

MINUTES1
BOARD OF EDUCATION
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS
August 28, 2023 - Regular Meeting

The Elizabeth City-Pasquotank Board of Education met in regular session on Monday, August 28, 2023, at 6:00 p.m. The meeting was held at Pasquotank Elementary School and was also available via livestream at www.ecpps.k12.nc.us. The following Board members were present and constituted a quorum:

Angela Cobb, Chair	
Pam Pureza, Vice-Chair	Rodney Walton
Tommy Old	Sharon Warden
Shelia H. Williams	Valerie Bagues

The following staff members were present:

Dr. Keith Parker, Superintendent
 Rhonda James-Davis, Associate Superintendent of Human Resources and Auxiliary Services
 Rachael Haines, Assistant Superintendent of Finance
 Dr. Katina Waples, Executive Director of Elementary Education
 Meredith Collins, Executive Director of Accounting Services
 Bert Lane, Executive Director of Federal Programs
 Jamie Liverman, Executive Director of of Exceptional Children
 Nina Griffin, Director of Testing & Accountability
 Dexter Jackson-Heard, Director of Communications & Community Schools
 Marlene Wilkins, Director of Maintenance
 Antoinette Reid, Director of Student Services
 Tammy Rinehart, Director of Child Nutrition
 Heather Edmisten, Interim Director of Technology
 Kelly Cowell, Beginning Teacher Coordinator
 Jennifer Lee, Principal ECP-Early College
 Michelle Johnson, Teacher ECP Early College
 Pam Parker, Executive Assistant to Superintendent and Board
 Mitchel Manuel, PCHS Student Board Member
 Gabby Johnson, NHS Student Board Member
 Haley Mayhew, ECP-Early College Board Member

Others present:

John Leidy, School Board Attorney

1. Meeting Called to Order by Chair

Chair Cobb called the meeting to order at 6:02 p.m.

2. Pledge of Allegiance and Moment of Silence

3. Roll Call

Pam Parker called the roll and recorded members in attendance for the meeting.

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

Valerie Bagues 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 Dr. Shelia H. Williams, seconded by Rodney Walton, and carried, as confirmed by roll call, to approve the August 28, 2023 meeting agenda.

6. Recognitions

Tammy Rinehart, Director of School Nutrition, recognized her summer employees as well as information about the summer food service program. Mrs. Rinehart stated she had 16 members to work this summer and from those members they served 21,703 breakfasts and 24,285 lunches. In addition to the school sites this team also served many other sites off campus.

Marlene Wilkins, Director of Maintenance, recognized part-time (10-month) employees that came back to help the maintenance department this summer. Mrs. Wilkins shared additional information about the maintenance department and recognized her team.

Heather Edmisten, Interim Technology Director, recognized the technology team for their ongoing support and hard work, non-stop work throughout the summer and now with the start of a new school year. Mrs. Edmisten stated technology is one component in education and in business that is often only considered when it "isn't working". Mrs. Edmisten stated the technology staff work non-stop to make sure that students, teachers and staff have devices that work for classroom instruction collaboration as well as daily business operations. Mrs. Edmisten stated the technology department keeps ECPPS connected and operating every single day.

Rhonda James-Davis, Associate Superintendent of Human Resources & Auxiliary Services, recognized the Human Resource Department for their exceptional dedication and efforts in navigating the complex landscape of the Human Resources processes. Rhonda James-Davis stated the HR department exhibits a level of confidence that is commendable. Rhonda James-Davis stated during the 2022-23 school year the HR department processed the paperwork for 631 new hires, coaches, resignations, substitute teachers and reassignments. Mrs. James-Davis stated in the last two months alone from June until today, the HR department has processed the paperwork of 245 new hires, resignations and reassignments. Rhonda James-Davis recognized each person individually.

Rachael Haines, Assistant Superintendent of Finance, stated the finance team had the opportunity to submit a copy of the 2022 annual comprehensive financial report to the association of school business officials known as ASBO for consideration in the certificate of excellence program. Mrs. Haines quoted the ASBO program is to promote and recognize excellence in financial reporting. Mrs. Haines stated participation in the program demonstrates a commitment to financial transparency. Mrs. Haines stated applicants submit their Kafir package for review by a team of professionals who provide feedback to improve future documents. Mrs. Haines stated if the report meets the requirements of the program they may receive the certificate of excellence. Mrs. Haines stated the Elizabeth City Pasquotank Board of Education has met the requirements and was awarded the certificate of excellence for 2022.

Mrs. Haines also shared information about the federal programs department having completed approximately 25 initial Covid Federal grant applications. Mrs. Haines stated some of those have been multiple years and multiple submissions and this is in addition to the regular federal programs they manage and administer. Mrs. Haines stated there were no findings in the programmatic monitoring of federal programs. Mrs. Haines shared the number of purchase orders this past year

issued 3497 purchase orders, 762 of those from federal funds and processed 5060 invoices, 12457 payroll checks and issued 1031 W-2s. Mrs. Haines recognized the finance team.

