MINUTES OF
THE WILSON COUNTY BOARD OF EDUCATION
WORK SESSION
MAY 8, 2023

The Wilson County Board of Education held a Work Session on Monday, May 8, 2023, at 2:00 p.m. in the Administrative Office, 113 N. Tarboro Street. Chairman Dr. Christine Fitch called the meeting to order at 2:01 p.m. with the following members present:

Dr. Christine L. Fitch, Chairman
Henry E. Mercer, Vice-Chairman
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 of Instructional Services Robin May, Assistant Superintendent for Administrative Services Dr. Ben Williams, Executive Director of Maintenance Mark Letchworth, Director of Public Relations Amber Lynch, Assistant Director of Maintenance Greg Woodard, 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 no citizens in attendance.

After calling the meeting to order, Dr. Fitch asked for approval of the agenda. Ms. Powell made the motion, seconded by Mr. Breen and Mr. Mercer, that the Board approve the agenda for the Work Session of May 8, 2023. The motion passed unanimously, 7-0.

Dr. Fitch led the Pledge of Allegiance, followed by a moment of silence.

Under Chairman's Comments, Dr. Fitch shared that the purpose of the Work Session was to approve a contract for Administrative Services and to continue the discussion of long-range facilities planning for WCS.

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: Saffelle, Inc., to provide janitorial supplies and services, in the amount of $273,600. Ms. Barnes made the motion, seconded by Ms. Boyette, Mr. Breen and Ms. Powell, that the Board approve the contract with Saffelle, Inc. to provide janitorial services and supplies for the upcoming school year. The motion passed unanimously, 7-0.

Under Long-Range Facilities Planning for WCS, Dr. Mills provided updates on the following: Wells Elementary/Hearne Elementary consolidation and construction; consolidation of Stantonsburg Elementary into Speight Middle; field trip/bus tour projects; usage of the Public School Building Repair and Renovation Funds (PSBRRF); process for prioritizing existing facility needs; and the need to schedule the next Facilities Meeting.

Dr. Mills shared the following information with the Board:

- Addressing Elementary Utilization
  - New Elementary School on Existing Wells Elementary Site
    - At the last Work Session, the Board voted to accept the Wells Elementary site for creation of the next new elementary school so that the Administration could begin the needed planning and for the Superintendent to formally discuss next steps with the County Manager
    - The current site was reviewed and requires significant capacity given the location and programs
      - Hearne Elementary – 392 students
      - Wells Elementary – 303 students
      - Capacity – 550 on 16 acres of land
    - The Administration recommends planning for the transfer of Wells Elementary students to a temporary location at Toisnot during construction given the likely scope of the project and site work needed
    - This relocation would require waiting on construction until the new Frederick Douglass Elementary School (FDES) is completed and those students are out of Toisnot

    It was the Board's consensus to begin the project of combining Hearne Elementary and Wells Elementary into a larger school on the Wells site after the completion of the new FDES. The Board asked the Administration to move quickly on this project once the construction of FDES is complete.
  - Retrofit Speight Middle to a K-8 School
    - At the last Work Session, the Board expressed interest in continuing the discussion of Speight Middle becoming a K-8 School that would accommodate students from Stantonsburg Elementary
      - Stantonsburg Elementary – 186 students
      - Speight Middle – 304 students
      - Capacity - 500
    - The Administration has reviewed the classrooms at Stantonsburg Elementary and Speight Middle, along with the anticipated classes needed for the upcoming years
    - Due to class size requirements in grades K-3, the current configuration of Speight Middle would require the addition of classrooms to allow for a transfer of Stantonsburg Elementary
    - The Administration recommends adding four classrooms and two bathrooms to two wings of Speight Middle (a total of eight classrooms

and four bathrooms); the construction can be completed without closing the school
    - The Board discussed a request to the County Commissioners to seek funding for additional classrooms and bathrooms to be constructed to allow for the closing of Stantonsburg Elementary and transfer of the student population to Speight Middle

It was the Board's consensus for the Superintendent to seek funding from the County Commissioners for this project and share details about why the addition is needed and how much money would be saved by closing Stantonsburg Elementary.

