

**MINUTES
BOARD OF EDUCATION
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS
January 21, 2020 – Committee Meetings**

The Elizabeth City-Pasquotank Board of Education met on Tuesday, January 21, 2020, for the purpose of holding Committee Meetings. The Committee Meetings were called to order at 3:00 p.m. by Chair Robinson and were held in the Board Room of the Administration Building.

I. Financial, Business and Technology Systems Committee

Committee Members Present: Sharon Warden (Chair), Virginia Houston, Walter B. Jolly
Other Board Members Present: George Archuleta, Pam Pureza, Dr. Denauvo Robinson, Dr. Sheila Williams

Staff Present: Dr. Catherine Edmonds, Rhonda James-Davis, Rachael Haines, Bert Lane, Angela Cobb, Meredith Collins, Frankie Floyd, Amber Godfrey, Jennifer Hawkins, Michelle Flach, and Tammy Sawyer

Strategic Planning Process

Dr. Angela Quick from RTI shared information on the strategic planning process with the Board. She presented information that provided the Board with details which outlined the scope of the work involved in developing and implementing a strategic plan. The presentation included a potential timeline for the process. A motion was made by Sharon Warden, seconded by George Archuleta, and unanimously carried to hire Dr. Quick and her staff to assist with this process.

FY 19 Audit Presentation

Donna Winborne, CPA presented the audit to the Board. She shared that we have received an unmodified opinion which is the highest level we can receive. ECPPS had no findings this year. She shared the district's governance letter which is addressed to the Board of Education. This is an annual letter to the Board that is included as part of the audit. She also shared the district's management letter which provides guidance and information to use going forward for best practices.

Maintenance Monthly Report

Frankie Floyd, Director of Maintenance, shared the monthly maintenance report as information for board members.

Roof Inspection Report

Frankie Floyd, Director of Maintenance, shared the monthly roof inspection report as information for board members.

Surplus List

Frankie Floyd, Director of Maintenance, presented a list of surplus items from Sheep-Harney Elementary School. Mr. Floyd requested the list be placed on the consent agenda.

Finance Report

Rachael Haines, Chief Finance Officer, shared the monthly finance report with the Board as an informational item.

Building Rental Report

Rachael Haines, Chief Finance Officer, shared the building rentals report with the Board as an informational item.

Budget Calendar

Rachael Haines, Chief Finance Officer, presented the Budget Calendar for 2020-2021 to the Board and requested the item be placed on the consent agenda for Monday, January 27, 2020.

Budget Amendments

Rachael Haines, Chief Finance Officer, presented budget amendments #401, #201, #302, #802, and #102 and requested these items be placed on the consent agenda for Monday, January 27, 2020.

Fundraising Request – Barnstorming Event

Superintendent Edmonds presented information to the Board regarding a Barnstorming Event to be held at Northeastern High School mid-spring. This is an event where senior college basketball players will play a game against a team from our district's students. The event draws large crowds and will be a great experience for our community as well as a positive impact on the local economy. While the event will be held at NHS, it will be an event represented by both high schools and each will participate in hosting this fundraiser. Superintendent requested action during committee meetings so the district could move forward with planning for this event.

Sharon Warden stated that she wanted to request the Barnstorming Event be considered for action during committee meetings as well as make a motion to place requested items placed on the consent agenda for January 27, 2020. The motion was seconded by Walter Jolly, and carried unanimously.

II. Ad Hoc Policy Committee

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

Other Board Members Present: George Archuleta, Virginia Houston, Pam Pureza, Dr Shelia Williams

Staff Present: Dr. Catherine Edmonds, Rhonda James-Davis, Rachael Haines, Bert Lane, Angela Cobb, Meredith Collins, Frankie Floyd, Amber Godfrey, Jennifer Hawkins, Michelle Flach, and Tammy Sawyer

Policy 5220 Update – Collections and Solicitations

Rachael Haines, Chief Finance Officer, presented this policy for further review if necessary. It was presented at the December 16, 2019, regular meeting of the Board.

Policy 7360-8225 New – Crowdfunding on Behalf of the School System

Rachael Haines, Chief Finance Officer, presented this policy for further review if necessary. It was presented at the December 16, 2019, regular meeting of the Board.

A motion was made by Pam Pureza, seconded by Virginia Houston, and carried unanimously to be placed on the consent agenda for January 27, 2020.

III. Personalized Education

Committee Members Present: Walter Jolly (Chair), George Archuleta, Dr. Sheila Williams

Other Board Members Present: Virginia Houston, Pam Pureza, Dr. Denauvo Robinson, Sharon Warden

Staff Present: Dr. Catherine Edmonds, Rhonda James-Davis, Rachael Haines, Bert Lane, Angela Cobb, Meredith Collins, Frankie Floyd, Amber Godfrey, Jennifer Hawkins, Michelle Flach, and Tammy Sawyer

Timeline for 2020-2021 Calendar Development

Rhonda James-Davis, Chief Human Resources Officer, shared information with the Board about calendar development for 2020-2021. She also shared that she will be bringing a timeline before the Board at an upcoming meeting.

The Board requested staff consider scheduling exams prior to the winter break as the calendar development process begins. They requested staff consider high school and middle school if possible.

Closed Session

A motion was made by Pam Pureza, seconded by Virginia Houston, and unanimously carried for the Board to go into closed session for the purpose of considering personnel actions that involve employees of this Board as allowed by N.C. General Statute 143.318.11(a)(6).

Upon the Board's motion to enter closed session, staff and guests exited the board room. Dr. Catherine Edmonds, Rhonda James-Davis, and Tammy Sawyer remained.

IV. Excellent Educators

Committee Members Present: Pam Pureza (Chair), Walter Jolly, Dr. Sheila Williams

Other Board Members Present: George Archuleta, Virginia Houston, Dr. Denauvo Robinson, Sharon Warden

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. Closed session ended at 5:11 p.m.

V. Other

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

There being no further business, the meeting adjourned at 5:17 p.m.

Chair

Secretary