

Edenton-Chowan Schools Board of Education
Tuesday, April 7, 2020
6:30 p.m.

Virtual Meeting from:
Chowan Middle School
2845 Virginia Rd.
Tyner, NC 27980

MINUTES

The Edenton-Chowan Schools Board of Education met in regular session on Tuesday, April 7, 2020 at 6:30 p.m. Due to the COVID-19 restrictions, some Board Members were present at Chowan Middle School and some Board Members were present virtually (Chowan Middle School - CMS; Virtual - V). The following Board Members were in attendance: Chairman Gene Jordan (CMS), Vice-Chair Jean Bunch (CMS), Ricky Browder (V), Gil Burroughs (V), Paul Clifton (CMS), Maxine Mason (V), Joan White (V), and Superintendent Dr. Rob Jackson (CMS).

Others present were: Chief Technology Officer Kerry Mebane (CMS); Chowan Middle School Principal Michelle White (CMS); Board Clerk Sarah Hare (CMS) Executive Director of Human Resources Dr. Jana Rawls (V); Chief Finance Officer Emma Berry (V); and Assistant Superintendent Dr. Michael Sasscer (V).

The meeting was called to order by Chairman Jordan.

The invocation was given by Mr. Jordan.

The Pledge of Allegiance was also led by Mr. Jordan.

APPROVAL OF AGENDA: A motion was made by Mr. Clifton to approve the agenda as presented. A second to the motion was made by Mrs. Bunch. The motion carried unanimously.

PUBLIC BOARD DIALOGUE: There were no requests to address the Board.

REPORT:

Superintendent's Report - Dr. Jackson presented his monthly report including the following items:

Since the school closure began, our child nutrition staff has prepared more than 20,000 meals. The meals were either picked up at John A. Holmes High School or Chowan Middle School or they were delivered by bus.

School system employees have continued to work and have deployed remote learning using digital devices and paper packets when needed.

The Chowan County Board of County Commissioners have adopted a resolution honoring the achievements of our school system.

The Chowan County Commissioners have received their initial report from Davenport, their Financial Advisor. In the Davenport report, the county's total fund balance is reported to be 55% of total expenditures, while their unassigned fund balance is 40%. Policy states that their target level is 25%.

While many challenges may lie ahead, Dr. Jackson believes in our team!

Remote Learning Update - Dr. Michael Sasscer, Assistant Superintendent, gave the Board an update on the school system's remote learning plans since the closure of school.

CONSIDER:

Board of Education Policy Revisions - Dr. Jackson presented the following Board of Education Policy Revisions to the Board for a first reading:

- 1470 REMOTE PARTICIPATION DURING BOARD MEETINGS
- 2135 TITLE I PARENT AND FAMILY ENGAGEMENT
- 2140 SCHOOL CLOSINGS
- 3700 TESTING AND ASSESSMENT PROGRAM
- 3800 INTERSCHOLASTIC ATHLETICS
- 4040 IMMUNIZATION AND HEALTH REQUIREMENTS FOR SCHOOL ADMISSION
- 4050 STUDENT ADMISSIONS
- 4310 COMMUNICABLE DISEASES – STUDENTS
- 4315 CONCUSSION AND HEAD INJURY
- 5140 ALCOHOL AND DRUG-FREE WORKPLACE ENVIRONMENT
- 5145 DRUG AND ALCOHOL TESTING OF COMMERCIAL MOTOR VEHICLE OPERATORS
- 5290 RESIGNATION OF EMPLOYEES

- *5355 PROFESSIONAL AND STAFF DEVELOPMENT*
- *6470 TRAFFIC AND PARKING ON SCHOOL SYSTEM PROPERTY*
- *7640 PAYROLL DEDUCTIONS*

New Board Policies for Consideration - Dr. Jackson presented the following new Board of Education Policies to the Board for a first reading:

- *1130 BOARD MEMBER TECHNOLOGY USE*
- *3605 GRADUATION REQUIREMENTS*
- *3820 EXTRACURRICULAR ACTIVITIES AND STUDENT ORGANIZATIONS*
- *4212 DRUGS AND ALCOHOL*
- *5185 TELEWORKING*

Board of Education Policy Revisions - Dr. Jackson presented the following Board of Education Policy Revision to the Board for a second reading:

- Policy 5350 Evaluations and Improvement Plans

A motion was made by Mrs. Bunch to approve the board policy revision as presented. A second to the motion was made by Mr. Clifton. The motion carried unanimously.

Administrator Contracts - Dr. Jana Rawls, Executive Director of Human Resources, presented the Administrator Contracts for the Board's consideration. A motion was made by Mr. Clifton to approve the Administrator Contracts as presented. A second to the motion was made by Mrs. Bunch. The motion carried unanimously.

Classified Salary Study - Mrs. Emma Berry, Chief Finance Officer and Dr. Jana Rawls, Executive Director of Human Resources, presented the Classified Salary Scale to the Board. Upon the recommendation of Dr. Jackson, a motion was made by Mrs. White to select Option 2 for the Classified Staff (one step increase on current scale) and Option 1 for the Certified Central Services Staff (one step increase on current scale). A second to the motion was made by Mrs. Mason. The motion carried unanimously.

Capital Outlay Budget Requests - Dr. Jackson presented the Capital Outlay Budget Requests to the Board for their consideration. After some discussion, a motion was made by Mrs. Bunch to accept the Superintendent's Capital Outlay Budget Requests, however, requested that Dr. Jackson explore other (size) options for the activity bus request. A second to the motion was made by Mr. Browder. The motion carried unanimously.

School-based and Departmental Current Expense Requests - Dr. Michael Sasscer, Assistant Superintendent, presented the School-based and Departmental Current Expense Requests for the Board's consideration.

2020-2021 Local Budget Request - Dr. Jackson and Mrs. Emma Berry, Chief Finance Officer, presented the 2020-2021 Local Budget Request for the Board's consideration. After some discussion, a motion was made by Mr. Browder to approve a .5% ($\frac{1}{2}$ percent) supplement increase for all certified staff and to approve the recommendation of the Superintendent for the 2020-2020 Local Budget Request. A second to the motion was made by Mrs. White. The motion carried unanimously.

New High School Project Architect Selection Process - Dr. Jackson discussed the High School Project Architect Selection Process with the Board of Education. After some discussion, the Board unanimously requested that Dr. Jackson select four architect finalists for the Board to interview. The Board selected the dates of April 27, 2020 and April 28, 2020 to interview the four architect finalists. A formal motion was not made.

CONSENT AGENDA:

A motion was made by Mrs. White to approve the following items on the consent agenda. A second to the motion was made by Mr. Clifton. The motion carried unanimously.

1 - Minutes

- March 10, 2020 Board Minutes

2 - Personnel Report

- April 7, 2020 Personnel Report
- Personnel Report Addendum

3 - Financial Report

- School Board Report - April 2020

BOARD MEMBER REMARKS/COMMENTS:

Mr. Burroughs commented on the following:

- High School Building Project

With there being no further discussion, a motion was made by Mrs. Bunch to adjourn the meeting. A second to the motion was made by Mr. Clifton. The motion carried unanimously. The meeting concluded at 9:15 p.m.

Respectfully submitted,

Gene Jordan, Chairman

Rob Jackson, Ed.D., Secretary