



Pender County Schools

BOARD PACK

for

Committee Of the Whole

Tuesday, October 20, 2026

4:00 PM (EDT)

Held at:

Dr. Katherine Herring Resource Center

798 Us Highway 117 S, Burgaw, NC 28425

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AGENDA

COMMITTEE OF THE WHOLE



Name:	Pender County Schools
Date:	Tuesday, October 20, 2026
Time:	4:00 PM to 6:00 PM (EDT)
Location:	Dr. Katherine Herring Resource Center, 798 Us Highway 117 S, Burgaw, NC 28425
Board Members:	Beth Burns, Don Hall (Chair), Jason Spivey, Jennifer Hansen, Tom Reeves
Attendees:	Bob Fankboner, Dr. Brad Breedlove, Dr. Kevin Taylor, Lisa Nowlin, Dr. Brandy Sawyer, Dr. Joel Grim, Craig Lawson, Loren Macon, Brandon McPherson

1. Adoption of Agenda

2. Policy/Strategic Planning

2.1 First Read 2000 level Policy Amendments

Dr. Kevin Taylor

For Discussion

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3. Information Agenda

3.1 County Government Transportation Facility Presentation

Dr. Joel Grim

[For Information](#)

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4. Financial Planning

4.1 Food Service Update

Lisa Nowlin

[For Information](#)

Update on Child Nutrition Budget

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4.2 2026-27 Budget Resolution

Lisa Nowlin

For Discussion

2026-2027 Budget Resolution

Supporting Documents:

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5. Student Services

5.1 No Report This Month

Dr. Kevin Taylor

6. Instructional Services

6.1 School Improvement Presentations

Dr. Brandy Sawyer, Dr. Kevin Taylor

For Discussion

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7. Operations

7.1 HES Update

Dr. Joel Grim

For Discussion

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7.2 Bordeaux Presentation

Dr. Joel Grim

For Noting

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7.3 MBP Update

For Noting

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7.4 JH LEA Change Orders

For Noting

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Dr. Joel Grim

For Noting

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For Noting

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Dr. Joel Grim

For Noting

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For Noting

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7.9 Bordeaux TMS Pay App #3

Dr. Joel Grim

For Noting

Supporting Documents:

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8. Closed Session

9. Adjournment

9.1

Next meeting: No date for the next meeting has been set.



**Pender County
Board of Education**

***Executive
Summary***

Consent Agenda

SUBJECT:	Consider Revisions of Board Policy Updates (2000 Series)
STAFF LIAISON:	Dr. Kevin Taylor
MAIN POINTS:	See attached chart of changes
FISCAL IMPLICATIONS:	N/A
RECOMMENDATION:	Recommend that revisions to Policies be moved to second read in November, 2026

Policy Number	Policy Title	Notes for Consideration
Policies with Substantive Changes —These are policies that have been revised substantively, in some case several times, since the board last revised its policy. In addition to substantive changes, we have made stylistic changes such as changing capitalization to be consistent across the manual. Please note that any highlighted sentences are unique to Pender County.		
2010	Board and Superintendent Relations	- Revises the first paragraph to avoid overlap with other policies regarding board role and clarify role of superintendent. (Recommended) - Adds clarifying language to end of second paragraph. (Strongly recommended) - To enhance consistency in communications to the public, adds a requirement for notice to the board when the superintendent makes certain communications related to legislation, policy, or political issues. (Recommended) - Updates the cross references. (Recommended)
2110	Board Member Elections	- Makes changes throughout to align with state and local law. (Required) - Updates the legal references. (Required)
2115	Unexpired Term Fulfillment	- Corrects error in first paragraph. (Required) - Removes redundant language after revision history. (Required)
2120	Code of Ethics for School Board Members	- Updates capitalization for consistency across the policy manual. (Strongly recommended) - Adds requirement of board compliance with board policies. (Strongly recommended) - Adds to item 14 new conflict of interest rules for board members as required by state law. (Strongly recommended) - Updates the legal and cross references. (Recommended)
2121	Board Member Conflict of Interest	- This policy has been extensively revised since the board last updated its policy. All of the changes are intended to align the policy with state law. (Required) - Updates legal and cross references. (Required)
2122	Roles of Board Members in Handling Complaints	- Revises title to align with PLS title (which ensures that the cross references will be accurate). Please note that the local language in this policy is broader than the title. If you would like to retain the original title, we can update the cross references in other places in the manual. (Optional) - Adds clarifying language to section B. (Recommended) - Updates the cross references. (Recommended)

