

Edenton-Chowan Schools Board of Education  
Tuesday, March 1, 2016, 6:30 p.m.  
Central Services Conference Room

MINUTES

The Edenton-Chowan Schools Board of Education met in regular session on Tuesday, March 1, 2016, 6:30 pm, in the Central Services Conference Room with the following Board Members present: Chairman John Guard, Vice Chairman Jean Bunch, Ricky Browder, Gil Burroughs, Glorious Elliott, Gene Jordan, Kay Wright and Superintendent Dr. Rob Jackson.

Others present were: Assistant Superintendent Tanya Turner; John A. Holmes High School Principal Steve Wood; Chowan Middle School Principal John Lassiter; D F Walker Elementary School Principal Michelle White; Directors representing Central Services; staff members from Edenton-Chowan Schools; Deputy Heather Matthews; Board Attorney Hack High; Board Clerk Sarah Hare and other community members.

The meeting was called to order by John Guard and the invocation was given by Gene Jordan.

The Pledge of Allegiance was led by students from D F Walker Elementary School.

APPROVAL OF AGENDA: A motion was made by Jean Bunch to approve the agenda as presented with a second by Glorious Elliott. The motion carried unanimously.

Board Recognitions - The Board recognized the following individuals:

Mr. Melvin "Peanut" Parks was recognized for his dedicated service to the children of Edenton-Chowan Schools and for receiving the Edenton-Chowan Chamber of Commerce Volunteer of the Year Award.

Deputy Heather Matthews was recognized for organizing the recent Lock-Up Hunger Food Drive event in which all four Edenton-Chowan Schools participated in.

The following individuals were recognized for receiving an outstanding Child Nutrition Administrative Review that was conducted by the North Carolina Department of Public Instruction:

Angela Munden - Cafeteria Manager, White Oak Elementary School  
Phyllis Ricks - Cafeteria Manager, D F Walker Elementary School  
Gwen Brown - Cafeteria Manager, Chowan Middle School  
Crystal Hall - Cafeteria Manager, John A. Holmes High School  
Jean Hollowell - Child Nutrition Financial Assistant  
Karen Tynch - Director of Child Nutrition

There were no requests to address the Board.

#### REPORT:

Child Nutrition Program Audit Results - Ms. Karen Tynch, Director of Child Nutrition, shared with the Board the recent results of the Child Nutrition Administrative Review that was conducted by the North Carolina Department of Public Instruction and answered questions from Board Members.

Alternative Learning Program Update - Ms. Jamie Bowers, Director of the Alternative Learning Program, gave the Board an update on the first semester results of the Alternative Learning Program and answered questions from Board Members.

Volunteer Program Update - Ms. Michelle Maddox, Director of Human Resources, gave the Board an update on the School System's Volunteer Program and answered questions from Board Members.

March Quarterly Board Meeting Draft Agenda - Dr. Jackson presented the Board with a draft agenda for the March 21, 2016 Quarterly Board Meeting.

Superintendent's Report - Chowan County has been recognized for having 20-30% of the labor force earn the National Career Readiness Certificate. A recent report from the North Carolina Department of Public Instruction indicates that 10-19% of the John A. Holmes High School Class of 2014 took an Advanced Placement (AP) exam while in high school. For the Class of 2015, 30% or more of the seniors have taken an AP exam while in high school. The school system recently collected 11,734 pounds of food for the local food pantry in conjunction with the Chowan County Sheriff's Department. Dr. Jackson recently successfully completed the NC Digital Leadership Institute for Superintendents. Chowan Middle School Principal John Lassiter recently wrote a grant request that was fully funded for \$2,600 from the Albemarle Community Trust. Angela Elsbree, a teacher at D F Walker Elementary School, was selected to receive a Burroughs Wellcome Fund Promoting Innovation in Science and Mathematics grant in

the amount of \$2,754. Additionally, Jennifer Thach, Instructional Facilitator at the elementary schools, was selected to receive a Burroughs Wellcome Fund Promoting Innovation in Science and Mathematics grant in the amount of \$2,678. The 2016 NC Teacher Working Conditions Survey will be open for responses March 1-25.

