

## **Board Work Session Minutes**

**DATE:** February 20, 2017

**PRESENT:** Chair Caroline W. Doherty, Vice Chair Mary Blount Williams, Mildred A. Council, Anna Barrett Smith, Melinda Fagundus, Robert Moore, Betsy Flanagan, Worth Forbes, and Benjie Forrest

**ALSO PRESENT:** Dr. Ethan Lenker, Cheryl Olmsted, Dr. Ve-Lecia Council, Dr. Travis Lewis, Debra Baggett, Matt Johnson, Seth Brown, Jeff Smith, Tom Feller, Ron Butler, Lisa Tate, Elizabeth Montgomery Lee, Dr. Mark L'esperance, Dr. Laura Bilbro-Berry, Lucas Simonds, and Sharieka Botex

**ATTORNEY:** Cynthia Grady

**TIME:** 11:02 A.M.

**PLACE:** Meeting Room, Facility Services

Chair Doherty called the Board of Education Work Session to order on February 20, 2017 at 11:02 a.m. in the Meeting Room at Facility Services.

### **1) Youth Risk Program**

Elizabeth Montgomery Lee, Executive Director, Pitt County Coalition on Substance Abuse, presented a PowerPoint titled "2016 Pitt County Youth Risk Survey Preliminary Results" to the Board members. The PowerPoint contained 33 questions from a survey conducted by ECU concerning Safety, Mental Health, Cigarette and Electronic Vapor Device Use, Alcohol Use, and Drug Use answered by high school students. The survey was open to all six high schools and over 2300 students participated.

### **2) AdvancED Report**

Cheryl Olmsted, Assistant Superintendent of Educational Programs and Services, shared the Accreditation Report. In preparation for the AdvancEd accreditation external review, Ms. Olmsted reviewed the six components of the report; The Executive Summary, The Student Performance Diagnostic, The Stakeholder Feedback Diagnostic, The Self-Assessment, The Improvement Plan Stakeholder Involvement Diagnostic, and the Assurances. She also shared that each school's accreditation report will be available in the superintendent's conference room for their review. Ms. Olmsted was very pleased with the progress of the district, and the in-depth work taking place in the schools.

### **3) Lab School MOU**

Dr. Mark L'esperance and Dr. Laura Bilbro-Berry from ECU came to discuss and answer questions concerning the Lab School at South Greenville with the Board members. Dr. L'esperance stated that ECU Lab students and South Greenville students will be together in elective classes and would also share the cafeteria area,

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making it a community of students and not separate schools. Dr. Lenker asked Board members to read the Lab School MOU and contact him if they have any questions.

**4) Middle School Athletics**

Ron Butler, Pitt County Athletics, Drivers Education, Health and Physical Education Coordinator, returned to answer Board member questions from the previous Board Work Session concerning Middle School Athletics. Mr. Butler shared a 2016-2017 Composite breakdown of the middle school team sports, including which schools have to combine students to create a team.

**5) Finance Update**

Debra Baggett, Chief Finance Officer, shared a finance department update which included the use of Cook spreadsheets, a real-time budget software, utilizing direct deposit for travel reimbursements and other upcoming finance department cost saving initiatives. Ms. Baggett also discussed a budget timeline for the remainder of the school year.

**6) Beginning Teacher Support Program**

Dr. Ve-Lecia Council, Assistant Superintendent of Human Resources, and Seth Brown, Director for Educator Support and Leadership, shared the Beginning Teacher Support Program Plan with the Board members. Mr. Brown went over the three major changes in the plan. The changes included verifying eligibility of beginning teachers continuing licensure in collaboration with the Licensure Specialist; Local Mentor Assignment/Guidelines should be in accordance with expectations; and the evaluation calendar. There was a consensus among the Board members to place this item on the Consent Agenda for approval at the next Board meeting.

**7) Resolution on K-3 Class Size Ratios**

Dr. Ethan Lenker, Superintendent, discussed the Resolution on K-3 Class Size Ratios and shared that Pitt County Schools was exempt from the K-3 Class Size Ratios due to the TIF Grant. Dr. Lenker stated that he would continue to work with the legislators concerning class size. There was a consensus among the Board members to place this item on the Consent Agenda for approval at the next Board meeting.

