

**MINUTES  
BOARD OF EDUCATION  
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS  
June 29, 2017**

The Elizabeth City-Pasquotank Board of Education met in closed session for the purpose of discussing a personnel matter at 6:30 p.m. and in regular session on Thursday, June 29, 2017, at 7:06 p.m., in the Board Room of the Administration Building. The following Board members were present and constituted a quorum:

	Ms. Sharon Warden, Chair	
Dr. Denauvo Robinson, Vice Chair		Mr. Walter Jolly
Mrs. Pam Pureza		Mr. Barry Overman
Dr. Sheila Williams		Mrs. Virginia Houston

The following Central Office and District staff members were present:

Dr. Larry W. Cartner, Superintendent  
Mr. Steve Lassiter, Assistant Superintendent  
Dr. Joanne Sanders, Chief Academic Officer  
Mr. Andrew Cox, Chief Financial Officer  
Ms. Tammy W. Sawyer, Community Schools Director/Public Information Officer

***Closed Session***

*Chair Warden called the closed session to order at 6:30 p.m.*

*A motion was made by Walter Jolly, 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).*

*Board members discussed personnel matters.*

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

**I. Regular Meeting Called to Order**

Chair Warden called the regular meeting to order at 7:06 p.m..

**II. Pledge of Allegiance and Moment of Silence**

Superintendent Cartner led members and guests in the Pledge of Allegiance and a Moment of Silence.

**III. Approval of Agenda (Action)**

A motion was made by Virginia Houston, seconded by Barry Overman, and unanimously carried to approve the agenda as presented.

#### **IV. Recognition of Guests**

Chair Warden recognized guests present.

#### **V. Superintendent's Report**

The following individuals were recognized with *"Exceeding Excellence"* Certificates:

- Christy Bundy (AIG Cohort)
- Eboni Stallings (AIG Cohort)
- James Schiffbauer (AIG Cohort)

#### **VI. Approval of Minutes**

A motion was made by Dr. Denauvo Robinson, seconded by Pam Pureza, and unanimously carried to approve the minutes of May 22, 2017 (Regular Meeting), June 1, 2017 (Commissioners' Finance Meeting) and June 19, 2017 (Committee Meetings).

#### **VII. Consent Agenda**

Ms. Warden addressed guests present and explained items on consent agenda are thoroughly discussed at Committee Meetings

A motion was made by Pam Pureza, seconded by Sheila Williams, and unanimously carried to approve the consent agenda items as follow:

##### **Personalized Education:**

1. Approval of the following policies:
  - 3410-Testing & Assessment Program
  - 3420-Student Promotion & Accountability
  - 3470/4305-Alternative Learning Programs
  - 4125-Homeless Students
  - 4150-School Assignment
  - 4155-Assignment to Classes

##### **Global Citizens and Healthy Students:**

1. Approval of the following policies:
  - 1310/4002-Parental Involvement
  - 1320/3560-Title I Parent & Family Engagement
  - 3640/5130-Student Voter Registration & PreRegistration
  - 4250/5075/7316-NC Address Confidentiality Program
  - 4700-Student Records
  - 6140-Student Wellness
2. Approval of Sixth Grade Students Participating in Interscholastic Athletics with the Exception of Football

##### **Financial, Business and Technology Systems:**

1. Revised 2017-18 Board Meeting Schedule

2. Approval of the following policy revisions:
  - 5008-Automated Phone and Text Messaging
  - 5030-Community Use of Facilities
  - 6320-Use of Student Transportation Services
  - 6450-Purchase of Services
3. Rollover of School Nutrition Department Bids for 2017-18
4. Early College Memorandum of Understanding (revised)
5. Approval to Establish Bank Account for Elizabeth City Pasquotank Early College
6. 2017-18 Interim Budget Resolution
7. Superintendent Year-End Budget Amendment Authority
8. 2017-18 Local Budget

**Excellent Educators:**

1. Approval of revisions to the following policy:
  - 7930-Professional Employees: Demotion & Dismissal
2. Resignations (information only)

