MINUTES OF
THE WILSON COUNTY BOARD OF EDUCATION MEETING
June 8, 2020

The Wilson County Board of Education held its regular meeting on Monday, June 8, 2020, at 4:00 p.m. in the Administrative Offices, 113 N. Tarboro Street. The meeting was conducted virtually using the Zoom video conferencing platform. Chairman Christine L. Fitch called the meeting to order with the following members present:

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

Dr. Fitch participated in the meeting at the Administrative Offices. The other Board members participated offsite. Ms. Powell was not able to participate in the meeting due to the loss of her father.

Others participating were Associate Superintendent Dr. Cheryl Wilson, Assistant Superintendent for Human Resources Dr. Norris Parker, Executive Director of Secondary Education David Lyndon, Executive Director of Federal Programs Robin May, Executive Director of Financial Services Rene Evans, Director of Maintenance Mark Letchworth, Director of Public Relations Amber Lynch and Administrative Assistant to the Superintendent and Board Clerk Linda Horrison, as well as Board Attorney Katie Cornetto. Also present was *The Wilson Times* Reporter Drew Wilson.

I. After calling the meeting to order, Chairman Fitch asked for approval of the agenda. Ms. Boyette made the motion, seconded by Mr. Mercer, that the Board approve the June 8, 2020, agenda for the Wilson County Board of Education meeting. The motion passed unanimously.

II. At Dr. Fitch's request, Mr. Breen led the Pledge of Allegiance that was followed by a moment of silence.

III. Dr. Fitch presented for approval the minutes of the May 18, 2020, Regular Board Meeting and June 1, 2020, Special Board Meeting. Dr. Fitch asked for approval of the minutes. Ms. Barnes made the motion, seconded by Ms. Boyette, that the Board approve the minutes of the May 18, 2020, Regular Board Meeting and June 1, 2020, Special Board Meeting. The motion passed unanimously.

IV. Under Chairman's Report, Dr. Fitch congratulated Wilson Academy of Applied Technology (WAAT) and Wilson Early College Academy (WECA) on their graduation ceremonies. She reminded the Board that Beddingfield High, Hunt High and Fike High will have a drive-thru graduation on Saturday. Dr. Fitch congratulated the 2020 graduates and wished them success in the future. She recognized Wilson Academy of Applied Technology Social Studies Teacher Tyler

Brown for being named the 2020-2021 WCS Teacher of the Year (TOY) and Vick Elementary Principal Dr. Pamela Walthall for being named the WCS 2020-2021 Principal of the Year (POY). She also recognized several honorary Board Members who joined the group that surprised the new TOY and POY – the grandson of Board Member Beverly Boyette and the children of Board Member Rhyan Breen. She also shared that a Special Board Meeting will be held on June 22, 2020, at 4:00 p.m. to discuss athletic fields.

V. Under Superintendent's Report, Dr. Mills shared the following:

- The last day of school for our traditional schools was May 29. It ended very differently for everyone this year. Usually it is an exciting day where everyone gets to say goodbye and wish each other a great summer, but that was not the case this year. No one could have imagined when the school year began in the fall that it would end this way. Dr. Mills expressed how proud he was of the students and staff for the way they navigated remote learning the past few months. He also thanked parents and guardians for their support and patience during this time. He wished all of the students and staff a safe and relaxing summer, and expressed that he is looking forward to when everyone can all be back together again in the school buildings. Dr. Mills also thanked Mr. Breen for his kind gesture on the last day of school. He paid for employees to stop by Tig's Courtyard for coffee.

- On May 30, graduation ceremonies were held for seven seniors at WAAT and 65 seniors at WECA. The ceremonies were supposed to be conducted in a drive-in style, but due to the threat of rain, the events were moved inside and graduates came in shifts to receive their diplomas. Dr. Mills expressed how proud he was of the graduates and those who were a part of WAAT's first ever graduating class. He wished them much success in their futures.

