MINUTES OF
THE WILSON COUNTY BOARD OF EDUCATION
SPECIAL MEETING
MARCH 9, 2020

The Wilson County Board of Education held a Special Meeting on Monday, March 9, 2020, at 1:00 p.m. in the Administrative Offices, 113 N. Tarboro Street. Chairman Dr. Christine L. Fitch called the meeting to order at 1:11 p.m. with the following members present:

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

Others present were Associate Superintendent Dr. Cheryl Wilson, Assistant Superintendent for Human Resources Dr. Norris Parker, Director of Maintenance Mark Letchworth, Administrative Assistant for Instructional Services Maureen Hooper and Administrative Assistant to the Superintendent and Board Clerk Linda Horrison, as well as Board Attorney Brandon McPherson. Also present was *The Wilson Times* Reporter Drew Wilson. Mr. Farmer was not present at the start of the meeting but had informed the Board that he would be arriving later.

After calling the meeting to order, Dr. Fitch asked for approval of the agenda. Ms. Powell made the motion, seconded by Ms. Boyette, that the Board approve the agenda for the Special Meeting on March 9, 2020. The motion passed unanimously.

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

The purpose of the meeting was to discuss the Wilson Community College Resolution to Support the *my*FutureNC Attainment Goal, to conduct architectural interviews and to discuss one administrative regulation and 30 proposed policy revisions and draft policies.

Mr. Farmer joined the meeting at 1:30 p.m.

Under the Wilson Community College (WCC) Resolution to Support the *my*FutureNC Attainment Goal, WCC drafted a resolution to support the *my*Future NC Attainment Goal that will be presented at its Board of Trustees meeting on March 16. The fifth paragraph states, "Whereas, The Wilson County School Board agrees that North Carolina faces a gap between attainment of, and the projected need for, citizens with post-secondary degrees or high-quality credentials." The resolution was provided for the Board's review and agreement with the above statement upon adoption by WCC. Ms. Barnes made the motion, seconded by Ms. Boyette, that the Board voice their support for the WCC resolution to support the *my*FutureNC Attainment Goal. The motion passed unanimously.

Under Architectural Interviews - Request for Qualifications - High School Running Tracks and Bleachers & Hearne Elementary Roof Replacement Bidding and Administration, Wilson County Schools (WCS) sought qualification proposals from skilled, experienced architectural firms who specialize in athletics and roof replacement to provide services for

WCS projects. A Request for Qualifications (RFQ) for an architect for the running tracks and bleacher renovations at Beddingfield High and Hunt High and the roof replacement project at Hearne Elementary was publicly let and closed on January 30. The Administration received RFQs from Skinner Farlow Kirwan Architecture and CPL Architecture Engineering Planning for the high school running tracks and bleachers and Hearne Elementary Roof Replacement. After discussion at the last meeting, the Board requested to interview architects during the next scheduled Board meeting on March 9. An RFQ Selection Process and Evaluation Grading Rubric was provided for each Board member and used to evaluate the proposal. The Board will need to select an architect for the running tracks and bleacher renovations at Beddingfield High and Hunt High and the roof replacement project at Hearne Elementary. Both architecture firms were given 30 minutes to present their proposal to the Board, followed by 10 minutes of questions from the Board, the Administration, and the Board's attorney.

At 1 p.m., CPL Architecture Engineering presented to the Board.

At 2:17 p.m., it was the Board's consensus to take a recess. The meeting reconvened at 2:25 p.m.

At 2:26 p.m., Skinner Farlow Kirwan Architecture presented to the Board.

At 3:08 p.m., it was the Board's consensus to take a recess. The meeting reconvened at 3:17 p.m.

In advance of the interviews, each firm submitted references to Director of Maintenance Mark Letchworth for at least three different school districts and/or governmental entities for whom their firm had performed similar work. Mr. Letchworth shared this information with the Board at the conclusion of the interviews.

The Board discussed splitting the athletic fields and replacement roof into two separate projects for the selection of an architectural firm. They also discussed eliminating the Evaluation Grading Rubric.

Mr. Farmer made the motion, seconded by Mr. Breen, that the Board do away with the rubric in terms of the tracks and roofing for consideration of awarding the contracts. The motion passed unanimously.

