MINUTES OF
THE WILSON COUNTY BOARD OF EDUCATION MEETING
DECEMBER 11, 2023

The Wilson County Board of Education held its regular meeting on Monday, December 11, 2023, at 6:30 p.m. at the Administrative Office, 113 N. Tarboro Street. Chairman Christine L. Fitch called the meeting to order at 6:32 p.m. with the following members present:

Dr. Christine L. Fitch, Board Chair
Henry E. Mercer, Board Vice-Chair
Velma Barnes
Beverly Boyette
Blake Boykin
Rhyan Breen
Debora Powell
Dr. Lane B. Mills, Secretary

The meeting was livestreamed through the Wilson County Schools (WCS) YouTube Channel. The public could also view the meeting through links on the WCS Facebook, Instagram and Twitter pages and the WCS website.

Others present were Associate Superintendent Dr. Cheryl Wilson, Assistant Superintendent for Instructional Services Robin May, Assistant Superintendent for Administrative Services Dr. Ben Williams, Director of Public Relations Amber Lynch and Administrative Assistant to the Superintendent and Board Clerk Linda Horrison, as well as Board Attorney Katie Cornetto and *The Wilson Times* Reporter Olivia Neeley. There were 40 citizens in attendance.

I. After calling the meeting to order, Dr. Fitch amended the agenda to add Facilities as Roman Numeral X, and other items as listed on the agenda to follow. Dr. Fitch asked for approval of the agenda. Ms. Powell made the motion, seconded by Mr. Boykin, that the agenda be amended to add the topic of Facilities as item ten, and to change the following item numbers after that fact. The motion passed unanimously, 7-0.

II. Board Policy 2200, *Election of Officers/Organization of Board*, states the Board will elect a Board Chair and a Vice-Chair to serve for a term of one year or until his or her successor is elected. An organizational meeting for the election and qualification of officers may be held at the regularly scheduled December meeting of the Board.

A. Dr. Fitch turned the meeting over to Dr. Mills for the election of a Board Chair for the coming year. Dr. Mills opened the floor for nominations for Chair. Mr. Mercer nominated Dr. Fitch, seconded by Ms. Barnes. Dr. Mills asked for nominations to be closed and election by acclamation with vote. The motion passed unanimously, 7-0. Dr. Mills recognized that Dr. Fitch would be the Board Chair.

B. Dr. Mills then turned the meeting over to elected Board Chair Dr. Fitch for the election of a Board Vice-Chair for the coming year. Dr. Fitch opened the floor for

nominations. Ms. Powell nominated Mr. Mercer for Vice-Chair, seconded by Mr. Boykin. Dr. Fitch asked that nominations be closed and election by acclamation. Dr. Fitch recognized that Mr. Mercer would be the Board Vice-Chair.

III. At Dr. Fitch's request, Ms. Powell led the Pledge of Allegiance which was followed by a moment of silence.

IV. Dr. Fitch presented for approval the minutes of the November 20, 2023, Regular Board meeting. Dr. Fitch asked for approval of the minutes. Ms. Barnes made the motion, seconded by Ms. Boyette, that the minutes of the November 20, 2023, Regular Board meeting be approved. The motion passed unanimously, 7-0.

V. Under Good News Presentations, Dr. Mills, with the assistance of Ms. Powell, recognized the following:

- 2023 WCS Christmas Card Design Contest Winners - Four elementary students were recognized for winning the WCS Christmas Card Design Contest. Dr. Mills shared that for the past several years, he has held a contest for elementary students to design the Christmas cards that he sends to colleagues in Wilson and across the state. Selecting the winners is always a challenge because the students have such great designs. This year, Dr. Mills selected four winners out of the 39 submissions. The winners were:
    - Jael Sanchez Cazarin from Hearne Elementary
    - Eliana Boyd from Vinson-Bynum Elementary
    - Alexis Bennett from Stantonsburg Elementary
    - Ry'sha'Lei O'neal from Vick Elementary

