

**MINUTES  
BOARD OF EDUCATION  
ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS  
November 20, 2017**

The Elizabeth City-Pasquotank Board of Education met on Monday, November 20, 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. Financial, Business and Technology Systems Committee**

**Committee Members Present:** Barry Overman (Chair), Dr. Denauvo Robinson, Virginia Houston, Sharon Warden

**Other Board Members Present:** Walter Jolly, Pam Pureza

**Staff Present:** Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Andrew Cox, Tracy Davenport, Tammy Sawyer, Rhonda James-Davis, Amber Godfrey, Toni Floyd, Meredith Collins

Ms. Courtney Riddick, Lead Audit Manager from Donna Winborne, CPA, P.C., presented an audit update for the fiscal year ending June 30, 2017. The district was issued an unmodified opinion which is the highest level you can receive. Ms. Riddick reviewed fund balance information and discussed the required governance letter included with the audit. Ms. Riddick reported that the audit has been submitted to the Local Government Commission but has not been approved by them at the present time. When final approval is received, copies of the audit will be provided.

Mr. Andrew Cox commented on the fact that the district did not receive a finding regarding concussion awareness this year as it did in previous years. He complimented district-level and school-level staff for their efforts to ensure compliance in this matter.

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

Mr. Cox reported that there are changes in tax laws regarding sales tax and admission to entertainment venues. He is working with Board Attorney Leidy to insert a disclaimer in the building rental contract to indicate payment of any tax is the responsibility of renters of facilities.

Dr. Cartner provided an update class sizes based on enrollment information as of November 16th. He indicated that the district is close to the maximum class size requirements for some grade levels and there is great likelihood additional K-3 teachers will be needed in 2018-19. 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 &amp; 3</i>	<i>17</i>	<i>17</i>	<i>20</i>

Mr. Steve Lassiter and Ms. Toni Floyd presented information regarding after school transportation provided for students to the Boys & Girls Club; Girls, Inc.; and the YMCA. Ms. Floyd discussed the impact this has on the district's efficiency rating for transportation and provided information on how the State determines efficiency ratings for districts. Mr. Lassiter and Ms. Floyd held meetings with each organization to explain costs incurred for ECPPS in providing the service and to discuss possible alternatives/options in future years. Each organization was asked to provide suggestions and another meeting will be held in December with each agency for further discussion.

Board members discussed the matter at length and expressed appreciation for staff's work in providing the information on the matter. No action was taken; however, board members discussed the value of the services provided by the agencies to ECPPS students and the community partnerships formed as compared to the costs associated with continuing to provide transportation to the three agencies. Information from the follow-up meetings with the agencies will be shared with Board members at the December meeting.

## **II. Personalized Education Committee**

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

**Other Board Members Present:** Virginia Houston, Barry Overman, Pam Pureza

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

Dr. Joanne Sanders presented information on the requirements to exit "low performing" status for schools and for the district.

Dr. Sanders reported that following the opportunity provided for parents and the community to submit feedback, comments were received from one parent regarding the District Improvement Plan, District Action Plan and School Improvement Plans for Low Performing Schools. The comments provided by the parent were taken into consideration. Final drafts of the plans were presented to members and recommended for approval.

Board members discussed the requirements to exit low performing status, the feedback provided and the final draft plans.

### III. Global Citizens and Healthy Students Committee

**Committee Members Present:** Virginia Houston (Chair), Pam Pureza, Barry Overman

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

**Staff Present:** Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Andrew Cox, Tracy Davenport, Tammy Sawyer, Rhonda James-Davis

Policy 2670 – Business & Advisory Council was recommended for placement on the November 27<sup>th</sup> consent agenda.

Dr. Cartner presented NCSBA Fall 2017 Policy Updates (Set 1) and recommended placing the policies on review.

Dr. Cartner provided copies of the most frequently used policies when dealing with student discipline; a copy of the table used by administrators when determining levels of disciplinary infractions (available in the district parent/student handbook) and information on discipline infractions as of the end of the first quarter compared to the end of the 2016-17 school year.

Dr. Sanders discussed the discipline data and indicated it shows improvement as of the end of the first quarter for several schools. She discussed the following initiatives being implemented to work on discipline.

- Dr. Sanders and Michelle Flach, ExCh Director, are offering session for principals on Traumatic Sensitive Schools. She explained that traumatic sensitive schools have populations of students that experience things at home and in the community that are traumatic to students and can cause them to respond to situations in different ways. The sessions are designed to share ways to teach students to respond in different ways and to discuss alternative discipline choices.
- Rhonda James-Davis reported on the district MTSS Team – the training and support provided to schools.
- AVID has been implemented at two elementary schools and will benefit the students.

Dr. Sanders commented that the goal is to educate the “whole child” (emotional and instructional needs). Students need to know that the adults care about them, are listening to them and have their best interest in mind. Bad behavior should not be excused but adults need to understand why students impacted by trauma respond differently. Discussions are being held with administrators to develop support teams in schools.

Board members discussed discipline matters as they relate to students and to teachers. They asked questions about providing strategies for new teachers, feedback and support to encourage teachers, collaboration between schools and the need for looking at the whole student to become part of the district culture and how outside groups can assist the district.

#### **IV. Excellent Educators**

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

**Other Board Members Present:** Virginia Houston, Barry Overman, Dr. Denauvo Robinson

**Staff Present:** Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Andrew Cox, Tracy Davenport, Tammy Sawyer, Rhonda James-Davis

#### **Closed Session**

A motion was made by Pam Pureza, seconded by Barry Overman , 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, low performing principal recommendations and personnel matters.

A motion to come out of closed session was made by Barry Overman, seconded by Pam Pureza, 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 Virginia Houston, seconded by Dr. Denauvo Robinson, and unanimously carried to approve placing items recommended for approval on the November 27<sup>th</sup> consent agenda.

Other:

A question was asked about school safety in light of recent events in the nation. Dr. Cartner discussed safety talks held with principals and indicated there is not any sense that schools are unprepared for emergencies. He reported that he sends reminders to principals when there are events in the nation that cause alarm and asks them to be on alert and be aware of how students/staff are responding to the events taking place.

The meeting adjourned at 5:03 p.m.