**8) New PCS Schools Websites**

Dr. Travis Lewis, Director of Community and Student Services, shared that Pitt County Schools has updated all the school websites through School Wires allowing all school websites to look and navigate in the same way, making it easier for parents with students at multiple schools. Dr. Lewis shared that other projects in the works include introducing a FaceBook feed on the PCS website, revamping the Walking the Halls using the FaceBook feed, a new App for smartphones through School Wires, and a Video introducing 30-second clips of 14 different areas of "What I love about my School". Dr. Lewis also shared that Lucas Simonds, reporter with The Times-Leader, will be helping him update the 'Inspire Magazine'.

**9) Review of Board Meeting Procedures**

Cynthia Grady, In-House Legal Counsel, gave the Board members an update on Board meeting procedures by sharing Policy 2330 Board Meeting Agenda, Policy 2340

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Parliamentary Procedures, and Policy 2342 Voting Methods. Ms. Grady explained and answered questions concerning each policy. Ms. Grady also gave the Policy Committee members a copy of the 6000 B policies for their review prior to the meeting scheduled for Wednesday, February 22, 2017. Board members discussed the possibility of allowing a board member to attend a Board meeting via phone and came to the consensus to decide that on a case-by-case basis.

#### **10) Elmhurst Groundbreaking Dates**

Matt Johnson, Executive Director of Operations, discussed possible Elmhurst Groundbreaking dates with the Board members. The consensus was March 8<sup>th</sup>. A decision will be made about the exact time closer to the date and will depend on the weather.

#### **11) Energy Star Awards for Schools**

Mr. Johnson told Board members that 20 of our schools have received the Energy Star Certification Award. Less than 25,000 commercial buildings in the U.S. are Energy Star Certification buildings. Our schools are Northwest Elementary, Wintergreen Primary, Wintergreen Intermediate, Lakeforest Elementary, J.H. Rose High School, H.B. Suggs, Hope Middle, Grifton, G.R. Whitfield, Farmville Middle, Farmville Central, Ayden Elementary, Ayden Middle, Ayden-Grifton High School, Belvoir, Eastern Elementary, North Pitt High School, D.H. Conley High School, Creekside Elementary, and C. M. Eppes Middle School.

#### **12) District Phone System Updates**

Mr. Johnson shared with the Board members that nine schools have received phone system updates for a net savings of \$13,632.00 a year. Mr. Johnson said plans are to update the remaining district phones by the summer of 2019.

#### **13) Training Building- Rent vs. Purchase**

Mr. Johnson along with Tom Feller and Seth Brown discussed the advantages of purchasing versus renting a professional development training building. With the recent award of the TIF Grant allowing a portion of the money to be used for a training building, Mr. Johnson, Mr. Feller and Mr. Brown have been searching and have found two buildings, a 7,500 square foot and a 10,000 square foot, that PCS could possibly rent, and one 10,000 square foot building that PCS could possibly purchase. Mr. Johnson told the Board members that after looking at both options, purchasing appears to be the best solution. Mr. Johnson reminded the Board members that PCS cannot take on debt or sign a contract to lease to own; both would have to be through an agreement with the County Commissioners. Consensus of the Board members was for Mr. Johnson to continue to investigate the purchase of the professional development building using TIF Grant funds.

#### **14) Board Training Update**

Caroline Doherty, Board Chair, gave the Board a Board training update including

- upcoming NCSBA training opportunities
- the Video on March 7, 2017 'Students and Free Speech: Law and Controversy' available to the Board members

- a list of Board member identified training needs for 2017, asking each Board member to rank the choices from 1-7 with 1 being their top choice
- updates from her recent Advocacy Institute Conference held in Washington D.C.

**The Work Session adjourned at 2:05 P.M.**

**Respectfully Submitted,**

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**Caroline W. Doherty, Chair**

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**Dr. Ethan Lenker, Secretary**

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