  Dr. Mills thanked the students for participating in the contest and told them how proud he was of their creativity and attention to detail. The students received their framed artwork and a $25 Walmart gift card. Dr. Mills also thanked the district's elementary art teachers for working with the students on the cards.
- NC Elementary Honors Chorus Participants - Two fifth-graders from Lucama Elementary, Charlotte Joyner and Lucy Orellana, were recognized for their selection to perform in the NC Elementary Honors Chorus November 4-5 in Winston-Salem. Lucama Elementary Music Teacher Jana Winders was also recognized for her support of the students. This year was the second in a row that the two students were selected for the prestigious chorus. Approximately 400 students in grades 4-6 from across the state auditioned to perform and only 175 students were selected. The students rehearsed for two days with the clinician prior to the performance.
- Dedicated Crossing Guard - Carol Whitehurst, the crossing guard at Wells Elementary, was recognized for her many years of dedicated service. Ms. Whitehurst has been a crossing guard for Wells Elementary through the Wilson Police Department for 45 years, and she's still going strong. Anyone who has driven by the school during dropoff and pickup has seen her at the intersection of Grove Street and Kincaid Avenue whether it's rain or shine. Ms. Whitehurst's husband is a former teacher at Wells Elementary, and she got started in her position when the principal at that time asked if she might be interested in serving as a crossing guard. She jumped at the chance because

she loves children. Ms. Whitehurst shared that at the beginning of the school year, some students are shy about speaking to her, but she doesn't give up and keeps reaching out to them. In no time at all, they are excited to speak to her and tell her about their day. Dr. Mills thanked Ms. Whitehurst for her service and also thanked the Wilson Police Department for providing our schools with crossing guards like her who go above and beyond to keep students safe.

VI. Under Chairman's Report, Dr. Fitch:

- Thanked the members of the Board for allowing her and Mr. Mercer to continue to serve as the Board Chair and Vice-Chair for the next year as they work on behalf of the students, staff and community.
- Shared that the second grading period is ending and extended holiday greetings to the students, teachers, staff, parents and entire community on behalf of the Board. Dr. Fitch wished everyone a Merry Christmas and Happy New Year.

VII. Under Superintendent's Report, Dr. Mills:

- Recognized Lucama Elementary for its 2023 National Blue Ribbon Award. The school was officially recognized by the US Department of Education on November 17 in Washington, DC, and WCS had a special visitor recently because of the recognition. Dr. Mills shared that Governor Roy Cooper visited Lucama Elementary on November 28. He spent time in several classrooms, and the students were excited to show him what they were learning. A few students asked for his autograph, and there was one student who kept making him laugh by telling jokes. The Governor also gave remarks in the media center, sharing how proud he was of Lucama Elementary and how supportive he is of public schools. Dr. Mills thanked the Board of Education members for being in attendance and everyone involved in preparing for the visit - the Lucama Elementary administration, custodians, support staff and teachers; Senior Staff; Public Relations; Executive Director for Safety and Administration Wendy Sullivan; and the Wilson County Sheriff's Office. He also thanked the teachers and students whose classes the Governor visited - Pre-K Teacher Tina Pickett, Third-Grade Teacher Beverly Dawson, and Fifth-Grade Teacher Brooke Ellis. A National Blue Ribbon Award is the highest honor awarded to schools by the US Department of Education, and Lucama Elementary is one of eight schools in the state to receive the recognition and one of 353 schools in the nation.
- Shared that the Healthcare Foundation of Wilson recently announced three new strategic grants for approval. One of the grants is for the Wilson County Health Department to open another Wilson Area School Health (WASH) Center in one of our schools, which will be our fifth clinic. The new location will be Darden Middle. The other WASH Centers are located at Forest Hills Middle, Beddingfield High, Fike High and Hunt High. The WASH Centers are possible because of the partnership between WCS, the Wilson County Health Department and the Healthcare Foundation of Wilson. The goal is to one day have clinics in every school so that all students have access to healthcare when needed during the school year. To date, the Healthcare Foundation has provided $2.4 million in grant funding to support clinics.

