

MINUTES
BOARD OF EDUCATION
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS
February 8, 2018

The Elizabeth City-Pasquotank Board of Education met in special session on Thursday, February 8, 2018, 8:00 a.m., in Community Room of the Pasquotank County Public Safety Building for the purpose of a Board Retreat. The following Board members were present and constituted a quorum:

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

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. Amber Godfrey, Technology Director
Ms. Jennifer Hawkins, Testing/Accountability Director
Ms. Tracy Davenport, Title I Director
Ms. Rhonda James-Davis, CTE Director
Ms. Michelle Flach, Exceptional Children's Program Director
Mr. Frankie Floyd, Maintenance Director
Ms. Toni Floyd, Transportation Director

I. Welcome

Ms. Warden, Board Chair, called the retreat to order and thanked everyone for attending. In honor of February being Black History Month, Chair Warden shared quotes from Wilma Rudolph, Ella Fitzgerald, Former President Barrack Obama, George Washington Carver and Colin Powell to inspire board members for the work ahead.

II. Facilities

Mr. Frankie Floyd provided an update on the Northside Elementary School HVAC System. He explained that there is an assumption among some members of the public that when the school was built a used HVAC system was installed. A used system was considered at one point; however records on file show that ultimately a new system, which was state of the art at the time the school was built, was installed.

His presentation included facts about the system, recommended short-term fixes, and the recommended long-term fix which would be a total system replacement. The

current system is approximately 10 years beyond its “life expectancy” and can barely meet the needs of the square footage. He is working with NC Department of Public Instruction staff to explore options available.

Mr. Floyd presented information about the tracks at Northeastern High School and Pasquotank County High School. Both tracks are in need of repair and he recommended total renovation of the Northeastern High School track during summer 2018. He recommended a total renovation of the Pasquotank County High School track for summer 2019.

Mr. Floyd shared a list of capital requests for consideration to be placed in the 2018-19 budget.

Board members dialogued with Mr. Floyd, Mr. Steve Lassiter and Dr. Cartner about the presentation.

III. Operations

Transportation

Ms. Toni Floyd presented a PowerPoint on “Transportation Efficiency” which included:

- Big Picture (Funding Base * Budget Rating + Legislated Adjustments = Allotment)
- Little Picture (Factors-eligible expenses/# of buses/#of students; Cost per bus; Cost per student)
- Funding Base
- Methods to Achieve Efficiency Goals (Budget Management/Routing Efficiencies)

Ms. Floyd, Mr. Lassiter and Dr. Cartner discussed the difficulty the system faces in finding drivers (regular and substitute). They shared that a recent class held for new drivers started with over 30 participants and only two were able to obtain their driving permit. Drivers are required to pass the training course, background check and a federal level medical requirement.

Ms. Floyd provided a simulation of transportation budget with state/local expenditures to demonstrate impacts on the district’s efficiency rating.

Members dialogued with Ms. Floyd, Mr. Lassiter and Dr. Cartner about the presentation.

2017-18 Mid-Year Financial Update

Mr. Andrew Cox provided a mid-year financial update which included:

- Operating Budget (Local, State, Federal)

- Local Fund Balance (No fund balance was appropriated for 2017-18, the Local Government Commission “unofficially” recommends two months operating funds and the district is working to get to that amount)
- Bonus Payments (State bonuses for CTE Certifications, AP, 3rd Grade Reading, 4th-5th Grade Reading & Math)
- Outside Influences (ADM, Class Size Requirement, Charter School, Retirement Rate, Hospitalization Rate)
- Energy Audit (the district is researching services provided by several companies)
- Other
 - Nvoice Pay to increase payment efficiency/flexibility
 - Online W-2's
 - TimeClock Plus (will allow employees to clock in/out at any ECPPS location)

Board Committees

Ms. Warden asked members if they wanted changes made to the current committee assignments and it was agreed they would not change. Ms. Houston will be the Education Foundation Representative with Ms. Warden serving as the substitute. Mr. Jolly and Mr. Overman will remain the Miles Clark Trust Fund Representatives.

