

**MINUTES  
BOARD OF EDUCATION  
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS  
April 30, 2018**

The Elizabeth City-Pasquotank Board of Education met on Monday, April 30, 2018, at 7:45 a.m., in the Board Room of the Administration Building for the purpose of holding a budget work session. The following Board members were present and constituted a quorum:

	Ms. Sharon Warden, Chair	
Mr. Walter Jolly		Mrs. Pam Pureza
Mrs. Virginia Houston		Mr. Barry Overman
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. Tammy W. Sawyer, Community Schools Director/Public Information Officer  
Ms. Amber Godfrey, Technology Director  
Ms. Rhonda James-Davis, CTE Director  
Mr. Frankie Floyd, Maintenance Director

Chair Sharon Warden called the meeting to order.

**2018-19 Local Budget Request**

Dr. Cartner discussed the proposed 2018-19 local budget request and changes requested by board members.

Mr. Cox discussed summary sheets provided.

Mr. Cox discussed the request to include increased supplements for certified and non-certified staff and shared that estimated costs would be:

Non-Certified Staff:

- \$200 supplement increase would cost an estimated \$90,000

Certified Staff:

- \$100 Flat Rate Supplement would cost an estimated \$60,000
- 2% increase to the current dollar amount of supplement would cost an estimated \$30,000

- 2% increase to the actual percentage of salary would cost an estimated \$525,000

Mr. Cox discussed the H. L. Trigg Roof Repair and indicated that it would take an estimated \$175,000 to make repairs that would extend the life of the roof by 10 years as versus the \$350,000 (with 20 year warranty) originally included in the budget recommended by staff to replace the roof.

Mr. Cox discussed the board's request to upgrade lighting on school campus and reported that it would take an estimated \$209,000 to upgrade lighting.

Board members discussed the estimated costs for supplements. While expressing a desire to request larger increases in supplements, members agreed to include a request to increase supplements by \$100 for certified and non-certified staff.

Board members discussed the estimated costs roof replacement for H. L. Trigg Community School versus roof repairs/renovations at length. Mr. Frankie Floyd responded to questions regarding the H. L. Trigg roof. He shared that the repairs/renovations could extend the life of the roof and would come with a ten-year (10 year) warranty versus the original recommendation of \$375,000 with a 20 year warranty.

Board members discussed the proposed lighting upgrades as they relate to safety/security concerns at length. Mr. Frankie Floyd responded to questions regarding recommended upgrades to campuses.

Ms. Pureza had to leave the meeting at 8:21 a.m. Prior to leaving she shared her thoughts with members on supplements, the H. L. Trigg roof, lighting upgrades and the NHS Track.

Following discussions regarding the items members had requested be included and/or revised in the 2018-19 Local Budget, the following action was taken:

- A motion was made by Dr. Sheila Williams, seconded by Virginia Houston, and unanimously carried to offer a \$100 supplement increase for both certified and non-certified staff contingent upon receipt of local funding from the Board of County Commissioners.
- A motion was made by Barry Overman, seconded by Dr. Sheila Williams, and unanimously carried to place lighting upgrades for school campuses as priority number 1 on the Capital Request due to security/safety issues.
- A motion was made by Virginia Houston, seconded by Walter Jolly, and unanimously carried to include roof repair/renovations for H. L. Trigg Community School in the amount of \$175,000 and roof restoration for Central Elementary

School and P. W. Moore Elementary School in the 2018-19 Capital Outlay Request.

**Request for Approval to Award Track Renovation Contract for Northeastern High School**

Board members discussed the recommendation to award the contract for the Northeastern High School Track.

A motion was made by Barry Overman and seconded by Walter Jolly to award the contract for renovations to the Northeastern High School Track to C & L Concrete in the amount of \$208,331.00. Voting for the motion were Barry Overman, Virginia Houston and Walter Jolly. Voting against the motion was Dr. Sheila Williams.

**Other**

Members commented on efforts to educate and inform the public regarding the ¼ Sales Tax Referendum on the May 2018 Ballot.

Members commented on recruiting and retention of staff.

There being no further business to come before the Board, the meeting adjourned at 8:53 a.m.

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Chair

\_\_\_\_\_  
Secretary

**NOTE:**

*A formal vote was inadvertently not taken to approve the 2018-19 Budget Request to Submit to the Board of Commissioners. Chair Warden called Board members and they gave approval to submit the budget at the May 7, 2018, meeting with Commissioners. The budget request will be placed on the May agenda for a formal vote.*