NAME	LAST	SITE	ASSIGNMENT	EFFECTIVE
Mary	Donnell	Central	Paraprofessional 30	May 15, 2017
Chelsea	Kovach	ECMS	Math - 8	June 14, 2017
Diana	Garcia	ECMS/RRMS	Global Connections Teacher	June 14, 2017
Julie	Fearing	Northside	Elementary Instructional Coach	June 14, 2017
Christine	Simila	Northside	Exceptional Children Teacher	June 14, 2017
Charlotte	Raines	JC Sawyer	Elementary - Grade 4	June 14, 2017
Samantha	Turner	JC Sawyer	Elementary - Grade 4	June 14, 2017
Brenda	Watts	JC Sawyer	Elementary - Kindergarten	June 16, 2017
Thomas	Albanese	NHS	JROTC Instructor	June 30, 2017
Noel	Bethea	NHS	English Teacher	June 14, 2017
Rachel	Erickson	NHS	Social Studies Teacher	June 14, 2017
Leigh	Baskin	Pasquotank	Elementary - Grade 2	June 14, 2017
Agustin	Maldonado	PCHS	Spanish Teacher	June 14, 2017
Trista	Bogardus	PW Moore	Secretary	June 14, 2017
Peter	Herrington	RRMS	Health/Physical Education Teacher	June 14, 2017
Joyce	Dance	RRMS	Custodian	June 9, 2017
Damika	Cole	Sheep-Harney	Cafeteria Assistant	June 14, 2017
Renee	Lease	Weeksville	Music Teacher	May 12, 2017
Kristin	Jackson	Weeksville	Elementary - Grade 5	June 14, 2017
Brenda	Stokley	Weeksville	Cleaner - PT	June 9, 2017
<b>Coaches:</b>				
Agustin	Maldonado	PCHS	Tennis Coach	June 9, 2017

**3. Elections**

NAME	LAST	SITE	ASSIGNMENT	EFFECTIVE
Nicole	Hosler	NHS	Guidance Counselor	July 1, 2017
Beverly	Fonville	Central Services	HR Assistant/Office Manager	July 1, 2017
Robert	Fielder	Maintenance	Appliance Repair Technician I	May 30, 2017
Hope	Poulter	Northside	Cafeteria Assistant	May 15, 2017

Holly	Wang-Riggs	PW Moore/ Pasquotank	Technology Assistant	June 2, 2017
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#### 4. Reassignments

NAME	LAST	CURRENT ASSIGNMENT	NEW ASSIGNMENT	DATE
Jacy	Johnson	EC Administrative Assistant - Central Services	EC Administrative Assistant/EC Data Manager - Central Services	July 1, 2017
Joyce	Garnes	EC Data Manager - Edgewood	EC Transportation Coordinator - Transportation	July 1, 2017
Veronna	Ashley	Elementary - Grade 2 Teacher - Pasquotank	Elementary - Grade 3 Teacher - Central	August 17, 2017
Rachel	Benton	Elementary - Grade 1 Teacher - Central	Elementary - Grade 3 Teacher - Central	August 17, 2017
Heather	Boan	Guidance Counselor - RRMS	Guidance Counselor - Central	August 17, 2017
Nicole	Lavinder	Elementary - Grade 1 Teacher - Central	Elementary - Grade 3 Teacher - Central	August 17, 2017
Tessie	Marler	Elementary - Grade 3 Teacher - Central	Elementary - Grade 2 Teacher - Central	August 17, 2017
Sam	McNeal	Technology Assistant - NHS	Technology Assistant - Central/Weeksville	August 17, 2017
Tameeka	Jackson	Science - Grade 8 - RRMS	Science - Grade 6 - ECMS	August 17, 2017
Sarah	Ambrose	Instructional Coach - RRMS	Assistant Principal - Northside	August 1, 2017
Shannon	Xiques	Elementary - Grade 5 Teacher - Pasquotank	Elementary - Grade 3 Teacher - Northside	August 17, 2017
Ritchie	Walker	Technology Assistant - Northside/HL Trigg	Technology Assistant - Northside/Early College	August 17, 2017
Amanda	Wandell	Elementary - Kindergarten Teacher - Pasquotank	Elementary - Kindergarten Teacher - JCSawyer	August 17, 2017
Stephanie	White	Social Studies - Grade 6 - ECMS	Elementary - Grade 4 - JC Sawyer	August 17, 2017
Lauren	Williams	Elementary - Grade 3 Math Teacher - Northside	AIG/School Based Instructional Coach - Northside	August 17, 2017
James	Schiffbauer	AIG/School Based Instructional Coach - Sheep-Harney	Assistant Principal - NHS	July 1, 2017
Wendy	Lawson	Technology Assistant - Central/Weeksville	Technology Assistant - NHS	August 17, 2017
Gwen	Stevens	Assistant Principal - NHS	Assistant Principal - Pasquotank/PW Moore	July 1, 2017
Labrendall	Perkins	Elementary - Grade 5 Teacher - Pasquotank	Elementary - Grade 1 Teacher - Pasquotank	August 17, 2017
Katrina	Sutton	Elementary - Kindergarten/Grade 1 Teacher - Pasquotank	Elementary - Kindergarten Teacher - Pasquotank	August 17, 2017
Kevin	Sawyer	Attendance Counselor - HL Trigg	Behavior Coach - Pasquotank	August 17, 2017