- Reminded staff and families that WCS is in the process of developing the 2024-2025 Traditional Instructional Calendar and input is needed before the calendar is shared with the Board for approval at a future meeting. Two calendar options have been created, and the calendars can be reviewed from a link on the WCS website and social media sites. Paper copies of the calendar options and the feedback form are also available at the schools. The deadline to provide input is December 15.
- Advised that WCS held a Virtual Job Fair on November 30. There were a total of 21 candidates who participated. Eight of the 21 participants were interested in certified openings and 13 were interested in classified openings. Interviews were scheduled with some of the candidates.
- Shared that Winter Break is quickly approaching. The traditional schools have an early release day on December 21 and then students will be out for break through January 8. The early colleges begin their break next week and then students return to start the second semester on January 4. Dr. Mills wished everyone a safe and relaxing holiday with family and friends.

VIII. Under Public Input, at 6:56 p.m., two people from the public began addressing the Board during this portion of the meeting. Public Input ended at 7:03 p.m. It was the Board's consensus to have the Administration respond to the speakers.

IX. Under Committee Reports/Administrative Services – Committee Chair Henry Mercer shared that the committee met today to discuss information and action items.

Information Items

A. Under Contracts Requiring Board Notification – Administrative Services, Board Policy 6420, *Contracts with the Board*, states that the Superintendent is authorized to enter into contracts involving amounts up to $90,000 and the Superintendent shall report such contracts exceeding $30,000 to the Board at its next regularly scheduled meeting. The following contracts, which are less than $90,000, are pending attorney review: Thompson & Little, Singer, for the serving line at Hunt High in the amount of $86,414.74; and United Restaurant Equipment, for the walk-in freezer at Fike High in the amount of $46,165. The contracts are being provided for information only.

B. Under School Nutrition Updates, the Administration presented updates to the Board that included the following:
    - School Nutrition is a non-profit organization and must not exceed a 3-month operating balance. School Nutrition currently has more than a 3-month operating balance and has been placed on a spend down plan in the amount of $1,100,617.30. This is the first time that School Nutrition has been placed on a spend down plan since at least 2013. These funds will be used to purchase equipment for schools, increase salaries and benefits, and purchase food and supplies. Items are prioritized by greatest need and what could potentially be more impactful financially and to operations. The Administration presented the School Nutrition Equipment Plan, which outlines how the funds will be spent. School Nutrition will purchase milk boxes, reach-in coolers, dishwashers, combi ovens, ice makers, hot boxes

and walk-in freezers (Vick Elementary, Vinson-Bynum Elementary and Fike High).

- School Nutrition had their Administrative Review the week of November 27, 2023. The Administrative Review is mandated by Federal policy and monitored by the United States Department of Agriculture (USDA). It is conducted every five years through the North Carolina Department of Public Instruction (NCDPI). The Administrative Review measures compliance in several areas including student eligibility, benefit issuance, program access, reimbursement, meal counting and claiming, dietary specifications and nutrition standards, meal patterns, food safety, civil rights, the local wellness policy, accountability and record keeping, financial management, and procurement. NCDPI commended School Nutrition on the following items:
  - The Wilson County Board of Education, School Nutrition Administrator, School Nutrition Office, school and district administration, teachers and staff support of the School Nutrition Program and its complex requirements.
  - The district actively applies for grants and has already received multiple grants from various organizations including the USDA.
  - There was 100% accuracy on meal eligibility and verification.
  - The district has 22 Community Eligibility Provision (CEP) schools and two schools that are on the Universal Free Program.
  - The Fresh Fruit and Vegetable Program was noted as one of the best ever reviewed in two decades.
  - Fike High, Hearne Elementary, Lucama Elementary and Darden Middle (Review Schools) were commended on the great customer service displayed by the staff.
  - The district was commended on the Second Chance Breakfast Program in the high schools.
  - It was noted that the food quality is excellent and menu items are freshly prepared. Foods are presented in an appealing and appetizing manner.
  - There was only one finding, which was noted to assist in strengthening warehouse procedures.

