

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

The Elizabeth City-Pasquotank Board of Education met on Monday, February 20, 2017, for the purpose of holding Committee Meetings. The Committee Meetings were called to order by Chair Sharon Warden at 2:00 p.m. and were held in the Board Room of the Administration Building.

**I. Personalized Education Committee**

**Committee Members Present:** Walter Jolly, Chair; Dr. Denauvo Robinson, Dr. Sheila Hughes-Williams

**Other Board Members Present:** Virginia Houston, Pam Pureza, Sharon Warden

**Staff Present:** Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Andrew Cox, Tracy Davenport, Rhonda James-Davis, William Old, Jennifer Hawkins

Mrs. Jackie King, Director of the W.C. Witherspoon Memorial Library, and Library Board Members and Staff presented information about services available through the public library. Library Board Members and Staff presenting were: Mark Maland, Hezekiah Brown, Monique Adams and Phyllis Phillips. Information was shared regarding the following topics:

- Tutorial Services
- TumbleBooks
- ABC Mouse
- World Book reference books

Mrs. King presented information on “e-card” checkout options for students. Amber Godfrey (ECPPS Director of Technology) joined Ms. King in presenting on “e-card” services. They proposed a partnership between the school district and the public library to allow students to have “e-cards” which would allow them to check out materials without having to be tied to their parent’s library cards. Board members and library officials dialogued about the services offered through the library. The Personalized Education Committee agreed to place approval of partnering with the public library to provide “e-cards” for students in the district on the February 27<sup>th</sup> consent agenda.

Amber Godfrey and Rhonda James-Davis provided an update on the Early College High School. They reported the following:

- The ECHS was officially approved by the State Board of Education in January 2017
- The school has been awarded a school number by the Department of Public Instruction
- Approval by the Community College Board and designation by the NC Legislature as a “Cooperative Innovative High School” is pending
- Staffing is underway and plans are to have the principal in place in early March with remaining staff positions being filled later.

- Monthly Meetings for Outreach and Planning scheduled
- Student Applications will be posted by the end of March and will be due by the end of April. Selection decisions will be announced in May.
- A draft Memorandum of Understanding has been sent to the board attorney for review
- Work is being done on required reports/updates for the Golden LEAF Grant
- The district continues to work hand-in-hand with College of The Albemarle regarding renovations, scheduling and timelines.
- Information will be shared about the ECHS at the upcoming Parent Academy on March 16, 2017.

Rhonda James-Davis provided information about “CTE Credentials for Use in Accountability” and requested approval for the district to use “credentials” in lieu of testing for the classes/programs that qualify for “credentials.” The Personalized Education Committee discussed the request and agreed to place the approval recommendation on the consent agenda for February 27, 2017.

## II. Global Education Committee

**Committee Members Present:** Virginia Houston, Pam Pureza

**Other Board Members Present:** Walter Jolly, Dr. Denauvo Robinson, Sharon Warden, Dr. Sheila Hughes-Williams

**Staff Present:** Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Andrew Cox, Tracy Davenport, Rhonda James-Davis, William Old, Jennifer Hawkins

Dr. Cartner presented the School Resource Officer Memorandum of Understanding. He indicated the plan had been reviewed by him, the Sheriff, the Board Attorney and the County Attorney and that all parties are comfortable with the agreement. Members discussed the MOU and the Global Education Committee agreed to place it on the February 27<sup>th</sup> consent agenda for approval.

## III. Policy Committee

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

**Other Board Members Present:** Virginia Houston, Pam Pureza, Dr. Sheila Hughes-Williams

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

Dr. Cartner explained that the district is nearing the end of the policy manual update through the North Carolina School Boards Association. He presented miscellaneous policies for “clean up” and indicated the Board would need to rescind the “old” policy manual. He recommended both items be placed on review. The Policy Committee

agreed to place the recommendation of review for the Miscellaneous Policies and rescinding of the “old” policy manual on the February 27<sup>th</sup> consent agenda.

#### **IV. Financial, Business and Technology Systems Committee**

**Committee Members Present:** Dr. Denauvo Robinson, Virginia Houston, Sharon Warden

**Other Board Members Present:** Walter Jolly, Pam Pureza, Dr. Sheila Hughes-Williams

**Staff Present:** Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Andrew Cox, Amber Godfrey, Alvin Parker, Jennifer Hawkins, Tracy Davenport

Information was presented on:

- Monthly Building Report
- Monthly Maintenance Report (including Monthly Roof Inspection)
- Auxiliary Services Report (Child Nutrition and Transportation)

The following items were discussed and were recommended for placement on the February 27<sup>th</sup> consent agenda for approval:

- Declaring List of Obsolete Computer & Electronic Equipment as Surplus for Sale/Disposal
- Fundraising Request (Ex. Ch. Prom)
- 2016-17 Budget Amendments (#102, #201revised, #202, #302, #802)
- Acceptance of Bid submitted by Comfort Systems USA (Mid-Atlantic), LLC in the amount of \$904,944 for the River Road Middle School HVAC Renovations Project
- 2017-18 School Year Calendar (Option B)
- Resolution on K-3 Class Size Ratios
- Customized PLS Manual Update Service Agreement
- Application for Board Member Training Credit

#### **V. Excellent Educators**

**Committee Members Present:** Pam Pureza (Chair), Dr. Sheila Hughes-Williams, Walter Jolly and Sharon Warden

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

**Staff Present:** Dr. Larry Cartner, Steve Lassiter, Dr. Joanne Sanders, Andrew Cox

#### **Closed Session**

A motion was made by Pam Pureza, seconded by Dr. Denauvo Robinson, 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. Larry Cartner and Mr. Steve Lassiter remained for the meeting.

Members discussed employee recommendations and personnel matters.

A motion to come out of closed session was made by Pam Pureza, seconded by Virginia Houston, 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, members agreed to place the following on the February 27th consent agenda for approval:

- Resignations (information only)
- Elections
- Coaches
- Reassignments
- Leaves of Absence

**Note:** A closed session to hear a student matter was scheduled for 4:00 p.m. The parent did not attend the meeting and the hearing was re-scheduled for Monday, February 27, 2017, 6:00 p.m.

The Committee Meetings adjourned at 4:28 p.m.