

**MINUTES**  
**BOARD OF EDUCATION**  
**ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS**  
**October 22, 2018**

The Elizabeth City-Pasquotank Board of Education met on Monday, October 22, 2018, for the purpose of holding Committee Meetings. The Committee Meetings were called to order by Chair Sharon Warden and were held in the Board Room of the Administration Building.

**I. Financial, Business and Technology Systems Committee**

**Committee Members Present:** Dr. Denauvo Robinson, Virginia Houston, Sharon Warden

**Other Board Members Present:** Walter Jolly, Pam Pureza

**Staff Present:** Dr. Joanne Sanders, Andrew Cox, Tracy Davenport, Tammy Sawyer, Amber Godfrey, Jennifer Hawkins, Antoinette Reid, Delishia Moore, Dena' Banks, Mr. Jackson-Heard, Chandra Eley, Amanda Meads, Michelle Flach, Sarah Byrum, Jean Sawyer

Mr. Bill Trueblood, President of Weeksville Lion's Club and Rev. Roger Braun, Secretary presented information on a vision screening machine to detect vision issues for our students in Pasquotank County. Rev. Braun stated their proposal is to purchase this equipment for Pasquotank County. The machine is very remarkable and can detect many eye problems. If it is indicated a student may need vision assistance, the staff would contact the parents.

Mr. Hezekiah Brown, Mr. Curtis Wrenn, and Robert Hickson, representing 100 Black Men of America, presented information on mentoring students in our schools and community. The mentoring program has four core components: mentoring, education, health & wellness and economic empowerment. The mentoring program has 30 men interested who are willing to work with our schools to mentor students, help with homework, offer tutoring, and engage in other activities in the community.

Mr. Wrenn stated they are here to share the program and seek approval from the School Board to begin this initiative and where we can target our presence.

Ms. Warden thanked everyone for coming and stated the Board would make a decision about both initiatives and get back with them.

Mr. Cox stated there is no information on "The Energy Discussion" due to the absence of Mr. Overman.

Mrs. Pureza stated this would be deferred back to Mr. Overman to provide an opportunity to ask questions.

Mr. Cox presented information on the following:

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

Hurricane Updates: Mr. Cox stated we were closed for 5 instructional days. ECPPS did not sustain any damage from Florence. The five missed days were changed to three optional teacher workdays. The General Assembly came back in session and passed a Bill. We could deem complete any days that we missed over two and not be required to make-up. We will have to add two days to the calendar at some point for the required 215 days.

Budget Amendments:

- 2018-19 Budget Amendments #101, #01, #301, and #801

School Calendar/Permission for Flexibility: Dr. Sanders stated we do not have to implement student make-up days due to Florence. The flexibility will be to end this semester as is and revisit the calendar should changes be necessary later in the year due to weather.

School Fundraising Requests: Dr. Sanders shared two additional fundraiser requests for approval. We have new staff in place that did not have the opportunity to submit their fundraiser request.

Ms. Warden made a motion on the Lions Club to approve the use of the vision screening equipment in our schools. Mr. Jolly made a motion to except their offer, seconded by Virginia Houston, and unanimously carried.

Ms. Warden made a motion on the 100 Black Men of America for mentoring in our schools. Mrs. Houston made a motion to move forward, seconded by Mrs. Pureza, and unanimously carried.

Budget amendments will be placed on Monday's Board of Education Regular meeting Agenda.

## **II. Global Citizens and Healthy Students Committee**

**Committee Members Present:** Virginia Houston (Chair), Pam Pureza

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

**Staff Present:** Dr. Joanne Sanders, Andrew Cox, Tracy Davenport, Tammy Sawyer, Jennifer Hawkins, Amber Godfrey

No items for discussion

### III. Personalized Education Committee

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

**Other Board Members Present:** Virginia Houston, Pam Pureza

**Staff Present:** Dr. Joanne Sanders, Tammy Sawyer, Andrew Cox, Tracy Davenport, Amber Godfrey, Jennifer Hawkins, Antoinette Reid, Delishia Moore, Dena' Banks, Mr. Jackson-Heard, Chandra Eley, Amanda Meads, Michelle Flach, Sarah Byrum, Jean Sawyer

Ms. Tracy Davenport, Federal Programs Director, presented the 2018-19 Title I, II, III, IV and RLIS plans.