Pedro	Holley,II	Technology Assistant - RRMS	Technology Assistant - Pasquotank/PW Moore	August 17, 2017
LeVar	Mizelle	Principal - RRMS	Assistant Principal - PCHS	July 1, 2017
Josie	Harris	Exceptional Children Teacher - RRMS	Exceptional Children Teacher - PCHS	August 17, 2017
Blanca	Tirado-Gerena	Spanish Teacher - JC Sawyer	Spanish Teacher - PCHS	August 17, 2017
LaShekia	Brothers	AIG Facilitator - RRMS/NHS	AIG/School Based Instructional Coach - PW Moore	August 17, 2017
Adriane	Walker	Math/Science - Grade 6 - ECMS	Elementary - Grade 5 Teacher - PW Moore	August 17, 2017
Cheryl	Bogue	Dean of Students - Pasquotank/PW Moore	Behavior Coach - PW Moore	August 1, 2017
Colina	Bartlett	AIG/School Based Instructional Coach - Central	AIG Facilitator - RRMS/NHS	August 17, 2017
Christina	Elmore	Science - Grade 6 - ECMS	Science - Grade 8 - RRMS	August 17, 2017
Holly	Wang-Riggs	Technology Assistant - Pasquotank/PW Moore	Technology Assistant - RRMS	August 17, 2017
Kyle	Bennett	Electrician Apprentice - Maintenance	Custodian - RRMS	June 19, 2017
Krystin	Bathey	Elementary - Grade 4 Teacher - PW Moore	Elementary - Grade 4 Teacher - Sheep-Harney	August 17, 2017
Rachel	Keith	Elementary - Grade 4 Teacher - PW Moore	Elementary - Grade 5 Teacher - Sheep-Harney	August 17, 2017
Naomi	Howard	Guidance Counselor - ECMS	Guidance Counselor - Early College	May 22, 2017
Jennifer	Loeffler	English - PCHS	English/Comprehensive Social Studies - Early College	August 1, 2017
Elizabeth	Wooten	Math - Grade 7 - RRMS	Math/Science - Early College	August 1, 2017
Jessica	Coates	Elementary - Grade 3 Teacher - PW Moore	Elementary - Grade 2 Teacher - Weeksville	August 17, 2017
Michele	Chappell	Science - Grade 6 - RRMS	Elementary - Grade 5 Teacher - Weeksville	August 17, 2017
Patricia	Poplos	Elementary - Grade 1 Teacher - PW Moore	Elementary - Grade 3 Teacher - Weeksville	August 17, 2017
Rescind:				
Linda	Davis		Assistant Principal - NHS (will remain in position)	August 1, 2017

### 5. Leaves of Absence

NAME	LAST	SITE	ASSIGNMENT	BEGINNING DATE
Leigh	Austin	Central Services	Elementary Coordinator	June 16, 2017
Rhonda	Sawyer	Maintenance	Athletic Field Specialist	June 7, 2017

Paulette Ervin	PCHS	Custodian/Bus Driver	May 9, 2017
Dexter Williams	PCHS	Cleaner - PT	May 17, 2017

