

**MINUTES
BOARD OF EDUCATION
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS
September 18, 2017**

The Elizabeth City-Pasquotank Board of Education met on Monday, September 18, 2017, 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. Personalized Education Committee

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

Other Board Members Present: Virginia Houston and Pam Pureza

Staff Present: Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Tammy Sawyer, Tracy Davenport, Jennifer Hawkins, Christie Pauley, Leigh Austin, Kelly Cowell, Bert Lane, Kimberly Whitehurst, Amber Godfrey, Rhonda James-Davis

The following principals presented updates on plans and strategies they have in place for the 2017-18 school:

T. J. Worrell (Elizabeth City Middle School)
Katina Waples (Sheep-Harney Elementary School)
Ainslie Jones (H. L. Trigg Community School)
Antoinette Reid (Pasquotank Elementary School)
Adrian Fonville (River Road Middle School)
Angela Cobb (Weeksville Elementary School)

Board members expressed excitement and appreciation for the initiatives underway at the schools and thanked principals for attending the meeting.

Tracy Davenport, Federal Programs Director, presented the 2017-18 Title I, II and III Plan.

Members agreed to place the Title I, II and III Plan on the September 25th Consent Agenda.

II. Global Citizens and Healthy Students Committee

Committee Members Present: Virginia Houston (Chair) and Pam Pureza

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

Staff Present: Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Tammy Sawyer, Tracy Davenport, Jennifer Hawkins, Rhonda James-Davis, Amber Godfrey

Amber Godfrey, Technology Director, presented information on Project Tomorrow/ Speak Up surveys. She reported that the surveys are conducted through a national research project. The surveys will address items identified by the district's strategic planning process. Ms. Godfrey indicated that surveys are available for students, parents, staff and community members. Board members discussed the process and it was decided to investigate administering surveys to students, parents, staff and the community.

III. Financial, Business and Technology Systems Committee

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

Other Board Members Present: Walter Jolly and Pam Pureza

Staff Present: Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Tammy Sawyer, Tracy Davenport, Jennifer Hawkins, Amber Godfrey, Rhonda James-Davis and Meredith Collins (representing Andrew Cox)

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

Meredith Collins reported that Finance Officer, Andrew Cox, had withdrawn funds from a First Citizens Bank Certificate of Deposit account and had deposited the funds (approximately \$194,000) in a NC State Treasurer's Short Term Investment Fund Account. The annual rate of return will increase from .1% to .8%.

Dr. Cartner provided an update on elementary and middle school class sizes based on the 10th day of school enrollment information. He discussed the student/teacher ratio for elementary schools and reminded members of the legislative changes in K-3 class that will be required for 2018-19. Based on House Bill 13 enacted by the NC General Assembly class sizes for 2018-19 will be:

<i>Grade Level</i>	<i>Funded (per classroom)</i>	<i>Average Students Per Classroom (District Cannot Exceed this Average)</i>	<i>Maximum Students Per Individual Classroom</i>
<i>K</i>	<i>18</i>	<i>18</i>	<i>21</i>
<i>1</i>	<i>16</i>	<i>16</i>	<i>19</i>
<i>2 & 3</i>	<i>17</i>	<i>17</i>	<i>20</i>

Dr. Cartner noted that the district will most likely need at least three additional K-3 teaching positions for 2018-19 and that at the present time it does not appear there will be facility needs for the additional classrooms for 2018-19 but there is potential for space issues at some schools.

Mr. Lassiter reported on changes made in teacher assignments based on enrollment. One teacher will be reassigned from Northside Elementary to J. C. Sawyer Elementary. There will also be one teacher reassigned from Elizabeth City Middle School to River Road Middle School.

Dr. Cartner discussed the day missed for forecasted inclement weather on August 29th and requested permission to have flexibility to change two early release days (November 8 & 9) to regular days in order to recoup the six hours of lost instruction. He explained the change would allow the district to keep the scheduled teacher workdays in September and October. It would also allow the district to have “banked” time in case time is missed for winter weather. Board members agreed to give the permission for flexibility.

Ms. Warden asked for a board member volunteer to attend ECPPS Education Foundation meetings. Mrs. Virginia Houston volunteered to attend. Ms. Warden, Mrs. Pureza and Dr. Robinson will fill in as needed.

Dr. Cartner asked for volunteers to serve as voting delegates for the NCSBA Annual Conference. The following will serve:

- Virginia Houston
- Pam Pureza
- Denauvo Robinson
- Sharon Warden
- Walter Jolly (alternate)

Dr. Cartner shared 2017-18 Fundraising Requests.

Members agreed to place the Fundraising Requests on the September 25th Consent Agenda for approval.

IV. Excellent Educators

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

Other Board Members Present: Virginia Houston and Dr. Denauvo Robinson

Staff Present: Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Tammy Sawyer, Tracy Davenport, Amber Godfrey, Jennifer Hawkins and Rhonda James-Davis.

Mr. Steve Lassiter presented information on the hiring process used by the district. He discussed:

- When Do We Hire? We hire when a vacancy occurs due to resignation, dismissal, personnel action, new position, deceased....
- Principals, Directors and Supervisors then submit the appropriate forms to HR (Tender Resignation / Requisition)
- The position is posted on the ECPPS job board (if authorized to fill) and is posted for at least 5 days for equity & fairness
- Job Descriptions are included online
- The Application Process is totally electronic; the district launched Teacher Match on December 14, 2016, and no longer accepts paper applications.

Internal applicants submit a cover letter and resume to the supervisor advertising

the position and are not required to complete an application as the district has their information on file.

Applicants are required to upload cover letters, resumes, and required forms (Authority to Release Forms I and II, NTE/Praxis/Pearson Scores, transcripts, electronic references). *NTE/Praxis/Pearson scores are not required for classified positions.*

Completed applications are reviewed by principals and supervisors to give equal consideration to all candidates.

Screening Process – applications are screened based on qualifications indicated on the job description and/or a given set of criteria listed on a rubric to ensure applicants are given proper consideration. The rubric can be generated based on position, by department/school.

- Interview Process – the interview is conducted by the site level (school or department) interview team. Some school level interviews may include Central Services personnel (low performing schools are required to have a Central Services representative). After all applicants are considered based on application materials, the interview and established protocol, the interview committee selects and recommends a candidate to HR.

The site-level interview team and the Human Resources Department maintain records for those interviewed for five years.

When a candidate is recommended then the Human Resources Department:

- Verifies completed application
- Background check initiated
- Reviews interviewer/interviewee forms
- Assistant Superintendent reviews application and background check
- If all eligibility requirements are met, the applicant is contacted by HR and a formal offer is extended
- If the applicant accepts they are informed their name will be submitted by the superintendent for recommendation for approval by the Board of Education

Mr. Lassiter indicated the district also has a paperless process for required forms (tax forms, health forms, etc.) after individuals are employed.

Members discussed the process with Mr. Lassiter and Dr. Cartner. They asked questions about review of applications, what happens if an application is not complete, how interview teams are chosen, rubric development, interview questions, average number interviewed for a position, etc.

Members took a five-minute break.

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. Cartner and Mr. Lassiter remained.

During the closed session for "Excellent Educators," Board members reviewed resignations, elections, coaches, reassignments, leaves of absence, substitutes, 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 Pam Pureza, seconded by Virginia Houston, and unanimously carried to approve placing the following on the September 25th consent agenda:

- Resignations (information only)
- Elections
- Coaches
- Reassignments
- Leaves of Absence
- Substitutes

The meeting adjourned at 4:58 p.m.