The following principals presented information on their Low Performing School Plans they have in place for the 2018-19 school year.

Mrs. Delishia Moore (Elizabeth City Middle School)

Mr. Dexter Jackson-Heard (P.W. Moore Elementary School)

Ms. Antoinette Reid (Pasquotank Elementary School)

Board members were appreciative and thanked principals for attending the meeting.

### IV. Excellent Educators

**Committee Members Present:** Pam Pureza (Chair), Walter Jolly and Sharon Warden

**Other Board Members Present:** Virginia Houston, Barry Overman, Dr. Denauvo Robinson

**Staff Present:** Dr. Joanne Sanders, Andrew Cox, Tracy Davenport, Tammy Sawyer, Amber Godfrey, Tracy Davenport, Michelle Flach

#### **Closed Session**

A motion was made by Pam Pureza , 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).

Upon the board's motion to enter closed session, staff and guests exited the board room. Dr. Sanders and Tammy Sawyer remained.

During the closed session for "Excellent Educators," Board members reviewed resignations, elections, coaches, reassignments, leaves of absence, substitutes, low performing principal recommendations and personnel matters.

A motion to come out of closed session was made by Pam Pureza, 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.

Following closed session, a motion was made by Virginia Houston, seconded by Dr. Denauvo Robinson, and unanimously carried to approve placing items recommended for approval on the October 29<sup>th</sup> consent agenda.

Other:

### **Presentation from NCSBA**

Ms. Warden introduced Alison Schafer, NCSBA

Ms. Schafer, NCSBA presented information on the Superintendent Search Process/Services with Board Members. Ms. Schafer stated this is the Board's search.

Ms. Schafer presented the search services include:

- A draft superintendent search timeline;
- A draft advertisement of the vacancy;
- A list of vacancy advertising options;
- A sample application form; and
- Sample community and staff surveys

A motion was made by Dr. Robinson, seconded by Dr. Williams, and unanimously carried to hire NCSBA for the superintendent search.

Ms. Schafer reviewed the draft timeline with members and recommended January 14<sup>th</sup>, as the deadline for individuals to submit superintendent applications.

A motion was made by Dr. Robinson, seconded by Mr. Jolly, and unanimously carried to establish January 14<sup>th</sup>, 2019, as the deadline for superintendent applications.

Ms. Warden asked that educational institutions (The College of the Albemarle, Mid Atlantic Christian University, and Elizabeth City State University) be added to the Superintendent of Schools Sought letter.

A motion was made by Mrs. Houston, seconded by Dr. Robinson, and unanimously carried, to add educational institutions to the Superintendent of Schools Sought letter.

A motion was made by Mrs. Pureza, seconded by Mrs. Houston, and unanimously carried to approve American Association of School Administrators as part of the advertising options for 60 days in the amount of \$799.00.

Ms. Schafer explained the application is used as a screening tool. Ms. Schafer reviewed the draft application form with members and asked the Board to decide on "short answers" questions on page 9 and "essay" questions on page 10.

Individual Board members made recommendations and decided to use the following "short answer" questions on page 9 (#1 and 4 is to be combined, #2, 3, 5, 6, and 8).

Individual Board members made recommendation and decided to use the following “essay” questions on page 10 (#2, 3, 4, and 6)

A motion was made by Mrs. Pureza, seconded by Dr. Williams, and unanimously carried to accept the information the Board recommended for short answer and essay questions.

Ms. Schafer discussed the draft Superintendent Search Community & Staff Surveys – a simple survey which she indicated more people usually respond to and a complex survey. Ms. Schafer reminded Board members that the public can be involved by survey input, but they cannot know who the candidates are by State Law.

Members discussed the survey options with Ms. Schafer.

A motion was made by Dr. Williams, seconded by Ms. Pureza, and unanimously carried to accept the sample survey questions provided with the addition of adding the demographics section from the green survey.

Ms. Schafer cautioned the Board members that they will be receiving highly confidential information that cannot be released or shared.

Ms. Schafer gave Ms. Warden her contract.

A motion was made by Mrs. Pureza, seconded by Mrs. Houston, and unanimously carried to put the Low Performing School Plans out for a 30 day review.

A motion was made by Mrs. Pureza , seconded by Mrs. Houston, and unanimously carried to adjourn the meeting

The meeting adjourned at 5:28 p.m.

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Chair

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Secretary