## 6. Extended Employment 2017

<b>Career Technical Education</b>		
Kim Ballance	Agriculture Education Teacher - CTE	PCHS
Jessica Barclift	Business Education Teacher - CTE	PCHS
Shelia Hughes	Health Sciences Teacher - CTE	NHS
Mary Luton	Career Development Coordinator - CTE	NHS
Chelsea McPherson	Agriculture Education Teacher - CTE	NHS
Tommy Old	Instructional Management Coordinator - CTE	NHS
Susan Perry	Agriculture Education Teacher - CTE	PCHS
Jenai Robinson	Family and Consumer Science Teacher - CTE	NHS
<b>Technology Assistants</b>		
Pedro Holley, II		
Wendy Lawson		
Tamika McPherson		
Todd Thompson		
Holly Wang-Riggs		
Leah Hahn Lane	Assistant Principal	PCHS
Julie Mansfield	ESL Teacher	NHS
Kevin Sawyer	Attendance Counselor	HL Trigg

## 7. Summer Reading Camp 2017

<b>Name</b>	<b>Last</b>	<b>Position</b>
Leigh	Austin	Teacher
Andrae	Banks	Teacher
Amanda	Lowman (Barrett)	Teacher
Rachel	Benton	Teacher
Alicia	Billups	Teacher
Charma	Boyd	Teacher
Michele	Chappell	Teacher
Teri	Doleski	Teacher
Carledia	Dozier	Teacher
Latitia	Figgs	Teacher
Shelley	Greene	Teacher
Nina	Griffin	Teacher
Jessica	Harrell	Teacher
Tessie	Marler	Teacher
Valerica	Mentor	Teacher
Janet	Overton	Teacher
Rachel	Pizano	Teacher
Katrina	Sutton	Teacher
Yvette	Swain	Teacher
Martha	Taylor	Teacher

Denita	Whitfield	Teacher
Bernadine	Wood	Teacher
Misty	Wooten	Teacher
Lynasia	Alexander- Presley	Teacher Assistants
Patricia	Brewer	Teacher Assistants
Tyronne	Dillard	Teacher Assistants
Blanca	Garber	Teacher Assistants
Dorethea	Grayson	Teacher Assistants
Tonya	Heighter	Teacher Assistants
Shelly	Herring	Teacher Assistants
Jada	Lister	Teacher Assistants
Kim	Morris	Teacher Assistants
Carmellia	Nickens	Teacher Assistants
Shayla	Pierce	Teacher Assistants
Glenn	Rountree	Teacher Assistants
Virginia	Williams	Teacher Assistants
Pamela	Winslow	Teacher Assistants
Jean	Sawyer	School Nurse
Susan	Buckner	School Secretary
Nancy	Wilson	Custodian

#### 8. Non-Renewal

NAME		SITE	ASSIGNMENT	DATE
Felicia	Hawkins	ECMS	Social Studies - 8	June 14, 2017

#### 9. Superintendent Contract Extension

The Superintendent's Contract was amended to change the termination date from June 30, 2019, to June 30, 2021. No other changes were made in the contract.

#### VIII. Action Agenda

A motion was made by Virginia Houston, seconded by Barry Overman, and unanimously carried to approve 2016-17 Budget Amendments #104, #203, #304, #403, #701 and #803.

A motion was made by Virginia Houston, seconded by Barry Overman, and unanimously carried to suspend Policy 2420 (Adoption of Policies) in order to waive review and approve revisions to Policy 3620 (ExtraCurricular Activities & Student Organizations)

#### IX. Public Forum (Citizen Comments to the Board)

There were no requests to appear before the Board.

## **X. Board Member Reports**

Board members reported on the successful 2016-17 school year and their excitement about the upcoming 2017-18 school year. They commented on graduations, positive feedback; Early College High School, support of the Board of Commissioners and successful students.

Ms. Warden commented on a statement made by Northeastern High School graduate, Maci Keaton, during her Salutatorian Speech in which she encouraged her fellow classmates to remember “grades do not define us.” Ms. Warden asked members to keep that quote in mind as the district moves forward and indicated there is so much more to education, and the spirit of education, than just grades.

## **XI. Other**

Dr. Cartner distributed copies of three books (*The 5 Coaching Habits of Excellent Leaders*, *School Culture Recharged: Strategies to Energize Your Staff & Culture*, and *School Culture Rewired: How to Define, Assess, and Transform It*) that he will use with administrators for Book Study during the 2017-18 school year.

Dr. Cartner reminded members that Summer Leadership Conference is scheduled for July 11-13, 2017. He invited members to attend the Conference.

Ms. Warden requested that principals be scheduled to attend upcoming Board Committee Meetings to share the objectives and vision for their schools for the upcoming school year.

## **XII. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 7:33

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Chair

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Secretary