Policy Number	Policy Title	Notes for Consideration
2123	Board Member Opportunities for Development	• Adds sentence encouraging new board members to attend orientation programs. (Optional) • Reduces the training hours required for board members. (Required) Clarifies language in Section B. (Recommended) • Substitutes national organization with which NCSBA is now affiliated, replacing the National School Boards Association. (Required)
2125/7315	Confidential Information	• Adds new section B regarding confidentiality of student records. (Strongly recommended) • Adds new section C aligned with state law. (Required) • Adds new section D directing superintendent to establish processes to implement policy requirements. (Strongly recommended) • Updates legal references. (Required) • Adds other resource. (Recommended)
2130	Board Member Compensation and Expenses	• This policy has been substantially revised to provide additional detail and best practices for reimbursement of board member expenses. I have attached a footnoted version, which makes clear how the policy may be modified. (Recommended) • Updates the legal references. (Recommended)
2210	Duties of Officers	• Updates capitalization for consistency across the policy manual. (Strongly recommended) • I removed “make or” from item 3 in section A because policy 2342 states that the board chair will only vote to break a tie. (Strongly recommended) • Updates item 6 in section D to reflect the most likely practice. (Recommended)
2220	Official School Spokesperson	• Establishes the board’s expectations of employees who are asked to comment on legislation, policy, or political issues in their official capacity, in order to ensure a consistent message to the public. (Recommended) • Updates the cross references. (Recommended)
2300	Board Meetings	• Substantially revises the policy to clarify the three types of meetings the board may hold under law, i.e., regular, specially called, and emergency. (All changes are recommended) • Updates the legal references. (Strongly recommended)

Policy Number	Policy Title	Notes for Consideration
2310	Public Participation at Board Meetings	- Clarifies the requirements for a board vote to hear a party's presentation that is not already on the agenda. (Recommended) - Adds specific procedures for public comment, including adding time limits for speakers and for the comment period itself, and deletes requirement for the superintendent to develop procedures for public comment. (Optional). The board may want to add the procedures outlined here, or a modified version of these procedures, to board policy. We strongly recommend consulting the board attorney before imposing rules on the permissible <u>content</u> of a speaker's comments, as constitutional considerations apply to such rules. - Updates the legal references. (Recommended)
2320	Compliance with the Open Meetings Law	- Adds optional information regarding the use of audio and audiovisual recordings as meeting minutes. (Optional) This optional information is provided for boards that want to keep meeting minutes in audio or audiovisual form. We recommend that boards do so only after consultation with the board attorney. - Updates the cross references. (Recommended)
2321	Closed Sessions	- Adds clarifying language in section A. (Strongly recommended) - Adds language to item 8 in section 8 to align with state law. (Strongly recommended) - Makes other minor editorial changes. (Recommended) - Updates the legal and cross references. (Recommended)
2330	Board Meeting Agenda	Clarifies the process for getting an item placed on a board meeting agenda. (Clarification recommended though the process and time frame may be modified)
2340	Parliamentary Procedures	Adds language in the first paragraph. (Recommended) Robert's Rules of Order includes provisions to facilitate easier meetings for small boards, which it defines as boards with no more than 12 members. This sentence makes an exception to the Robert's rules for small boards so that a second is required for motions. Requiring a second for motions is optional; however, if the board wants to require a second for motions, the exception to Robert's should be included in this policy.
2341	Quorum	- Modifies the second sentence to clarify the definition of a quorum. (Required) - Updates the legal and cross references. (Recommended)

