

**MINUTES  
BOARD OF EDUCATION  
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS  
November 22, 2021 - Regular Meeting**

The Elizabeth City-Pasquotank Board of Education met at Pasquotank Elementary School and via livestream, on Monday, November 22, 2021, at 6:00 p.m. The following Board members were present and constituted a quorum:

Sharon Warden, Chair  
George Archuleta  
Virginia Houston (Virtual)  
Dr. Shelia Williams

Pam Pureza  
Daniel Spence

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  
Dena Banks, J.C. Sawyer Elementary Principal  
Dr. Melissia Bond, River Road Middle Principal  
Chris Paultet, H.L. Trigg Principal  
Dr. Nathan Soule, Northeastern High Principal  
Dr. Katina Waples, Sheep-Harney Principal  
Amanda Hill, Director of Transportation  
Tammy W. Sawyer, Director of Community Schools/PIO  
Executive Asst to the Superintendent and Board

Others present:

John Leidy, School Board Attorney  
Donna Winborne, Auditor

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

Chair Warden called the meeting to order at 6:00 p.m.

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

The AFJROTC Color Guard presented colors and led the Pledge of Allegiance. Chair Warden requested a moment of silence.

**3.Roll Call**

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

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

Tammy Sawyer 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 Sharon Warden, seconded by Pam Pureza, and carried, as confirmed by roll call, to approve the November 22, 2021 regular meeting agenda. Rodney Walton was not present. Virginia Houston participated virtually.

## **6. Superintendent's Report**

Dr. Eddie Ingram, Interim Superintendent, shared the Superintendent's Report. The report included: wishes for everyone to have a safe and Happy Thanksgiving holiday; announcement of additional professional development for the board in January to determine concept statements and protocols for conducting board business; reminded everyone that the Eagles host Wallace-Rose Hill in the 4th round of playoffs on Friday 11.26.21 at 7:00 p.m.; employees without leave will be allowed to work remotely Wednesday, November 24th, in accordance with guidelines set forth by their supervisors.

## **7. Approval of Minutes**

A motion was made by Pam Pureza, seconded by Dr. Shelia Williams, and carried, as confirmed by roll call vote, to approve the minutes from October 25, 2021, November 1, 2021, and November 15, 2021, as presented. Rodney Walton was not present. Virginia Houston participated virtually.

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

Nick Stanley, PCHS Band Director, addressed the board and shared their many successes this year so far. He thanked the board for their support and attendance at many of the events. He also shared the date for the winter concert.

## **9. Consent Agenda**

A motion was made by Dr. Shelia Williams, seconded by Daniel Spence, and carried, as confirmed by roll call vote, to approve the items on the consent agenda. Rodney Walton was not present. Virginia Houston participated virtually.

## **10. Other Agenda Items**

### **Financial, Business, and Technology Committee**

#### **Sharon Warden, Chair**

Chair Warden shared revised times for the December board meeting and requested approval by the board. A motion was made by Sharon Warden, seconded by Dr. Shelia Williams, and carried, as confirmed by roll call, to approve revising the December meeting times as presented. Rodney Walton was not present. Virginia Houston participated virtually.

Donna Winborne, CPA, shared the audit report with the board.

A motion was made by Daniel Spence, seconded by Pam Pureza, and carried, as confirmed by roll call, to accept the audit report as presented. Rodney Walton was not present. Virginia Houston participated virtually.

Amanda Hill, Director of Transportation, shared an update on transportation and bus drivers.

### **Personalized Education Committee**

#### **Pam Pureza, Chair**

Principals Pullet, Banks, Soule, Bond, and Waples presented their respective school's Consolidated Improvement Plan.

A motion was made by Pam Pureza, seconded by George Archuleta, and carried, as confirmed by roll call vote, to approve PE-04 for H.L. Trigg, PE-05 for J.C. Sawyer, PE-06 for NHS, PE-07 for River

Road, and PE-08 for Sheep-Harney. Rodney Walton was not present. Virginia Houston participated virtually.

### **Policy Code Committee**

#### **Virginia Houston, Chair**

Tammy Sawyer, Director of Community Schools/PIO/Executive Assistant for the Superintendent and Board, did not request any additional updates to the policies presented during committee meetings and requested approval of PC-01 without revision and all listed policy updates as presented in accordance with Policy 2420.

A motion was made by Virginia Houston, seconded by Daniel Spence, and carried, as confirmed by roll call vote, to approve PC-01 without revision and all listed policy updates as presented in accordance with Policy 2420. Rodney Walton was not present. Virginia Houston participated virtually.

### **Closed Session**

A motion was made by Dr. Shelia Williams, seconded by Daniel Spence, and carried, as confirmed by roll call vote, 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 was not present. Virginia Houston participated virtually.

Closed session began at 7:29 p.m. The following Board Members were present: Sharon Warden, Chair; Pam Pureza, Vice-Chair; George Archuleta; Virginia Houston (virtually); and Daniel Spence. Rodney Walton was not present. The following staff members were present: Dr. Eddie Ingram, Interim Superintendent, Rhonda James-Davis, Chief Human Resources Officer and Tammy Sawyer, Director of Community Schools/PIO/Executive Assistant to the Superintendent and Board. John Leidy, School Board Attorney was also in attendance for the closed session. The Board and staff discussed personnel matters during the closed session.

A motion to come out of closed session was made by George Archuleta, seconded by Daniel Spence, 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. Virginia Houston participated virtually. Rodney Walton was not present for the meeting. Closed session ended at 9:15 p.m.

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

Chair Warden called the meeting to order at 9:18 p.m.

The following Board members were present and constituted a quorum:

Sharon Warden, Chair  
George Archuleta  
Virginia Houston (Virtual)

Pam Pureza  
Daniel Spence

The following staff members were present:  
Dr. Eddie Ingram, Interim Superintendent

Rachael Haines, Chief Finance Officer  
Dr. Amy Spencer, Chief Academic Officer  
Rhonda James-Davis, Chief Human Resources 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 Committee**  
**Dr. Shelia Williams, Chair**

Interim Superintendent Ingram requested the board accept the recommendations for employment as presented by staff during the closed session.

A motion was made by Dr. Shelia Williams, seconded by Daniel Spence, and carried, as confirmed by roll call vote, to accept the Superintendent's Report and Recommendations for Personnel as presented. Rodney Walton was not present. Virginia Houston participated virtually.

Interim Superintendent Ingram recommended, based on research by staff, that we increase the substitute pay for licensed subs to \$125.00 per day and for unlicensed subs for \$100.00 per day.

A motion was made by Dr. Shelia Williams, seconded by Daniel Spence, and carried, as confirmed by roll call vote, to accept the superintendent's recommendation for increased pay. Rodney Walton was not present. Virginia Houston participated virtually.

**11.Other**

No further business was shared by the board.

**12.Adjournment**

A motion was made by George Archuleta, seconded by Virginia Houston, and carried, as confirmed by roll call vote, to adjourn. Rodney Walton was not present. Virginia Houston participated virtually. The meeting adjourned at 9:21 p.m.

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Chair

Secretary