, but was presented later in the agenda and will be noted in the minutes in the order shared.

Personalized Education Committee

Pam Pureza, Chair

Dr. Barnett Berry, Research Professor, Senior Director for Policy and Innovation, and Senior Advisor of ALL4SC for the University of South Carolina, presented information on the Community Schools initiative. He shared the concept of Community Schools and how ECPPS is approaching this work with P.W. Moore Elementary School.

Amber Godfrey, Director of Technology shared information with the board on FBT-04 - ECF Funding Commitment.

Dr. Amy Spencer, Chief Academic Officer, shared graduation dates for 2022 with the board. ECP Early College is scheduled for Saturday, May 21, 2022, at 10:00 a.m. Pasquotank County High School is scheduled for Wednesday, June 1, 2022, at 7:00 p.m. Northeastern High School is scheduled for June 2, 2022, at 7:00 p.m.

Dr. Amy Spencer introduced the principals presenting their Consolidated School Improvement Plans for 2021-2022 during committee meetings. The following principals presented their plans to the board for consideration: Principal Sammy Fudge, CES; Principal Juvanda Crutch, PCHS; and Principal Tony Coley, NES. Following the presentations, Dr. Spencer requested the board to place the three plans on the consent agenda for Monday, November 22, 2021, for approval.

A motion was made by Pam Pureza, seconded by George Archuleta, and unanimously carried, as confirmed by roll call, to place PE-03 for Central Elementary School's plan, PE-04 for Pasquotank County High School's plan, and PE-05 for Northside Elementary School's plan on the consent agenda for Monday.

Policy Code Committee Virginia Houston, Chair

Tammy Sawyer, Director of Community Schools/PIO and Executive Assistant to the Superintendent and Board, presented information on policy updates. She specifically discussed Policy 4231/5021/7263 Face Coverings as required by Session Law 2021-130, section 10. Boards are now required to revisit this policy on a monthly basis. There were no recommended changes to the face covering policy.

She also highlighted the following policies with the board to bring attention to special details: PC-07 - 2110 Board Member Elections - This policy does not require revision as our Board of Education elections take place in November. No additional approval is needed for policy 2110. PC-12 - 3228/7323 Use of Personal Technology to Conduct School Business - This policy is still under review by administration and will be brought back before the board in December. PC-15 - 4334/5035/7345 Use of Unmanned Aircraft - This policy is still under review by administration and will be brought back before the board in December. PC-21 - 7300 Staff Responsibilities - The only revisions to this policy include changing assistant superintendent for human resources to chief human resources officer throughout the policy. PC-32 5020 Visitors to the Schools - Revised to remove the temporary restriction for allowing visitors inside our school facilities unless deemed essential. By revising this policy, schools will have the ability to have more parental and community involvement within the school setting. All COVID safety protocols will continue to be followed. Principals will be able to determine how events and activities take place and will continue to submit safety plans as they do now. Community use of indoor facilities will remain restricted at this time

A motion was made by Virginia Houston, seconded by Dr. Shelia Williams, and unanimously carried, as confirmed by roll call vote, to grant temporary approval of PC-32 with revisions as presented until official board approval takes place, in accordance with Policy 2420.

Closed Session

A motion was made by Dr. Shelia Williams, seconded by Virginia Houston, and carried, as confirmed by roll call, for the Board to go into closed session as allowed by N.C. General Statute 143-318.11(a)(6) for the purpose of considering one or more personnel matters that are confidential under N.C. General Statute 115C-320; and as allowed by N.C. Statute 143-318.11(a)(3) to consult with the Board Attorney regarding matters protected by the attorney/client privilege and to preserve that privilege. Rodney Walton participated virtually.

Closed session began at 7:12 p.m. The following Board Members were present: Sharon Warden, Chair; Pam Pureza, Vice-Chair; George Archuleta; Virginia Houston; Daniel Spence; and Rodney Walton (virtually). The following staff members were present: Dr. Eddie Ingram, Interim Superintendent; Rhonda James-Davis, Chief Human Resources Officer; Tammy Sawyer, Director of Community Schools/PIO and Executive Assistant to the Superintendent and Board. John Leidy,

School Board Attorney, was also in attendance. The Board and staff discussed confidential personnel matters during the closed session.

A motion to come out of closed session was made by Pam Pureza, seconded by George Archuleta, and carried. Dr. Shelia Williams left the meeting during the closed session. 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 8:04 p.m.

Meeting Called to Back to Order by Chair - Open Session

Chair Warden called the meeting to order at 8:21 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

George Archuleta

Virginia Houston

Ms. Pam Pureza

Daniel Spence

The following staff members were present:

Dr. Eddie Ingram, Interim 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 to the Superintendent and Board of Education

Others in attendance:

John Leidy, School Board Attorney

Excellent Educators

A motion was made by Virginia Houston, seconded by George Archuleta, and carried, as confirmed by roll call vote, to accept the Superintendent's Report and Recommendation for Personnel as presented. Dr. Shelia Williams was not present.

A motion was made Pam Pureza, seconded by Daniel Spence, and carried, as confirmed by roll call vote, to accept Dr. Ingram's recommendation to change the pay grade of cafeteria managers, elementary, to a pay grade of 57.

6.Other

No other business was discussed by the board.

7.Adjournment

A motion was made by George Archuleta, Pam Pureza and unanimously carried to adjourn the meeting. The meeting ended at 8:24 p.m.

Chair

Secretary