

**MINUTES**  
**BOARD OF EDUCATION**  
**ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS**  
**February 22, 2016**

The Elizabeth City-Pasquotank Board of Education met on February 22, 2016, 2:00 p.m., for the purpose of holding Committee Meetings. The meetings were held in the Board Room of the Administration Building.

**I. Academic Affairs Committee**

**Committee Members Present:** Virginia Houston, Chair, Pam Pureza, Sharon Warden

**Other Board Members Present:** Harvey Beasley, Walter Jolly, Barry Overman, Dr. Denauvo Robinson

**Staff Present:** Dr. Larry Cartner, Dianne Meiggs, Joanne Sanders, Tammy Sawyer, Tracy Davenport, Rhonda James-Davis, Christie Pauley

Mrs. Houston called the meeting to order.

Ms. Rhonda James-Davis presented information regarding a USDA Challenge Grant and requested permission for Northeastern High School to submit the grant in partnership with the Albemarle Soil and Water Conservation District and recently retired Extension Horticulture Agent, Tom Campbell to establish a demonstration farm. Ms. James-Davis requested permission from the Board to proceed and shared that she would seek legal counsel prior to submitting the final document.

Board members supported the grant application and the item will be placed on the consent agenda for February 29, 2016.

Dr. Cartner presented a recommended 2016-17 school calendar. He explained that two calendar options were shared on the district website for comments and votes. He also discussed restrictions in the calendar planning process due to State law and not being able to start prior to August 29<sup>th</sup> and must end by June 9<sup>th</sup> for the 2016-17 calendar. The calendar will be placed on the consent agenda for approval on February 29, 2016.

Ms. Tammy Sawyer shared information regarding a DANNON DANIMALS FUEL UP TO PLAY60 INSTANT WIN SWEEPSTAKES. A community member recently won and has designated J. C. Sawyer as the recipient. Ms. Sawyer requested permission to proceed with the process and Board members agreed to place the item on the consent agenda for the February 29, 2016, meeting.

The Academic Affairs Committee adjourned at 2:23 p.m.

## II. Finance Committee

**Committee Members Present:** Harvey Beasley, Chair, Barry Overman, Virginia Houston

**Other Board Members Present:** Walter Jolly, Pam Pureza, Dr. Denauvo Robinson, Sharon Warden

**Staff Present:** Dr. Larry Cartner, Dianne Meiggs, Joanne Sanders, Tammy Sawyer, Tracy Davenport, Rhonda James-Davis, Christie Pauley

Mr. Beasley called the meeting to order.

The February Building Rental Report was shared.

The February Monthly Maintenance Report was shared.

Dianne Meiggs presented information regarding the bid process and bids received for the Northeastern High School Chiller Replacement Project. The recommendation is to award the bid, in the amount of \$149,87.00 to Baker Mechanical, Inc. Members discussed the information and the item will be placed on the February 29, 2016, consent agenda for approval.

A fundraising request for the Exceptional Children's Department was reviewed and members agreed to place it on the February 29, 2016, consent agenda for approval.

The Finance Committee adjourned at 2:32 p.m.

## III. Policy Committee

**Committee Members Present:** Walter Jolly, Chair, Dr. Denauvo Robinson, Sharon Warden

**Other Board Members Present:** Harvey Beasley, Virginia Houston, Barry Overman, Pam Pureza

**Staff Present:** Dr. Larry Cartner, Dianne Meiggs, Joanne Sanders, Tammy Sawyer, Tracy Davenport, Rhonda James-Davis

Mr. Jolly called the meeting to order.

Dr. Cartner shared information regarding the following policies:

Policy Series 7000, Part C

Policy 2230 – Committee Assignments

Policy 2210 – Duties of Officers

Policy 2342 – Voting Methods

Policy 2302 – Remote Participation in Board Meetings. Dr. Cartner explained that this is not a mandatory policy, but optional and is the standard version through NCSBA.

The following will be placed on the February 29, 2016, consent agenda for approval:

- Policy Series 7000, Part C (place on review until March Board Meeting)
- Policy 2230 – Committee Assignments (waive review and approve)
- Policy 2210 – Duties of Officers (place on review until March Board Meeting)
- Policy 2302 – Remote Participation in Board Meetings (place on review until March Board Meeting)
- Policy 2342 – Voting Methods (place on review until March Board Meeting)

Mr. Overman requested that Superintendent Cartner check to make sure the Board Room has the capabilities to meet the requirements of 2302 – Remote Participation in Board Meetings.

Dr. Cartner shared recommended revisions to 4150-E – Student Transfer Application Form. He informed members that the revisions bring the form into alignment with the current policy.

The Policy Committee adjourned at 2:55 p.m.

#### **IV. Personnel Committee**

**Committee Members Present:** Dr. Denauvo Robinson, Chairman, Pam Pureza, Walter Jolly

**Other Board Members Present:** Harvey Beasley, Virginia Houston, Barry Overman, Sharon Warden

**Staff Present:** Dr. Larry Cartner, Dianne Meiggs

Dr. Robinson called the meeting to order.

#### **Closed Session**

A motion was made by Dr. Denauvo Robinson, seconded by Virginia Houston, and unanimously carried to go into closed session for the purpose of considering personnel actions that involve employees of this Board as allowed by NC General Statute 143-318.11(a)(6).

On the recommendation of the Superintendent, the following were recommended for approval:

- Resignations
- Elections
- Coaches
- Reassignments
- Leaves of Absence
- Substitutes

Members discussed recommendations and personnel matters.

A motion to come out of closed session was made by Denauvo Robinson, seconded by Virginia Houston, and unanimously carried. Full and accurate minutes of the closed session will be kept on file in the superintendent's office, but are to be withheld from public disclosure, so as to not frustrate the legitimate purposes of this closed session.

Members agreed to place resignations, elections, coaches, reassignments, leaves of absence and substitutes on the February 29, 2016, consent agenda for approval.

The Personnel Committee meeting adjourned at 3:48 p.m.