Ms. Boyette made the motion, seconded by Mr. Farmer, that the Board separate the two projects, the roof projects from the track projects. The motion passed unanimously.

Ms. Barnes made the motion, seconded by Ms. Powell, that the Board approve Skinner Farlow Kirwan Architecture for the roofing project at Hearne Elementary. The motion passed unanimously.

Ms. Barnes made the motion, seconded by Mr. Farmer, that the Board approve the RFQ for CPL Architecture for the track projects at Beddingfield High and Hunt High. The motion passed 6:1, with Dr. Fitch casting the dissenting vote.

Mr. McPherson left the meeting at 3:51 p.m. and Board Attorney Katie Cornetto joined the meeting.

At 3:52 p.m., it was the Board's consensus to take a recess. The meeting reconvened at 3:57 p.m.

Under Proposed Draft/Revised Policies and Administrative Regulations, the Board reviewed the revisions, which are necessary to align local Board policies with North Carolina General Statutes and NCSBA policies. Ms. Cornetto provided legal guidance on the policies.

Mr. Breen left the meeting at 4:01 p.m.

The Board requested minor changes in the verbiage of the following policies, which will be presented at the next regular Board meeting as a second read with the recommended changes:

- Draft Policy 2010, *Board and Superintendent Relations*
- Draft Policy 2110, *Board Member Elections*
- Draft Policy 2230, *Board Committees*
- Draft Policy 7730, *Employees Conflict of Interest*

The Board did not request any changes to the following policies, which will be presented at the next regular Board meeting as a second read:

- Draft Policy 2000, *Operational Goals of the Board*
- Draft Policy 2100, *Board Member Legal Status*
- Draft Policy 2115, *Unexpired Term Fulfillment*
- Draft Policy 2116, *Removal from Office*
- Draft Policy 2120, *Code of Ethics for School Board Members*
- Draft Policy 2121, *Board Member Conflict of Interest*
- Draft Policy 2122, *Rule of Board Members in Handling Complaints*
- Draft Policy 2123, *Board Member Opportunities for Development*
- Draft Policy 2125/7315, *Confidential Information*
- Draft Policy 2200, *Election of Officers/Organization of Board*
- Draft Policy 2210, *Duties of Officers*
- Draft Policy 2300, *Board Meetings*
- Draft Policy 2330, *Board Meeting Agenda and Materials*
- Draft Policy 2340, *Parliamentary Procedures*
- Draft Policy 2400, *Board Policies*
- Draft Policy 2430, *Dissemination and Preservation of Policies*
- Draft Policy 2440, *Policy Review and Evaluation*
- Draft Policy 2450, *Suspension of Board Policies*
- Draft Policy 2460, *Administration in Policy Absence*
- Draft Policy 2475, *School Rules*

- Draft Policy 2600, *Consultants to the Board*
- Draft Policy 2610, *Board Attorney*
- Draft Policy 2650, *Liaison with School Boards Associations*
- Draft Policy 3461, *Honorary High School Diploma*
- Draft Policy 6420, *Contracts with the Board*

The Board did not request any changes to the following administrative regulation, which will be presented at the next regular Board meeting as information:

- AR 3461-R, *Honorary High School Diploma*

The Board discussed Policy 2302, *Remote Participation in Board Meetings.* A recommendation was made to remove the policy from the agenda. Ms. Boyette made the motion, seconded by Dr. Fitch, to remove Policy 2302, *Remote Participation in Board Meetings.* The motion passed 5:1, with Ms. Barnes casting the dissenting vote.

Dr. Fitch shared with the Board that RFQs for an architect for the new Wilson Academy of Applied Technology (WAAT) Building will be shared at the regular Board meeting on March 16. Afterwards, interviews will need to be conducted as soon as possible to meet timelines and be ready to start the project in the Spring. It was the Board's consensus to interview architects for the WAAT Building on March 23.

There being no further business at 4:57 p.m., Ms. Barnes made the motion, seconded by Mr. Mercer, to adjourn the meeting. The motion passed unanimously.

Christine L. Fitch

Dr. Christine L. Fitch, Chairman

Dr. Lane B. Mills, Secretary