- On June 2, WCS announced that WAAT Social Studies Teacher Tyler Brown was the 2020-2021 WCS Teacher of the Year and Vick Elementary Principal Dr. Pam Walthall was the 2020-2021 WCS Principal of the Year. Both were surprised at their schools by a bus filled with school district leaders, Board of Education members, Wilson Education Partnership Board members and other special guests. The celebration included balloons, music, posters, bubbles and giant cutouts of the winner's faces.

- Dr. Mills also congratulated Dr. Walthall for being one of five educators in the state selected to receive the Marvin R. Pittman Champions for Education Award. The award recognizes individuals who demonstrate extraordinary commitment to student success, exemplify leadership in education and make a significant impact on North Carolina students. This is a big recognition for Dr. Walthall and her work.

- Dr. Mills expressed how grateful the district is to the Healthcare Foundation of Wilson for awarding WCS a total of $187,500 for several grants. The money will fund: NC Pre-K playground equipment and indoor furnishings for Hearne Elementary; renewal funds for the MATCH program and funds for our grant writer position.

- The district is looking forward to the drive-thru graduation ceremonies this coming weekend on June 13 at Beddingfield High, Fike High and Hunt High. The Administration plans to make this day as special as possible for the seniors.

- Request for Qualifications were posted online for a Construction Management-At-Risk (CMAR) for the new WAAT building. The deadline to submit questions to Director of Maintenance Mark Letchworth is June 8. The deadline to submit a proposal is June 12. The Administration is planning to meet with a subgroup, consisting of the county, Wilson Community College and WCS to discuss the construction process. More information will be shared at a future Board meeting.

VI. Under Public Input, Director of Public Relations Amber Lynch read letters during this portion of the meeting from Michelle West, Ava Taylor, Brenda Whaley and Laura Barnes, concerning Mrs. Dixon, Assistant Principal at New Hope Elementary. It was the Board's consensus to have the Administration respond to the concerns.

VII. Under Discussion/Information/Action Items, the following was shared with the Board:

A. Under Contracts for Board Notification, Board Policy 6420, *Contracts with the Board*, states that the Superintendent is authorized to enter into contracts involving amounts up to $90,000, and at least monthly, the Superintendent shall report to the Board all contracts approved by the Superintendent that exceed $30,000. The contracts, which are less than $90,000, have been approved by the Superintendent. This is for information only.

Name of Business	**Services Provided**	**Amount**
Branching Minds	K-8 Licenses Renewals	$51,217.32
Ellevation Inc.	EL Program Management Solution	$32,973.75

B. Under Administrative Regulation 4210-R, *Release of Students*, WCS Board Policy 4210, *Release of Students*, states the principal or designee shall make reasonable efforts to verify that any person appearing at a school and requesting permission to take a student from the school is properly identified and authorized before the student is released to him or her. WCS Administrative Regulation, 4210-R, *Release of Students*, states these regulations apply to the release of students to any person during the school day, including off campus school-sponsored activities. Principals are encouraged to develop additional guidelines and procedures consistent with these rules to assist school employees in making sound decisions about the release of students. This is for information only.

The following was presented to the Board:

A. Under Spanish Immersion Contingency Plans, the Administration met with representatives from Participate on May 11 to discuss not having a teacher because of VISA and the need to develop a contingency plan. Participate did not think they would be able to bring in another teacher due to COVID-19, and we discussed the possibility of having to consolidate classes or hire someone locally to fill the position. After the meeting, Participate decided to transfer a teacher from another district. Therefore, WCS no longer needs to develop a contingency plan, and the program can proceed as usual.

   Dr. Wilson shared additional information about the Spanish Immersion Program with the Board. The program fee has increased and will cost WCS $46,300 for the 2020-2021 school year. She also advised that in the past, the Board has discussed the large cost of transporting students from other schools to be a part of the program. She shared that the transportation cost decreased this year, but only because of COVID-19. She asked the Board if they wanted to continue to offer bus transportation to students in the program. It was the Board's consensus to continue offering transportation.

