

## **Board Work Session Minutes**

**DATE:** August 24, 2020

**PRESENT:** Chair Betsy Flanagan, Vice Chair Melinda Fagundus, Amy Cole, Tracy Everette-Lenz, Anna Barrett Smith, Caroline W. Doherty, Benjie Forrest

**PRESENT REMOTELY:** Mary Blount Williams, Worth Forbes

**ALSO PRESENT:** Dr. Ethan Lenker joined remotely, Jennifer L. Johnson, Debra Baggett, Matt Johnson, Dr. Kristi Rhone, Tim DeCresie, Meredith Hill, Dr. Steve Lassiter and Chris Wheeler

**IN-HOUSE COUNSEL:** Emma J. Hodson

**TIME:** 12:00 P.M.

**PLACE:** Carolina Room, The Kathy Taft Center, 2010 Allen Road, Greenville, NC 27834 and via <http://go.pittschools.org/livestream1>

Due to COVID-19, the Board Work Session held at the Kathy Taft Center and remotely was called to order at 12:00 P.M. by Chair Betsy Flanagan.

### Teacher of the Year Announcement

Due to the pandemic, Pitt County School was unable to host the Teacher of the Year Celebration at Rock Springs. Therefore, Dr. Kristi Rhone, Assistant Superintendent of HR, using Flipsnack, announced that Ms. Elizabeth Burch-Patterson, a 2nd grade teacher from Northwest Elementary School was this year's Farm Bureau/ Pitt County Schools Teacher of the Year Runner-up. Before announcing the Teacher of the Year, Dr. Ethan Lenker, PCS Superintendent, brought attention to and thanked Farm Bureau, Hastings Ford and other community members for making this event a success every year. Dr. Lenker then announced Ms. Annisa Potter, a 2<sup>nd</sup> grade teacher from Ridgewood Elementary, as the 2020 Farm Bureau/Pitt County Schools Teacher of the Year. A special message from Farm Bureau and Hastings Ford was shared during the meeting.

### Human Resources COVID-19 Procedures

Dr. Kristi Rhone, Assistant Superintendent of HR, shared a PCS COVID-19 Action Steps flowchart showing what actions should be taken if an employee or a student is diagnosed with a COVID-19 case. Dr. Rhone also shared a North Carolina Department of Health and Human Services (NCDHHS) reference guide. She shared the reference guide was a general guide for administrators to use in responding to suspected, presumptive, or confirmed cases of COVID-

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19 in schools & district offices. The last item Dr. Rhone shared was a guide showing PCS COVID-19 Leave options for staff members. Some discussion occurred between Dr. Rhone and the Board members.

#### Facility Needs Survey

Matt Johnson, Assistant Superintendent of Operations, discuss the upcoming Facility Needs Survey timeline with the Board members.

- DPI requires a Facility Needs Survey every 5 years
- Survey is being conducted now
- Survey will be presented to Board members during the September Work Session
- Approval of the Survey will be requested from the Board during the October Board meeting
- Survey will be presented to the County Commissioners in October
- Survey is due to DPI by the end of October

Some discussion occurred between Mr. Johnson and the Board members.

#### C.M. Eppes Scope of Work

Matt Johnson, Assistant Superintendent of Operations, and Aaron Errickson, Director of Facilities, shared the scope of work timeline of the repairs needed at C.M. Eppes Middle School due to two recent storms with the Board members. Some of the information shared included the following:

- 15 Classrooms and the Media Center received Damage
- Damage Removal work includes: Plaster, Sheetrock, Flooring, Lights, Service Wiring (Network, intercom, etc.)
- Roof System Replacement including the Roof Decking
- Code upgrades may include Improvements to Life Safety Systems and Devices
- Moving Forward with the Window Replacement Project Schedule
- Estimated cost of the project is \$ 2,052,630.50
- Replacement Roof Design will take 4 Weeks
- Roof Replacement Bid will take 4 Weeks
- Target Bid Opening Date is October 15th, 2020
- Roofing Target Installation Completion Date is January 1st, 2021
- Interior New Installation Work, including Ceilings, Flooring, Service Wiring, etc. will take 90 to 120 days to complete, these activities cannot start until after the New Roof is installed
- Factory Shutdowns due to COVID-19 may play a role in extending these dates, due to longer lead times on materials
- Completion Date should be between Spring Break & July 2021

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Some discussion occurred between Mr. Johnson, Mr. Errickson and the Board members.

### Finance Update

Debra Baggett, Chief Finance Officer, shared a finance update with the Board members. Ms. Baggett shared a breakdown of the CARES Act Funding.

- Current Budget = \$7,762,597.00
- Year-to Date Transactions = \$403,896.29
- Encumbrances & Purchase Orders Outstanding = \$2,068,970.98
- Private School Allocation = \$277,588.06, Pitt County Schools will order supplies and ship items to the Private Schools
- Remaining Balance = \$5,289,729.73
- Budget needs to be spent by September 2021

Ms. Baggett also shared that School Cash On-Line, a program which allows parents to pay school fees and other expenses on-line, is being used by 25 of the schools at this time. She also shared that the North Carolina Association of School Administrators (NCASA) is advocating for school districts ADM to remain harmless this year. NCASA has asked that school districts reach out to their legislators to let them know how important it is that districts don't lose funding during the pandemic. Some discussion occurred between Ms. Baggett and the Board members.

### Technology Update

Tim DeCresie, Director of Digital Learning, Meredith Hill, District Media Specialist, and Jeff Smith, Director of Technology, shared a technology update with the Board members. The presentation included the following:

- Devices Deployed – 13,935
- Opt Out for Student Devices – 1,120
- Undetermined Students needing Devices – 8,422
- Status of Devices on Backorder
- Device Deployment by School
- Device Deployment Plans
- State Funding has been cut
- Mobile Wifi Devices are being used to help students in remote internet areas in Pitt County
- Mr. Smith and Dr. Lenker are working with the County Commissioners to find a solution to provide cellular coverage in remote Pitt County areas

Some discussion occurred between Mr. DeCresie, Mr. Smith and the Board members.

### Instructional Update

Dr. Steve Lassiter, Assistant Superintendent of Educational Programs and Services, shared an instructional update with the Board members that included the following:

- How should teachers be working
- What happens when technology is not working
- Information that teachers have shared with him
- Principals have been asked to ask teachers the following four questions before the September Principals' meeting: (1) how are you feeling, (2) what does PCS need to adjust in the framework, (3) what needs to be adjusted at the school level, and (4) what isn't working
- Teachers are collaborating, teaching hygiene, and helping students and parents
- Will be logging into ZOOM to gather data to make sure that our standards are aligned with State standards
- Will be checking CANVAS to check on teacher lessons
- Teachers are overwhelmed, district staff is supporting them and helping them find a balance
- Teachers have their own learning curve as well as teaching parents technology

Dr. Lassiter shared that a testing waiver was unlikely and PCS is working toward a testing plan that would be brought to the Board members at the September Board Work Session.

### Items from the Chair

No items were shared by Chair Flanagan.

### Adjourn

Chair Flanagan concluded the Board Work Session. Time adjourned was 2:00 P.M.

Respectfully Submitted,

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Elizabeth M. Flanagan, Chair

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Dr. Ethan Lenker, Secretary