

**MINUTES**  
**BOARD OF EDUCATION**  
**ELIZABETH CITY-PASQUOTANK PUBLIC SCHOOLS**  
**January 5, 2017**

The Elizabeth City-Pasquotank Board of Education met in special session on Thursday, January 5, 2016, 8:30 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. Tammy W. Sawyer, Community Schools Director/Public Information Officer  
Ms. Amber Godfrey, Technology Director

The following district staff also attended for some sessions:

Ms. Jennifer Hawkins, Testing/Accountability Director  
Ms. Rhonda James-Davis, CTE Director

Ms. Warden, Board Chair, called the retreat to order, thanked everyone for attending.

**I. Board Operations & Governance**

Tammy Sawyer shared a YouTube video by “Kid President” on “How to Change the World”.

Dr. Williams left the meeting due to an employment obligation.

Dr. Cartner spoke regarding the Board’s work for children and the process the board would go through in “reinventing” itself by a new member joining the Board.

Dr. Sanders conducted a personality inventory “Hue Are You?” with members. Members were directed to <https://lonewolf.com/true-colors-personality-test/> to complete

the activity and following completion of the activity there was group discussion regarding results, personality differences and “group” impact that included:

- Green – analytical, calm, cool, investigative, logical
- Gold – dependable, organized,
- Blue – authentic, enthusiastic, compassionate, sincere
- Orange – witty, spontaneous, generous, eager
  
- What are the needs of your primary color?
- What frustrates you about your color?
- What frustrates you about others?
  
- What traits of your color serve as an asset in your role as a board member?
- How does knowing about your color and other personalities benefit working relationships?
- Do you see yourself differently than others see you?
- Does this lead to misunderstanding?
- Don't change me or make me a copy of you
- Respect me, understand me and hear me
- Work with me not against me

Chair Warden encouraged having principals and teachers do the activity. Mr. Lassiter indicated the district is planning to do a full exercise at a Leadership Team Meeting.

Dr. Pat Ashley, retired educator (teacher, principal, administrator, professor), presented the NCSBA Master Board Module “Governance & Management – Affirming Board and Superintendent Responsibilities.”

The objectives of the training were to:

1. Clarify board/superintendent roles and responsibilities in terms of:
  - a. Behaviors
  - b. Governance vs. Management; and
  - c. Key works
  
2. See ways to prevent, intervene, and/or redirect situations between the board and superintendent.

The following topics were discussed:

- Quality of Schools Impacts Quality of Life
- What the Superintendent Can Expect from the School Board
- What the School Board Can Expect from the Superintendent
- Roles and Responsibilities of the Board and Superintendent (graphic organizer)

- Governance Model: Descriptors
- Roles and Responsibilities (Ends & Means)
- Key Work of School Boards  
(student achievement and community engagement to promote student achievement)  
(Vision/Accountability/Policy/Community Leadership/Board-Superintendent Relationships)

Dr. Ashley conducted a “problem-solving” activity with members utilizing sample scenarios of issues that board members may encounter followed by group discussion. She shared tips on how to handle issues that may be “brought” to them which would allow them to be supportive of both the constituent and the superintendent.

Dr. Ashley concluded with comments on the positive discussion and collegiality in the meeting. She thanked the Board for the opportunity to work with them.

Lunch was provided by Michael Thompson, Child Nutrition Director, and was prepared by the Sheep-Harney and Central Elementary School Cafeterias.

## **II. Program**

Dr. Sanders discussed “Looking Ahead in Program” and highlighted the following topics:

- Program Services (Systemic Approach, Supportive Environment, Culture of Sustainability)
- Learning Focused (framework for teaching and learning)
  - Exemplary Practices
  - 3-Year Plan
  - Strategies to Ensure Quality
  - Focus on the Standards
  - Data
- Accountability/Expectation
- Moving Forward
  - CTE – created virtual enterprise class at PCHS
  - STEM & Project Lead the Way at RRMS/NHS
  - Exploring Year Round Schools
  - Increased Dual Enrollment (recruit and fund)
  - Early College High School
  - Implementation of MTSS
  - Instructional Coaches (District and School Support)
  - Perception Data
  - School Improvement Planning
  - Parent/Community Center

Group discussion followed the presentation.

Ms. Jennifer Hawkins shared 2015-16 Proficiency Data for the district and discussed trends/areas of concerns.

Mr. Steve Lassiter reviewed and discussed School Transformation Models. Members and staff discussed at length the options available for the district's low performing schools.

Dr. Williams returned to the meeting.

Discussion continued regarding School Transformation Models. Dr. Cartner indicated he will bring a recommendation to the Board on January 17<sup>th</sup>.

### **III. Personnel**

Mr. Lassiter shared a PowerPoint on "The Importance of Teacher Quality" which highlighted:

- Can you separate teacher quality from effectiveness?
- Definition of effective teachers
- Qualities of effective teachers
- Pre-Requisites for effective teaching

There was group discussion about teacher effectiveness, attendance, etc.

### **IV. Initiatives**

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

Ms. Godfrey and Ms. Rhonda James-Davis shared information about the Early College High School. The application was approved by the State Board of Education on January 4<sup>th</sup> and the district is proceeding with implementation. The ECHS will be housed at College of The Albemarle.

### **V. Operations**

Mr. Andrew Cox distributed bound copies of the 2015-16 Audit which has been approved by the Local Government Commission and will be on the January 17<sup>th</sup> agenda for acceptance by the Board.

Mr. Cox shared a PowerPoint on “2016-17 Mid-Year Financial Update.”

The following items were discussed:

- Fund Balance (estimated balance of \$717,000 for June 30, 2017)
- Substitute Costs (total cost for “sick leave/personal leave” is up this year compared to 2015-16)
- Bus driver overtime
- Merit Based Bonus (State legislated)
- Other State Legislated Bonus Pay (CTE, 3<sup>rd</sup> Grade Reading, IB/AP)
- Travel Policy Reimbursement (anticipated changes from State)
- Outside Influences on Budget (ADM, Class Size Requirements, Charter School, Retirement Rate, Hospitalization, etc.)
- Operational Analysis

## **VI. Board Reflections**

Dr. Cartner thanked the Board for the amazing amount of work done today and for their service to the community. He also recognized Central Services staff and thanked them for the work they do day in and day out.

Board members commented on the work accomplished at the Retreat and indicated they look forward to the work ahead.

There being no further business, the Retreat adjourned at 4:15 p.m.

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Chair

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Secretary