<u>Action Item</u>

A. Under Contract Requiring Board Approval – Administrative Services, Board Policy 6420, *Contracts with the Board*, states that any contract for materials, equipment, or service involving expenditures in excess of $90,000 must be reviewed by the Board attorney and approved in advance by the Board unless provided otherwise in Board Policy. The following contract exceeds $90,000 and requires Board approval, pending attorney review: Barnhill Contracting Company, for early site demo and abatement removal of Frederick Douglass Elementary in the amount of $1,776,847. Mr. Mercer made the motion, seconded by Mr. Breen, that the Board approve the contract with Barnhill Contracting Company for the early site demo and abatement removal of Frederick Douglass Elementary School in the amount of $1,776,847. The motion passed unanimously, 7-0.

Under Committee Reports/Instructional Services – Committee Chair Dr. Fitch shared that the committee met today to discuss an action item.

Dr. Fitch turned the meeting over to Mr. Mercer, to carry through the motions.

Action Item

A. Under Proficiency Summer School 2024, the Administration presented a plan that included the following:
   - Proficiency Summer School is a Board of Education approved opportunity for students who have not demonstrated proficiency on state End-of-Grade (EOG), End-of-Course (EOC) or NC EXTEND1 testing. Students receive additional instruction and then take the associated state test(s) again.
   - Students who do not score proficient on the following tests are invited to attend a 4-day summer program for remediation and testing:
     - EOG and NCEXTEND1 Grades 3-8 Math
     - EOG and NCEXTEND1 Grades 3-8 Reading*
     - EOG and NCEXTEND1 Grade 5 + * Science
     - EOC English 2, NC Math 1, NC Math 3 and Biology
     - EXTEND1 Grade 10

     *Grade 3 Reading EOG students will follow the Read to Achieve guidelines and attend Summer Reading Camp in July if applicable. No EOG Grade 3 Reading summer testing is available.
   - Summer Program Schedule:
     - June 6 – remediation
     - June 7 – remediation (some testing to occur based on student need)
     - June 10-11 – summer test day at every school.
   - Summer Program hours:
     - 7:30 a.m. – 12:30 p.m. (High School)
     - 8:00 a.m. – 1:00 p.m. (Elementary School)
     - 8:30 a.m. – 1:30 p.m. (Middle School)

   Dr. Fitch made the motion, seconded by Mr. Breen and Ms. Barnes, that the full Board approve the Proficiency Summer School 2024 as recommended by the Administration. The motion passed unanimously, 7-0.

Mr. Mercer turned the meeting over to Dr. Fitch.

X. Under Facilities, Dr. Fitch shared that the preparation for the construction of the new Frederick Douglass Elementary School has been ongoing. The architects, Skinner Farlow Kirwan, as well as Barnhill Contracting Company, and the construction managers at-risk, have prepared design documents consistent with the Wilson County Board of Commissioners' request to build a smaller, less expensive school that will serve fewer students. Earlier in the meeting, the Administration presented the bid for the demolition of the old Frederick Douglass Elementary building and site work for the new school. The Commissioners have paid some of the initial invoices for work completed by both firms. However, recently the Commissioners have indicated that they will not allocate additional funds for the Frederick Douglass Elementary project until the Board of Education agrees to a total cost of the project

of $32 million. However, the State has calculated that the cost to build an elementary school is $42 million, which is reflected in the amount that districts can received for an elementary school through the state's Needs-Based Public School Capital Fund. The district is submitting an application for Needs-Based Public School Capital Funding that requests the maximum allowable amount of $42 million. Dr. Fitch added that with respect to the unpaid invoices, these two firms have completed the work and need to close out these invoices prior to the end of their fiscal year.

Dr. Fitch read a letter to the Board dated November 15, 2022, that she received from Wilson County Board of Commissioners Chair Rob Boyette. The letter is attached.

Dr. Fitch made the motion, seconded by Mr. Breen, that that outstanding invoices for Barnhill Contracting Company in the amount of $72,900 and Skinner Farlow Kirwan Architecture in the amount of $408,606.95, be paid immediately with local funds and a reimbursement from the County Commissioners be requested. The motion passed unanimously, 7-0.