IV. Program

1:1 Expansion

Ms. Amber Godfrey provided an update on the 1:1 Chromebook Initiative and discussed the “next steps” to continue implementation.

Discipline Data – Trends and Solutions

Dr. Joanne Sanders provided information on discipline data for first semester which included number of incidents and number of students for each school. Of note, there are no discipline incidents for the Early College. She indicated PowerSchool is the authoritative source for documenting discipline. She discussed:

- Steps for improvement
- Training for alternatives to suspension (provided to all principals)
- Trauma Sensitive Approach
- Restorative Justice
- Mentors
- Data
- High Expectations
- The need to build positive relationships with students

Board members discussed discipline issues at length. There was also discussion regarding parent involvement, marketing school issues, ways to increase volunteerism and reading programs/opportunities for students.

Restart Schools

Dr. Cartner, Dr. Sanders and Mr. Lassiter presented discussed the flexibility allowed for schools in the Restart Model as it relates to: Personnel, Funds, Time. Dr. Cartner

indicated that Elizabeth City Middle School and P. W. Moore Elementary are taking a different approach this year and the principals have asked if they could work with their staff to have them request to be placed in the Restart Model. He anticipates hearing from them as to the final decision early next week.

Board members asked about progress made by the two schools (River Road Middle and Pasquotank Elementary) currently in Restart and Mr. Lassiter indicated they are in the implementation year and may not have data for this year.

There was discussion about feedback from staff, parents and the community and the need to have open communication and full transparency in the process of seeking to place ECMS and P. W. Moore in the Restart Model.

Board members discussed the Restart Model process at length and the need to educate the community and staff on the process.

Strategies for Working with County Commissioners

Dr. Cartner and Dr. Robinson shared ideas on ways to improve the working relationship with Commissioners and suggested a “one on one” strategy where each board member would communicate directly with an assigned Commissioner. Members discussed the proposal and were asked to communicate with Chair Warden if they are comfortable talking with a specific Commissioner.

¼ Cent Sales Tax

The agenda item was tabled due to time constraints and will be discussed at the Board Committee Meetings on February 19th.

V. Personnel

Teacher Contract Legislation

The agenda item was tabled due to time constraints and will be discussed at the Board Committee Meetings on February 19th.

VI. Board Dialogue & Lunch

Lunch was provided by the ECPPS Child Nutrition Department. During lunch a marketing video was played. Members were provided with a copy of the District Marketing Plan.

VII. NCSBA Training Module

Dr. Pat Ashley led members in the NCSBA Master Board Training Module “Connecting with the Community.”

Objectives of the training were:

1. Recognize that communication with the public as a two-way process and the importance of policies that support that communication
2. Understand public engagement and its increased importance today.
3. Identify your internal and external publics.
4. Analyze your public input portion of board meetings.
5. Learn 5 helpful ways the board can listen to the public.
6. Consider several ideas that can make board meetings a more positive communication tool.
7. Learn guidelines for communicating as an individual board member.

Dr. Ashley shared a PowerPoint presentation, conducted group activities, and dialogued with board members regarding:

- One-Way and Two-Way Communication
- Characteristics of Boards that Relate Well to the Public
- Board Policy Manuals
- Key Elements of Public Engagement
- Barriers to Public Engagement
- Public Engagement Stakeholder Groups
- Looking At Your Community
- Public Input at Board Meetings
- Strategies to Help Boards Listen/Hearing Your Publics
- Tips for Communicating with the Community
- Chain of Command
- Communicating Appropriately as an Individual Board Member

VIII. Adjournment

Chair Warden thanked everyone for a successful retreat and indicated she appreciated all the hard work that went into the Retreat. She closed by sharing a poem she wrote about the district.

There being no further business, the Retreat adjourned at 3:40 p.m.

Chair

Secretary