7. Instructional Highlights

Mr. Fudge, Assistant Superintendent of Curriculum and Instruction, stated if he had to choose one word from today, it would be "incredible." Mr. Fudge stated today was the best opening of school he has seen in his entire educational career. Mr. Fudge thanked the principals and their leadership team for making this possible. Mr. Fudge thanked transportation, nutrition department and maintenance department for all their hard work. Mr. Fudge also thanked the faith-based partners, community members who came out to support our schools. Mr. Fudge thanked the ECSU volleyball team, softball team, football team and cheer teams for their presence in cheering our kids on and staff as they came into the building. Mr. Fudge also thanked the following fraternities: Alpha Phi Alpha fraternity, Kappa Alpha Psi fraternity and the Delta sorority for their efforts in making this a smooth opening for our district.

8. Superintendent's Report

Dr. Keith Parker, Superintendent, shared that he just received an update from Amanda Hill, Director of Transportation that all of the buses have parked and all students are home. Dr. Parker stated he appreciates the hard work of the transportation department.

9. Student Board Members' Report

Pam Pureza, Vice-Chair introduced the student board members and stated this is their first official meeting. Vice-Chair Pureza introduced Haley Mayhew, who is representing the ECP-Early College, Mitchel Manuel from Pasquotank County High School and Gabby Johnson, from Northeastern High School.

Vice-Chair Pureza asked the students to give a brief introduction on how school went today. Gabby stated today was a very good day and feels we are off to a good start. Mitchel stated today was also a smooth day and very successful at Pasquotank High School. Haley stated ECP-Early College began two weeks ago and overall we have been doing good.

10. Approval of Minutes

A motion was made by Rodney Walton, seconded by Tommy Old, and carried, as confirmed by roll call vote, to approve the minutes from July 24, August 14, and August 21, 2023.

11. Public Comment (*Citizen Comments to the Board*)

Ms. Wenninger addressed the board on the 2015 Policy, she stated "I have read it as a parent and do not have any comments." Ms. Wenninger stated she is happy that this meeting is about everything going on and to let the board know parents are here to support you. Ms. Wenninger stated she appreciates every single thing behind the scenes we are doing. Ms. Wenninger thanked Heather Edmisten for getting right back to me regarding the policy.

12. Other Agenda Items

Financial, Business, and Technology Committee (FBT)

Sharon Warden, Committee Chair

Rachael Haines presented FBT-01 (Title I Plan); FTB-02 (Budget Resolution); FBT-03 (Fundraisers); FBT-04 (Quotes for Imagine Learning).

Bert Lane, Executive Director of Federal Programs presented the ECPPS Title I Plan for 2023-2024 school year. Bert Lane stated with the Title I plan there are several state and federal requirements

that we are required to meet. Mr. Lane stated those requirements are private school consultation, stakeholder meetings and advertisement for public viewing. Mr. Lane stated there are several Consolidated Goals and Academic Achievement. Mr. Lane stated Title II is Professional Development, Title III is Language Acquisition, and Title IV which is Student Support and Academic Enrichment. Mr. Lane shared the Rural, Low-Income Schools PRC-109 which is Teacher Recruitment and Retention and BT Support. Mr. Lane stated another part of Title III: Significant Increase is for supplies and materials for EL students to help them gain a command of the English language.

Rachael Haines stated (FBT-05) is the budget resolution 2023-2024. Mrs. Haines is requesting to adopt an initial budget. Mrs. Haines asked if there were any questions on the FBT -03 (Fundraisers) and FNT-04 (Imagine Learning which is Ingenuity). FBT-05 is for information only.

Sharon Warden made a motion to approve FBT-01 (Title I Plan); FBT-02 (Budget Resolution); FBT-03 (Fundraisers); FBT-04 (Quote for Imagine Learning) seconded by Pam Pureza, and carried, as confirmed by roll call vote, to approve FBT-01, FBT-02, FBT-03, and FBT-04.

Global Citizens and Healthy Students Committee (GCHS)

Angela Cobb, Chair

Tammy Rinehart, Director of School Nutrition shared a presentation on "A Year in Review 2022-2023." Mrs. Rinehart stated her presentation is pictures of her staff and things that went on throughout the school year. Mrs. Rinehart stated she re-established the community eligibility provision this year with a four-year approval and we were able to add Early College. Mr. Rinehart stated the participation for last year overall for the year we served 364,826 breakfasts, we served 567,961 lunches and provided afterschool snacks for all of our sites including the YMCA, the Boys and Girls Club and Just Girls and that was almost 53,000 plus dinner at ECMS and Sheep Harney Elementary School was almost 13,000 meals.