XI. At 7:40 p.m., Ms. Barnes made the motion, seconded by Ms. Boyette, that the Wilson County Board of Education go into closed session to consider confidential personnel matters as provided in N.C.G.S. 143-318.11(a)(1) and (6) and 115C-319 through 321; to consider confidential student matters as provided in N.C.G.S. 143-318.11(a)(1) and N.C.G.S. 115C-402 and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; and to consult with the Board of Education attorney and preserve the attorney-client privilege as provided in N.C.G.S. 143-318.11(a)(3). The motion passed unanimously, 7-0.

At 8:40 p.m., Ms. Barnes made the motion to reconvene to Open Session. The motion, seconded by Ms. Boyette, passed unanimously, 7-0.

XII. Reporting from Closed Session, Ms. Barnes made the motion, seconded by Mr. Breen, to approve the Closed Session minutes of the November 20, 2023, meeting, but do not release the minutes for public inspection because of confidential personnel matters. The motion passed unanimously, 7-0.

Ms. Barnes made the motion, seconded by Mr. Breen, that the Board approve personnel recommendations as presented by the Administration. The motion passed unanimously, 7-0. The list of personnel recommendations is attached.

XIII. There being no further business at 8:41 p.m., Mr. Breen made the motion, seconded by Mr. Mercer, to adjourn the meeting. The motion passed unanimously, 7-0.

Christine L Fitch

Dr. Christine L. Fitch, Chairman

Dr. Lane B. Mills, Secretary

Wilson County
North Carolina

Wilson County Government

Commissioners

Rob Boyette, Chair
Bill Blackman
JoAnne Daniels
Chris Hill
Leslie Atkinson, Vice-Chair
Roger Lucas
Sherry Lucas

November 15, 2022

Dr. Christine Fitch,
Chair
Wilson County Board of Education
117 Tarboro Street
Wilson, NC 27894

Dear Dr. Fitch,

I want to thank the Wilson County Board of Education for your shared commitment to quality school facilities for all students. Our recent visit to the Wilson Academy of Applied Technology facility was a great example of shared vision and collaboration that will benefit students for years to come.

At the November 7, 2022, Wilson County Board of Commissioners meeting, we reviewed upcoming projects for Wilson County Schools for allocation of funding. Commissioners agreed that as part of the county manager's recommendation for the allocation, the Board of Commissioners directs the Board of Education to:

For the Frederick Douglass Elementary facility:

- Direct the architect to address 80% capacity when designing the facility.
- Direct the architect to build in expansion points on the site plans that would allow a "shovel ready" design should future growth dictate expansion of the facility.

For the Hunt High School Athletic Track project, we would like to see the construction part of this project proceed the first day after the 2023 football season ends. This allows for a full earned income period of fall sports next year. As part of this, all construction documents, permits and any components needed to start the construction should be ready to proceed immediately after the 2023 football season ends.

Our Board of Commissioners feel these directions for Frederick Douglass will foster a building design that allows for natural growth and possible future expansion. The directions for the Hunt High School project will prevent any disruption of the football season and allow for an immediate start on that project. We expect the final budget to reflect these directions.

We appreciate our long-standing partnership with the Wilson County Board of Education. Please reach out if you have any questions.

Sincerely,

Rob Boyette, Chair
Wilson County Board of Commissioners

C: Dr. Lane Mill, Superintendent
Wilson County Board of Education

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wilsoncountync.gov
/wilsoncountygov

RECOMMENDED PERSONNEL ACTIONS
December 11, 2023

E = Emergency License = One-year non-renewable license. Not an option for those who have already completed a college education program. Has 18 hours of related coursework. Experience and graduate pay.

I = Interim = Temporary or provisional (certified) hire.

P = Permit to Teach = Replaces emergency license. One-year non-renewable license. Has less than 18 hours of related coursework. Paid on A-00 scale.