- Additional Field Trip/Bus Tour Items
    - Prioritized Projects:
        - High School Security Vestibules (Hunt Hunt and Fike High)
        - High School Science Labs (Beddingfield High, Hunt High and Fike High)
        - High School Auditorium Renovations (Beddingfield High, Hunt High and Fike High)
    - The Administration has asked Skinner Farlow Kirwan (SFK) Architecture to revisit the initial design of the security vestibules to seek a reduction in costs while maintaining adequate security – these scenarios would have to be reviewed by NC Department of Public Instruction (NCDPI)
    - Also, the Administration has asked SFK to revisit the initial design of the high school auditorium renovations
    - Science labs will be reviewed by the Administration along with Principals and select staff to determine more specific needs prior to resubmission to the architects

- Public School Building Repair and Renovation Funds (PSBRRF)
    - Funds are available to WCS but require an approved project
    - $300,546.59 in funding is available at present
    - Once the Board approves a project, the Administration can request additional funds during the coming year – totaling $500,000.00, which usually is dispersed in four increments available beginning in November
    - Capital funding requests must be submitted to the School Planning Section of NCDPI
    - Submission of each type of form requires the signature of both the Chair of the local Board of Education and the Chair of the County Commissioners
    - For the PSBRRF, there is no matching requirement and no deadline for spending the funds
    - For the PSBRRF, a final report is to be submitted by the county/LEA to NCDPI within 60 days of completion of any project for which funds have been allocated
    - The following expenditures are eligible for funding through the PSBRRF:
        - Enlargement (expansion of classroom facilities)
        - Improvements to classroom facilities
        - Repair of existing building components and systems of classroom facilities

- Renovation of existing classroom facilities
- Equipment purchases for classroom facilities
- Project planning/design fees

Two points of emphasis for eligible PSBRRF expenditures: "repair and renovation" and "classroom facilities."

- The following expenditures are not eligible for funding through the PSBRRF:
  - Real property acquisition
  - Mobile or modular classroom purchase and/or installation
  - Purchase of computers and other "school technology" equipment that does not meet the parameters of allowable expenditures
  - Purchase/installation of equipment that is moveable or not an integral part of a building, such as telephone sets, student desks and other furniture. An exception to this restriction is made for new equipment that is needed to upfit a newly constructed classroom facility addition or expansion that is being fully or partially funded by the PSBRRF
  - Improvements to school campus site features such as roads, parking lots, playgrounds, tennis courts, athletic fields and lighting, bleachers, etc.
  - Debt service
- Options for PSBRRF
  - Beddingfield High School and "Old Wilson Academy of Applied Technology (WAAT)" Renovations
    - WASH Clinic could be placed inside Old WAAT office areas
      - Separate entrance with safety features and reception area
      - Requires some renovations – plumbing will be costly
      - Existing mobile unit is WCS owned – can be stored or repurposed
    - Game Art Design will be housed in two existing classrooms
      - Needs additional electrical upgrades (location of outside)
      - Upgrade of network circuit for internet traffic is scheduled
      - 80-100 students have signed up for the Game Art Design course next school year
    - Culinary Arts program could be moved and upgraded – CTE can assist
      - Allow for in-school café and catering and upgrade of equipment
      - Furniture and plumbing costs are unknown
      - 110 students have signed up for the food course next school year
  - All could likely require some local funds
  - Need Board approval for formalizing design and costs
  - Upon review of information by the Board, the Superintendent would seek approval of funds from County Manager and County Commissioners

- Game Art Design has begun and can continue during renovations and upgrades
- The Administration is discussing WASH with the Healthcare Foundation of Wilson this week
    - Current WASH can continue service during renovations
- Culinary Arts Program has list of equipment and layout is being discussed
    - The current Culinary Arts program can continue during the renovation phase

The Game Art Design and Culinary Arts program will be discussed in more detail at another Work Session. At that time, the Administration will share equipment cost and layout of the Culinary Arts program and discuss funding for the Game Art Design and Culinary Arts program through PSBRRF. The Board can also discuss funding the Speight/Stantonsburg project through PSBRRF to offset the costs.

- Capital Planning
    - A current plan of projects was shared with the Board
    - The Administration recommends that as the Board revisits this information, the district consider a 5-year plan due to fluctuations in costs and budgets
    - The Administration is gathering input from Principals regarding their prioritization of the capital needs at their schools
    - The Board will need to determine factors regarding prioritization (e.g., safety, major building needs, costs, time to complete, etc.)
    - The Superintendent will discuss the process with the County Manager to determine scope and the best process moving forward and share with the Board
    - The Board will need to begin the prioritization at the next Facilities Meeting

Ms. Barnes left the meeting at 3:09 p.m. and returned at 3:12 p.m.

It was the Board's consensus to have an ongoing process to update and maintain a 3-5 year facilities plan with costs.

There being no further business at 3:28 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