

**MINUTES
BOARD OF EDUCATION
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS
December 17, 2018**

The Elizabeth City-Pasquotank Board of Education met in regular session on Monday, December 17, 2018, 4:00 p.m. in the Board Room of the Administration Building. The following Board members were present and constituted a quorum:

Ms. Sharon Warden, Chair

Mrs. Virginia Houston
Mr. George Archuleta
Mr. Walter Jolly

Mrs. Pam Pureza
Dr. Denauvo Robinson
Dr. Sheila Williams

The following Central Office and District staff members were present:

Dr. Joanne Sanders, Interim Superintendent
Mr. Andrew Cox, Chief Financial Officer
Ms. Tammy Sawyer, Community Schools Director/Public Information Officer
Ms. Jennifer Hawkins, Director of Testing/Accountability
Ms. Rhonda James-Davis, CTE Director
Ms. Michelle Flach, Exceptional Children's Director
Ms. Amber Godfrey, Technology Director
Ms. Toni Floyd, Director of Transportation
Mr. Frankie Floyd, Director of Maintenance
Ms. Stephanie Ambrose, Principal
Ms. Angela Cobb, Principal
Ms. Katina Waples, Principal
Mr. John Peel, Art Teacher
Ms. Marie Alvarez, Art Teacher
Ms. Elaina Lawson, Art Teacher
Mr. Bert Lane, Program Services Coach
Mr. Demetrius Stokley, Attendance Coordinator

I. Meeting Called To Order

Chair Warden called the meeting to order.

II. Pledge of Allegiance and Moment of Silence

Dr. Sanders led members and guests in the Pledge and Moment of Silence.

III. Approval of Agenda (Action)

A motion of made by Virginia Houston, seconded by Pam Pureza, and unanimously carried to approve the agenda as presented.

IV. Superintendent's Report

Dr. Sanders recognized students Hannah Evans (Northeastern High School), Leilani Canales (Weeksville Elementary School), and Roselyn Garcia (Sheep Harney Elementary School) and as the winners of the 2018 Christmas card design contest. Dr. Sanders presented each student with a framed copy of their artwork.

Dr. Sanders asked for a Board member representative to serve on the 2018 Teacher of the Year Selection Committee. Mrs. Houston volunteered to serve.

Dr. Sanders asked to change the time on two committee meetings February 18 and May 20, 2019 from 2:00 p.m. to 6:00 p.m. to allow community representatives to attend.

A motion was made by Virginia Houston, seconded by Sheila Williams, and unanimously carried to change the time of the committee meetings on February 18, and May 20, 2019 from 2:00 p.m. to 6:00 p.m.

V. Approval of Minutes

A motion was made by Pam Pureza, seconded by Walter Jolly, and unanimously carried to approve the minutes of November 26, 2018 (regular meeting).

A motion was made by Pam Pureza, seconded by Walter Jolly, and unanimously carried to amend the December 3, 2018 minutes.

VI. Action Agenda

Finance, Business and Technology Systems

1. 2018-19 Budget Amendments 102, 302, 802, 202, & 401
2. Acceptance of Bids for Northside Elementary School HVAC
3. Monthly Building Rental, Monthly Maintenance and Monthly Roof Inspection Reports were presented for information.
4. Building Rentals Report
5. Elementary Bookkeepers/Data Managers Salary Grade
6. Substitute Pay Schedule
7. Authorization to Apply for Impact Aid

Policy

1. Credit Recovery Policy

Ms. Flach shared information on the Credit Recovery Policy. Ms. Flach stated DPI has given us a set of guidelines and we developed a policy. The policy has to be in place by the 2019-20 school year. Processes and procedures will guide the Credit Recovery process based on the policy.

Mr. Cox and Mr. Floyd met with three contractors who submitted bids and open those bids. B&M contractors had the lowest bid of the three. We are recommending to the board to approve the contract in the amount of \$1,247,138.00 for complete renovation of the HVAC system at Northside Elementary School.

A motion was made by Mrs. Pam Pureza, seconded by Dr. Denauvo Robinson, and unanimously carried to approve the Budget Amendments 102, 302, 802, 202, & 401.

A motion was made by Dr. Denauvo Robinson, seconded by Mrs. Virginia Houston, and unanimously carried to accept the bid submitted by B&M contractors, in the amount of \$1,247,138.00, to complete the renovation of the HVAC system at Northside Elementary School.

The Monthly Building Rental, Monthly Maintenance and Monthly Roof Inspection Reports were presented for information.

Mr. Cox shared information on Helios Energy. He said they will be here at the end of January with a proposal and findings from the audit.