R = Residency License = Replaces lateral entry. One year with option to renew twice. Three-year max. Enrolled in a college education program. Has 24 semester hours of related coursework. Experience and graduate pay.

V = Volunteer = Offers to undertake a position without monetary compensation.

Administrative

Recommendation	Site	Position	Previous Employment	Contract Date
Lee, Dr. Lindsay	Speight MS	Assistant Principal	Nash County Schools Assistant Principal	TBD
Marks, Zachary	Instructional Services	Executive Director for Secondary Education	WCS Principal	TBD
Sharpe, Joyce Amber	School Nutrition	Executive Director for School Nutrition	WCS School Nutrition	1/2/2024 - 6/30/2025

Certified

Recommendation	Site	Position
Best, Tondia	Human Resource Services	Beginning Teacher Coordinator for Middle School Support
O'Briant, Haley	Forest Hills MS	6th Grade Science Teacher
Taylor, Deja	Wells ES	2nd Grade Teacher
Taylor, Latarsha	Student Services	School Nurse

Classified

Recommendation	Site	Position
Batts, Kathy	Transportation Services	Office Support
Batts, Xavier	Facility Services	Substitute Custodian
Bullock, Sonya	Vick ES	Coronavirus Aid, Relief, and Economic Security (CARES) Interventionist
Thompson, William	Exceptional Children (EC) Department	EC Assessment Facilitator
Vega Luviano, Keveen	Transportation Services	Mechanic II
Williams, Shannon	Lucama ES	Custodian

Substitute Teachers

Recommendation	Position
Bullock, Sonya	Non-Certified
Cannady, Elois	Non-Certified
Hammad, Kamar	Certified
Joyner, Bryson	Non-Certified
Overstreet, Elizabeth	Certified
Pike, Bonnie	Certified

Substitutes to be Reapproved

Name	Certified or Non-Certified
Tinder, Robert	Non-Certified

Coaches

Recommendation	Site	Position
Doss, Alan	Fike HS	Assistant Girls Basketball
Nelson, Jeff	Fike HS	Head Boys Lacrosse
Lamm, Jada (V)	Fike HS	Assistant Girls Basketball
Baines, Alisha	Forest Hills MS	Head Cross Country
Kenna, Evie	Forest Hills MS	Head Girls Soccer

RESIGNATIONS/RETIREMENTS

Certified

Employee	Site	Position	Action	Effective
Bowen, Marc	Springfield MS	8th Grade Math Teacher	Resignation	11/30/2023
Galich, Scott	Springfield MS	6th Grade Math/Science Teacher	Resignation	12/4/2023
Nelson, Thomas	Fike HS	Social Studies Teacher	Retirement	1/1/2024
Rathert, Lisa	Lee Woodard/ Stantonsburg ES	EC Teacher	Retirement	2/22/2024
Ware, Lauren	Speight MS	6th Grade Math Teacher	Resignation	1/1/2024
White, Jasmine	Forest Hills MS	Chorus Teacher	Resignation	12/15/2023

Classified

Employee	Site	Position	Action	Effective
Antrilli, Laura	Vick ES	School Nutrition Manager	Resignation	11/30/2023
Edwards, Christy	Rock Ridge ES	Teacher Assistant/Bus Driver	Resignation	12/31/2023
Mathis, Alice	Rock Ridge ES	Teacher Assistant/Bus Driver	Resignation	12/13/2023
Meeks, Kimberly	Frederick Douglass ES	Teacher Assistant/Bus Driver	Resignation	12/5/2023
Roebuck, Richard	Facility Services	Groundskeeper I	Resignation	12/15/2023
Ruffin, Antoinette	Elm City MS	Secretary/Bookkeeper/ Bus Driver	Retirement	1/1/2024
Wiley, Roderick Sr.	Transportation Services	Bus Driver	Retirement	12/31/2023
Williams, Floyd	Frederick Douglass ES	Custodian	Resignation	12/8/2023

DISMISSALS

Classified

Employee	Site	Position	Action	Effective
Cole, April Nicole	Lucama ES	Teacher Assistant/Bus Driver	Dismissal	11/27/2023