CONSIDER:

New Board Policy (First Reading) - Dr. Jackson presented the following policy to the Board for a first reading:

- 6110 ENERGY AND CONSERVATION MANAGEMENT

This policy will be brought back before the Board at the April meeting for a second reading.

Board Policy Revisions (Second Reading) - Dr. Jackson presented the following policy revisions to the Board for a second reading:

- 1110 CODE OF ETHICS FOR MEMBERS
- 1115 BOARD MEMBER CONFLICT OF INTEREST
- 1120 BOARD MEMBER DEVELOPMENT
- 1300 SCHOOL BOARD AUTHORITY AND RESPONSIBILITIES
- 1400 BOARD MEETINGS
- 1430 VOTING
- 1500 POLICY DEVELOPMENT
- 2600 RELATIONSHIP WITH LAW ENFORCEMENT
- 3510 HEALTH EDUCATION
- 5020 RECRUITMENT AND SELECTION
- 5030 NEPOTISM
- 5345 ASSIGNMENT OF TEACHERS TO NON-INSTRUCTIONAL DUTIES AND EXTRACURRICULAR DUTIES
- 5350 EVALUATIONS AND IMPROVEMENT PLANS
- 5360 REDUCTION IN FORCE: LICENSED EMPLOYEES
- 6000 PURCHASE OF EQUIPMENT, MATERIALS AND SUPPLIES
- 6310 FIRE AND OTHER EMERGENCY DRILLS
- 7400 CONTRACT ADMINISTRATION
- 7510 DAILY DEPOSITS
- 7610 PREAUDIT CERTIFICATION

New Board Policy (Second Reading) - Dr. Jackson presented the following policy to the Board for a second reading:

- 4315 CONCUSSION AND HEAD INJURY

A motion was made by Glorious Elliott to approve both the Board Policy Revisions and the new Board Policy (4315) as presented. A second to the motion was made by Kay Wright. The motion carried unanimously.

John A. Holmes High School Program of Studies - Ms. Tanya Turner presented the Board with the John A. Holmes High School Program of Studies. A motion was made by Ricky Browder to approve the Program of Studies contingent upon the document being proofread for grammatical errors. A second to the motion was made by Jean Bunch. The motion carried 6-1. Gil Burroughs was opposed.

2016-2017 School System Calendar Revision Recommendation - Dr. Jackson recommended that the Board change the teacher workday scheduled for May 30, 2017 to June 2, 2017. A motion was made by Kay Wright to approve the change as presented. A second to the motion was made by Glorious Elliott. The motion carried unanimously.

APPROVE:

A motion was made by Glorious Elliott to approve the following items by consent agenda. A second to the motion was made by Jean Bunch.

- February 2, 2016 Board Minutes
- February 22, 2016 Board Minutes
- February 2016 Personnel Report
- School Board Report - February 2016

Before voting on the consent agenda items, a motion was made by Kay Wright to enter into a closed session at 8:45 pm to discuss personnel records as permitted by North Carolina General Statutes §115C-319 and §115C-321. A second to the motion was made by Glorious Elliott. The motion carried unanimously.

The Board returned to open session.

The motion that was made by Glorious Elliott and seconded by Jean Bunch to approve the consent agenda items was reinstated. The motion carried unanimously.

BOARD MEMBER REMARKS/COMMENTS:

Mr. Jordan commented on the following:

- Teacher Retention

Mr. Burroughs commented on the following:

- Teacher Contracts and Evaluations

Mrs. Bunch commented on the following:

- Teacher Working Conditions Survey

Mr. Guard commented on the following:

- Legislative Summit

With there being no further discussion, a motion was made by Gene Jordan to adjourn the meeting. A second to the motion was made by Kay Wright. The motion carried unanimously. The meeting concluded at 9:20 pm.

Respectfully submitted,

John Guard, Chairman

Rob Jackson, Secretary