B. Under Contracts Requiring Board Approval, Board Policy 6420, *Contracts with the Board*, states that any contract for materials, equipment, or services 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 contracts, which exceed $90,000, requires Board approval.

Name of Business	**Services Provided**	**Amount**
TE21, Inc.	Benchmark Assessments	$119,211.00
AmTrust North America	Worker's Compensation	$137,279.00

   Ms. Barnes made the motion, seconded by Mr. Mercer, that the Board approve TE21, Inc. contract for benchmark assessments and AmTrust North America for worker's compensation. The motion passed unanimously.

C. Under Career-Technical Education (CTE) Local Plan, the CTE budget for 2020-2021 will focus on providing certification opportunities for students in Drafting, Accounting, Agricultural Mechanics, Animal Science, Horticulture, Marketing, Foods, and Automotive Technology; providing resources to improve literacy initiatives through the CTE curriculums; providing virtual job shadowing opportunities; supporting the move to virtualization platform to allow students to access files and programs

remotely; expanding STEM offerings; continuing to fund all CTE positions, including 50.5 teachers, three Career Development Coordinators, and one Work-based Learning Coordinator; and continuing to fund expenses for instructional supplies and Career and Technical Student Organizations (CTSO) opportunities for all programs.

In 2019-2020, CTE enrollments were 3,288 at the middle school level and 4,047 students at the high school level. Of those students, 208 participated in work-based learning placements, including job-shadowing, internships and co-ops. Twenty-two local employers partnered with WCS to place students at their companies. Four students were placed in the Teacher Internship program. These students spend 90 minutes a day for an entire semester observing and assisting in elementary or middle school classrooms. These students plan to major in education in college. WCS created new internship partnerships with Vidant Medical Center and the Barton College Theatre Arts Department.

Mr. Farmer made the motion, seconded by Mr. Mercer, that the Board approve the Career-Technical Education Local Plan for 2020-2021. The motion passed unanimously.

D. Under Coronavirus Aid, Relief, and Economic Security/Elementary and Secondary School Emergency Relief (CARES/ESSER) Funds, WCS submitted the application for the Elementary and Secondary School K-12 Emergency Relief Fund through the CARES Act on May 29, 2020. The WCS Planning Allotment was $4,243,890. The ESSER funds are set aside to help districts mitigate factors associated with COVID-19. The scope of allowable uses for these funds is fairly wide as long as there is data to support the strategies implemented. Funding will be available through September 30, 2021. Private School Consultation is required with all federal funds. Both Greenfield and Community Christian School have opted in for ESSER funds. The main areas of focus for WCS are:

- Devices for K-1 students, 6-8 students, early college students, Career and College Promise students and staff members such as clerical staff and teacher assistants that do not have portable laptops
- Professional development to assist in increasing the skills of all staff in appropriate use of multiple tools to provide remote learning
- Hardware and software that will allow easier access to documents for remote learning and teleworking
- Sanitation supplies, which include electrostatic sprayers and personal protective equipment
- Cafeteria equipment that will enable school nutrition staff to more quickly prepare meals in the event that meals need to be served in the classroom
- Extend employment to allow WCS to offer compensatory services to Exceptional Children students that have a documented need for services as determined by the Individual Education Program team (teachers, psychologist, speech pathologist, occupational therapist, physical therapist)

- Expanding mental health and nursing services
- Additional Interventionists to provide small group instruction

This item was moved from action to information on the agenda. No action was needed.

E. Under 2019-2020 Budget Amendments, the Administration presented budget amendments for the 2019-2020 State Public School Fund, Current Expense Fund, Federal Fund, Capital Outlay Fund, Trust and Agency Fund and Local Special Revenue Fund budgets ending June 30, 2020. General Statute 115C-434 authorizes the Board of Education to make appropriations for the budget year. Mr. Mercer made the motion, seconded by Mr. Farmer, that the Board approve the 2019-2020 Budget Amendments 104, 203, 304, 401, 601 and 804. The motion passed unanimously.