Mrs. Rinehart stated the first Farm to School Expo will be Thursday, September 28th at Pasquotank County High School. Mrs. Rinehart stated several Farm to School partners will be participating, the USDA, NCDA and people that we're purchasing food from are also excited about coming and setting up. Mrs. Rinehart stated this will be a field trip for 1st and 2nd graders from all over the county.

Policy Committee (PC)

Tommy Old, Chair

Heather Edmisten, Interim Director of Technology presented Policy 3226-4205 (Internet Safety). Mrs. Edmisten stated as required annually by the Federal Communications Commission this notice is submitted to the ECPPS Board of Education as well as the ECPPS community that we are in compliance with all requirements of the children's internet protection act regarding student use of technology and the use of the Internet within the educational programs. Mrs. Edmisten stated to comply with this requirement ECPPS students, families and employees are informed annually of the requirements of this policy and are provided with information on how to access this policy. Mrs. Edmisten stated parents receive notification through agreements that are sent home with students and are required to be signed by both students and parents. Mrs. Edmisten stated students across all grade levels will receive instruction throughout the year regarding Internet Safety and best practices for on-line safety.

Tommy Old deferred the next set of policies to Attorney Hallow. Attorney Hallow stated there were two major laws passed by the General Assembly. Attorney Hallow stated one is the Fairness of Women's Sports Act and the other is the Parents Bill of Rights. Attorney Hallow stated the parents Bill of Rights has 13 pages of law, and it requires us to adopt a number of policies or revise some of

our policies to meet the standards of the Parents Bill of Rights. Attorney Hallow stated there are four policies in your packet four policy revisions. Attorney Hallow stated ECPPS is required to have a policy that provides for parental participation in the child's education to improve parent and teacher cooperation in areas such as homework, school attendance, school discipline, and it needs to align with the parent guide for student achievement required by General Statute 115C 7630; this is the revisions to Policy Code 1310.

Attorney Hallow stated the second Policy 3200, principals will have to effectively communicate to parents the manner in which textbooks are used to implement the school's curricular objectives.

Attorney Hallow stated Policy 3210, a procedure has to be in place for parents to learn about their child's course of study, the source of any supplementary instructional materials, and a means for parents to object to textbooks, supplementary and instructional materials. Attorney Hallow stated #5, there has to be a process for parents to review materials and consent or withhold consent for participation in health and safety education programs.

Attorney Hallow stated Policy 3620 is a new revision. Attorney Hallow stated there will need to be a process to learn about the nature and the purpose of clubs, curricular and extracurricular activities offered at every school.

Attorney Hallow, stated Policy 4720 is a proposed new policy. Attorney Hallow stated this policy is very similar to the old Policy 4720. Attorney Hallow stated ECPPS does not have a blanket consent form to take these protected information surveys of students. Attorney Hallow stated parents have to opt in for a child to participate in these surveys. Attorney Hallow stated we have to make sure at least 10 days in advance of the conduction of any types of these studies, tests or assessments, we have to give parents notice and the opportunity to review the survey.

First Read

Policies PC-02 (1310 Parental Involvement); PC-03 (3200 Selection of Instructional Materials); PC-04 (3620 Extracurricular Activities and Student Organizations); and PC-05 (4720 Surveys of Students)

Chair Cobb stated we do not take action on these policies tonight!

Closed Session

A motion was made by Dr. Shelia Williams, seconded by Sharon Warden, 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.

Closed session began at 7:15 p.m. The following Board Members were present: Angela Cobb, Dr. Sheila Williams, Tommy Old, Pam Pureza, Rodney Walton and Sharon Warden. The following staff members were present: Dr. Keith Parker, Rhonda James-Davis, Johny Hallow, School Board Attorney, was also in attendance. The Board and staff discussed confidential personnel matters during the closed session.

Meeting Called Back to Order by Chair - Open Session

Chair Cobb called the meeting back to order at 8:15 p.m.

The following Board members were present and constituted a quorum:

Angela Cobb, Chair
Pam Pureza, Vice-Chair
Angela Cobb
Tommy Old

Rodney Walton
Sharon Warden

The following staff members were present:

Dr. Keith Parker, Superintendent
Rhonda James-Davis, Associate Superintendent
Dexter Jackson-Heard, Director of Communications & Community Schools
Pam Parker, Executive Assistant to the Superintendent and Board

Excellent Educators Committee

Dr. Shelia Williams, Chair

Dr. Parker requested the board approve the superintendent's personnel recommendations as presented by staff during the closed session.

A motion was made by Dr. Sheila Williams, seconded by Pam Pureza, and carried, as confirmed by roll call vote, to accept the Superintendent's Report for Personnel as presented.

13. Other

14. Adjournment

A motion was made by Pam Pureza, seconded by Sharon Warden, and carried, as confirmed by roll call vote, to adjourn the meeting. The meeting adjourned at 8:18 p.m.

Chair

Secretary