

**MINUTES
BOARD OF EDUCATION
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS
March 21, 2022 - Committee Meetings**

The Elizabeth City-Pasquotank Board of Education met at Pasquotank Elementary School and via livestream, on Monday, March 21, 2022, at 5:00 p.m. The following Board members were present and constituted a quorum:

Sharon Warden, Chair	
Dr. Shelia Williams, Vice-Chair (Joined at 5:27 p.m.)	Pam Pureza
George Archuleta	Daniel Spence
Virginia Houston	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
 Bert Lane, Deputy Chief Academic Officer
 Marlene Wilkins, Director of Maintenance
 Tammy W. Sawyer, Director of Community Schools/PIO
 Executive Asst to the Superintendent and Board

Others in attendance:
 David Otts, NCDOT District Engineer
 John Leidy, School Board Attorney
 Johnny Hallow, School Board Attorney Representative

1.Meeting Called to Order by Chair

Chair Warden called the meeting to order at 5:01 p.m.

2.Roll Call

Tammy Sawyer called the roll and recorded members in attendance for the meeting. Rodney Walton participated virtually.

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

A motion was made by Sharon Warden, seconded by George Archuleta, and carried, as confirmed by roll call, to approve the agenda for March 21, 2022, as presented. Dr. Shelia Williams was not present at this time.

5.Agenda Items

Financial, Business, and Technology Committee

Sharon Warden, Chair

The Board reviewed the latest maintenance report provided by Marlene Wilkins.

David Otts, District Engineer with NCDOT, shared information with the board regarding paving options

available with NCDOT for our various projects.

Rachael Haines presented budget amendments (FBT-03), fundraisers (FBT-04), the rental report (FBT-05), and the purchasing report (FBT-06). She requested FBT-03 be placed on the consent agenda and FBT-04 be approved during committee meetings. A motion was made by Rodney Walton, seconded by Virginia Houston, and carried, as confirmed by roll call, to place FBT-03 on the consent agenda. A motion was made by Pam Pureza, seconded by George Archuleta, and carried, as confirmed by roll call, to approve FBT-04. Dr. Shelia Williams was not present at this time.

Bert Lane presented a quote for the summer reading project and requested it be placed on the consent agenda. A motion was made by Daniel Spence, seconded by Rodney Walton, and carried, as confirmed by roll call, to place FBT-07 on the consent agenda. Dr. Shelia Williams was not present at this time.

Policy Code Committee

Virginia Houston, Chair

Tammy Sawyer presented policy 4231/5021/7263 Face Coverings as required by Session Law 2021-130, section 10. Boards are required to revisit this policy on a monthly basis. She also presented the following policy updates PC-05 (1725/4035/7236 Title IX Sexual Harassment - Prohibited Conduct and Reporting Process), PC-06 (1726/4036/7237 Title IX Sexual Harassment Grievance Process), PC-08 (2302 Remote Participation in Board Meetings), PC-09 (2310 Public Participation at Board Meetings), PC-17 (4150 School Assignment), PC-21 (4329/7311 Bullying and Harassing Behavior Prohibited), PC-28 (5210 Distribution and Display of Non-School Material), PC-31 (6340 Transportation Service/Vehicle Contracts), PC-33 (7110 Information Provided by Applicant or Employee), PC-34 (7130 Licensure), PC-37 (7400 Job Descriptions), PC-38 (7510 Leave), PC-39 (7520 Family and Medical Leave), PC-40 (7530 Military Leave), PC-43 (8310 Annual Independent Audit), PC-44 (9000 Planning to Address Facility Needs), and PC-45 (9020 Facility Design). Mrs. Sawyer requested the presented policies be placed on the consent agenda. A motion was made by Virginia Houston, seconded by Daniel Spence, and carried, as confirmed by roll call, to place the policies on the consent agenda as presented. Dr. Shelia Williams was not present at this time.

Closed Session

A motion was made by Virginia Houston, seconded by George Archuleta, 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.

Dr. Shelia Williams joined the meeting at 5:27 p.m.

Closed session began at 5:31 p.m. The following Board Members were present: Sharon Warden, George Archuleta, Virginia Houston, Pam Pureza, Daniel Spence, Rodney Walton and Dr. Shelia Williams. Rodney Walton participated virtually. The following staff members were present: Dr. Eddie Ingram, Rhonda James-Davis, and Tammy Sawyer. John Leidy and Johnny Hallow, School Board Attorneys, were 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 Dr. Shelia Williams, seconded by Pam Pureza, and unanimously carried, as confirmed by roll call. 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 5:45 p.m.

Meeting Called to Back to Order by Chair - Open Session

Chair Warden called the meeting to order at 5:46 p.m.

The following Board members were present and constituted a quorum:

Sharon Warden, Chair

Dr. Shelia Williams, Vice-Chair

George Archuleta

Virginia Houston

Pam Pureza

Daniel Spence

Rodney Walton

The following staff members were present:

Dr. Eddie Ingram, Interim Superintendent

Rachael Haines, Chief Finance Officer

Rhonda James-Davis, Chief Human Resources Officer

Jamie Liverman, Interim 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

Johnny Hallow, School Board Attorney Representative

Excellent Educators Committee

Dr. Shelia Williams, Chair

Interim Superintendent Ingram requested approval of the Superintendent's Report and Recommendation for Personnel as presented in closed session. A motion was made by Dr. Shelia Williams, seconded by Virginia Houston, and carried, as confirmed by roll call vote, to accept the Superintendent's Report and Recommendation for Personnel as presented.

6.Other

Tammy Sawyer requested approval to move the March 28, 2022, regular meeting to March 29, 2022, at 6:00 p.m. This change was requested due to a member and executive staff who will be participating in the state's Portrait of a Graduate meeting on March 28, 2022.

7.Adjournment

A motion was made by George Archuleta, seconded by Rodney Walton, and carried to adjourn the meeting. The meeting ended at 5:49 p.m.

Chair

Secretary