F. Under Continuing Budget Resolution 2020-2021, the Administration requests the Board to adopt an interim budget for the purpose of paying salaries and ordinary expenses of the school system until the 2020-2021 budget is adopted. General Statute 115C-434 allows the Board to authorize the Superintendent to expend funds at the 2019-2020 budgeted level until the adoption of the 2020-2021 budget resolution. Ms. Boyette made the motion, seconded by Mr. Mercer, that the Board approve the Continuing Budget Resolution for 2020-2021. The motion passed unanimously.

G. Under Superintendent Authorization to Approve Year End Budget Amendments, the Administration is recommending that the Superintendent be authorized to make the necessary budget adjustments to balance the budget June 30, 2020. WCS is required to have a balanced budget at the end of the fiscal year. Mr. Mercer made the motion, seconded by Ms. Boyette, that the Board approve the Superintendent Authorization to Approve Year End Budget Amendments to make the necessary budget amendments and move money as necessary. The motion passed unanimously.

H. Under Wilson Community College Board of Trustees Appointment, the Board has one appointment to make each year to the Wilson Community College Board of Trustees. Renee Smith's term expires this year. Ms. Smith has indicated that she is interested in serving another term on the Wilson Community College Board of Trustees. The Board was advised that any additional nominations for this appointment were to be submitted by May 29 to the Superintendent's Office. Mr. Breen nominated Tom Fyle, current member of the Wilson City Council, for the Board's consideration. Mr. Breen made the motion, seconded by Ms. Boyette, that the Wilson Community College Board of Trustees nominee be William Tom Fyle. The motion passed 5:1, with Dr. Fitch casting the dissenting vote. To further the communication between the two Boards, it is proposed that on an annual basis the WCS Trustee appointees to Wilson Community College meet with the Board to share any information that will assist each body going forward.

I. Under North Carolina School Boards Action Center (NCSBAC) 2020-2021 Contributions, Dr. Fitch received a memorandum from Darrell Pennell, president of the NCSBAC, regarding 2020-2021 contributions. NCSBAC provides support in advocating for positions supported by the Legislative Agenda of North Carolina School Boards Association (NCSBA) and enhanced advocacy service. NCSBAC is requesting a $5,000 contribution from the Wilson County Board of Education. Mr. Farmer made the motion, seconded by Mr. Mercer, that the Board make a contribution of $2,500 to the North Carolina School Boards Action Center. The motion passed unanimously.

J. Under Draft and Revised Policies, the following policies were presented:
1. Draft Policy 2342, *Voting Methods* – Second Reading
2. Revised Policy 4110, Immunization and Health Requirements for School Admission – Second Reading
3. Draft Policy 6000, *Support Services* – Second Reading
4. Draft Policy 6220, *Operation of School Nutrition Services* – Second Reading
5. Draft Policy 6230, *School Meal and Competitive Food Standards* – Second Reading
6. Draft Policy 6325, *Parking Areas for Students* – Second Reading
7. Draft Policy 6401/9100, *Ethic and the Purchasing Function* – Second Reading
8. Draft Policy 6425, *Continuing Contracts* – Second Reading
9. Draft Policy 6441/9121, *Bidders' List* – Second Reading
10. Draft Policy 6442, *Vendor Lists* – Second Reading
11. Draft Policy 6450, *Purchase of Goods and Services* – Second Reading
12. Draft Policy 6500, *Goals of Equipment, Materials and Supplies Services* – Second Reading
13. Draft Policy 6525, *Provision of Instructional Resources and Materials* – Second Reading
14. Draft Policy 7405, *Extracurricular and Non-Instructional Duties* – Second Reading
15. Draft Policy 8340, *Insurance* – Second Reading
16. Draft Policy 8341, *Claims Against the Board by Students, Parents or Third Parties* – Second Reading
17. Draft Policy 8350, *Fixed Assets Inventory* – Second Reading
18. Draft Policy 8410, *Individual School Accounts* – Second Reading
19. Draft Policy 8510, *School Finance Officer* – Second Reading
20. Draft Policy 8520, *School Treasurer* – Second Reading
21. Draft Policy 8530, *Fidelity Bonds* – Second Reading