A motion was made by Mrs. Pam Pureza to approve action agenda items for Finance, Business, Technology, and Credit Recovery policy, seconded by Dr. Denauvo Robinson and unanimously carried to approve action agenda for Finance, Business and Technology Systems and Credit Recovery policy.

VII. Public Forum (Citizens comments to the Board)

Ms. Cobb thanked the board for their support they have given to Northeastern High School. Ms. Cobb said the response from the community has been something to behold. An estimate of 1500 people sent them off on Friday and a business brought cupcakes to the school to welcome students back home. Thank you for supporting Northeastern High School from the beginning of the school year.

Excellent Educators

Closed Session

A motion was made by Mrs. Pam Pureza, seconded by Mr. George Archuleta, 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) and school safety as allowed by N.C. General Statute 143-318.11 (a) (8) (9). Upon the board's motion to enter closed session, staff and guests exited the board room. Dr. Joanne Sanders and Tammy Sawyer remained for the meeting.

Members discussed employee recommendations and personnel matters.

A motion to come out of closed session was made by Mrs. Pam Pureza, seconded by Mr. Walter Jolly, 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.

Following closed session, a motion was made by Mr. George Archuleta, seconded by Dr. Denauvo Robinson, and unanimously carried to approve the personnel recommendations for two administrative positions recommended by Interim Superintendent Dr. Sanders.

Following closed session, a motion was made by Mrs. Virginia Houston, seconded by Dr. Denauvo Robinson, and unanimously carried to approve the following:

Elections:

NAME	LAST	SITE	ASSIGNMENT	EFFECTIVE
Nakita	Harrell	ECMS	MS Science	December 6, 2018
Mary	Phelps	Sheep Harney	Grade 2	December 6, 2018
William	McMillan	Early College	Science	December 17, 2018
Jessica	White	PWM	Grade 5	January 3, 2019
JaQuay	Sutton	Sheep Harney	Receptionist	December 4, 2018
*Denotes part-time				

Resignations:

NAME	LAST	SITE	ASSIGNMENT	EFFECTIVE
J'Vonn	Davis	RRMS	Head Basketball Coach position <i>only</i>	November 7, 2018
Anthony	Perkins	JC Sawyer	Principal	December 31, 2018
Marlene	Perkins	ECMS	Math Teacher	December 31, 2018
Joshua	Childers	ECMS	Social Studies	January 2, 2019
Leonard	Presley	JC Sawyer	Custodian	January 2, 2019
Andrew	Cox	Central Services	Chief Financial Officer	January 13, 2019

Coaches:

NAME	LAST	ASSIGNMENT	SITE
Allan	Brothers	Boys Head Basketball Coach	RRMS
Malcolm	White	Assistant Boys Basketball Coach	ECMS

Reassignments:

NAME	LAST	CURRENT ASSIGNMENT	NEW ASSIGNMENT
Tammie	Sanders	Café Assistant Weeksville	Café Assistant PW Moore
Lethia	Jones	PT Custodian - Central Elementary	PT Custodian - Northeastern High
Kimberly	Whitehurst	Instructional Coach - Central Services	Principal - Pasquotank Elementary
Patricia	White	Receptionist - P.W. Moore Elementary	Bookkeeper - ECMS
Denise	Spencer	Science Teacher - ECMS	Assistant Principal - PW Moore Elementary

Substitutes:

NAME	LAST	ASSIGNMENT
James	Berry	Substitute Bus Driver

Leaves of Absence:

NAME	LAST	SITE	ASSIGNMENT	BEGINNING DATE
Karen	Ellis	Pasquotank Elementary	Behavior Coach	December 19, 2018
Wanda	Johnson	PW Moore Elementary	EC Paraprofessional	January 2, 2019
Sharron	Bell	NHS	Assistant Principal	January 7, 2019
David	Mair	PCHS	Social Studies	1/7/2019 (tentative)

VIII. Board Member Reports

Mr. Jolly said he enjoyed sending NHS students off to the State Championship.

Ms. Warden suggested we have the team and their coaches come to the board meeting in January. Ms. Warden asked that Coach Moore bring their plaque and football for pictures.

Ms. Warden attended the Weeksville Elementary School Christmas program and Pasquotank High School Band concert was really good as well as the Choral concert.

Mrs. Pureza said snacks were delivered to the NHS team and cheerleaders on behalf of the school board Saturday morning. Mrs. Pureza also said McDonalds donated biscuits to the team as well. It was an amazing event to see so much support from Elizabeth City.

Mrs. Houston mentioned a student dealing with a serious heart issue and is being home schooled.

IX. Other**X. Adjournment**

A motion was made by Dr. Sheila Williams, seconded by Mr. Walter Jolly, and unanimously carried to adjourn the meeting.

There being no further business, the meeting adjourned at 7:40 p.m.

 Chair

 Secretary