The Board is in the process of reviewing all of its policies to align with general statutes and NCSBA policies. Draft policies were reviewed and discussed at a Special Meeting on June 1. The draft policies are being presented to the

Board as a second reading.

Ms. Barnes made the motion, seconded by Mr. Farmer, that the Board approve the policies listed on the agenda under Roman Numeral VII, Discussion/Action Items, letter J, Draft and Revised Policies 1-21, as a second reading, and repeal the corresponding old policies, as set forth in the handout dated June 8, 2020, and any stated corrections. The motion passed unanimously.

The following current policies will be removed from the Policy Manual:

- Policy 2010, *School Finance Officer*
- Policy 2200, *Financial Reports and Statement*
- Policy 2210, *Individual School Accounts*
- Policy 2321, *Vendor Relations*
- Policy 2630, *Fidelity Bonds*
- Policy 2700, *Insurance*
- Policy 3220, *Responsibilities and Duties*
- Policy 3520, *Extra-Duty Program*
- Policy 7040, *Child Nutrition Programs*
- Policy 7042, *Cooperation with Other Agencies*
- Policy 7050, *Menu Preparation and School Food Service Purchasing*
- Policy 7051, *Banking, Record-keeping, Budgeting and Accounting*
- Policy 7060, *Food Service and Sanitary Practices*

VIII. At 5:25 p.m., Mr. Farmer 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 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.

At 6:21 p.m., Mr. Farmer made the motion to reconvene to open session. The motion, seconded by Ms. Barnes, passed unanimously.

IX. Reporting from closed session, Mr. Farmer made the motion, seconded by Mr. Mercer, to approve the closed session minutes of the May 18, 2020, Regular Board Meeting, and do not release the minutes for public inspection because of confidential personnel matters. The motion passed unanimously.

Mr. Farmer made the motion, seconded by Ms. Barnes, to approve the personnel recommendations as presented by the Administration. The motion passed unanimously.

ACTION ITEMS

The Board approved the following certified position and coaches.

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 the 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

Williams, Benjamin T.-Assistant Superintendent for Administrative Services

Coaches

O'Neal, Jody-Varsity Girls Basketball (Beddingfield)

INFORMATION ITEMS

The Board received the following personnel list as information.

Administrative

Luper, Denise-Retirement

Certified

Arrington, Sheritta-Resignation
Barnes, Lavonna-Resignation
Brooks, Nancy-Resignation
Brown, Quatonia-Resignation
Corn, Samantha-Resignation
Flowers, Jeffrey-Retirement
Hancock, Debbie-Retirement
Miller, Larry-Retirement
Pridgen, Richard-Resignation
Robinson, Chanta-Resignation
Ruffin, Marlene-Resignation

Classified

Leggett, Ellen-Resignation

Smith, Susan-Retirement
Strickland, Sandra-Retirement

Nonrewals for 2020-2021

Stovall, Kaelah-Teacher at Hearne Elementary

Ms. Boyette made the motion, seconded by Mr. Farmer, that the Board move the July meeting time to 4:00 p.m. rather than 7:30 p.m. The motion passed unanimously.

Ms. Barnes made the motion to revisit the Wilson Community College Board of Trustees Appointment, the motion was not seconded. Therefore, the motion failed.

XI. There being no further business at 6:24 p.m., Mr. Farmer 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