Policy Number	Policy Title	Notes for Consideration
2342	Voting Methods	• If the board normally votes by a show of hands, please let me know. I flipped the voting methods in the first sentence, because you would typically only call for a division if a voice vote is unclear as to the outcome of a vote. You would not have such a lack of clarity on a show of hands. (Recommended) • Removes second paragraph, because the issue is addressed in a separate policy (2302), which has been included as a draft. (Strongly recommended) • Adds two rules regarding remote meeting voting methods. (Strongly recommended) • Updates the legal and cross references. (Recommended)
2400	Board Policies	1. Adds a reference to policy waivers requested under policy 3430, School Improvement Plan, and adds policy 3430 to the legal references. (Recommended) 2. Updates legal and cross references. (Recommended)
2410	Policy Development	1. Adds information from policies 2420, 2440, and 2450 to create a comprehensive policy addressing policy development and makes several editorial changes. (Recommended) 2. Updates cross references. (Recommended)
2430	Dissemination and Preservation of Policies	1. Updates and clarifies the language throughout the policy. (Recommended)
2500	Hearings Before the Board	• Adds sentence reflecting state law to first paragraph. (Recommended) • Updates the cross references. (Recommended)
2600	Consultants to the Board	• Updates policy to add reference to policy 6450 requirements. (Strongly recommended) • Updates the cross references. (Recommended)
2610	Board Attorney	• Adds circumstance under which staff may consult with the board attorney. (Optional) • Adds provision giving responsibility and settlement authority to the board attorney to resolve bail bond and vehicle forfeiture matters. (Recommended) • Updates the legal references. (Recommended) if settlement authority provision is added)

Policies with Minor Changes—These are policies that have only minor revisions, such as stylistic changes (“Pender County Board of Education” on first reference) or updates to the legal or cross references or other resources.

2000	Operational Goals of the Board	
2100	Board Member Legal Status	
2116	Removal from Office	
2200	Election of Officers—Organization of Board	
2325		

Policy Number	Policy Title	Notes for Consideration
2335		
2460		
2470		
2475		
2650		

Local Policy—This policy is unique to the Pender County Board of Education, and unless noted otherwise, the topic covered is not addressed in the PLS manual. Please note that during a manual project, NCSBA will update local policies only to correct stylistic preferences or update policy names or numbers in cross references. NCSBA does not otherwise revise or maintain local policies.

2240	Advisory Councils	
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New Policies— The policies below are new to the Pender County Board of Education. In addition to providing a clean copy of the policy with the Pender County Board of Education footer, I have also included a footnoted version of the PLS policy. Please refer to the notes and the footnoted version of the policy for additional information.

2127	Board Member Technology Use	
2230	Board Committees	
2302	Remote Participation in Board Meetings	
2670	Business Advisory Council	

Policies Recommended for Repeal—The policies below are recommended for repeal. Please see the notes for the 2400-series policies above.

2420	Adoption of Policies	
2440	Policy Review and Evaluation	
2450	Suspension of Board Policies	

COMPLIANCE WITH THE OPEN MEETINGS LAW***Policy: 2320***

The ~~board~~ Pender County Board of Education affirms the public policy of this State that hearings, deliberations and actions of public bodies be conducted openly.

A. Applicability

All "public bodies" holding official meetings, as defined in policy 2300, Board Meetings, must comply with the requirements of the open meetings law in Article 33C of Chapter 143 of the General Statutes. The term "public bodies" includes the board, any committees of the board, school improvement teams, and, as defined by law, any other committee of two or more members that exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative, or advisory function, unless the committee or group is solely comprised of professional staff.

B. Compliance

As secretary to the board, the ~~S~~superintendent shall provide required notice and record and maintain minutes, in written form or in the form of audio or audiovisual recording, of all official meetings of the board, board committees or committees appointed by the board. The principal or designee shall be responsible for compliance with the open meetings law by school improvement teams or any other public bodies at the school level. The ~~S~~superintendent or designee shall make copies of the open meetings law available to any public bodies associated with the school system. The board and other public bodies of the school system are encouraged to consult the school board attorney in accordance with policy 2610, Board Attorney, to obtain advice on complying with the legal requirements of the open meetings law.

1. Notice

Notice will be given in accordance with law for all regularly scheduled meetings, emergency meetings and any other meetings, such as public hearings, work sessions, electronic meetings or retreats.

2. Minutes

For all official meetings, whether held in open or closed session, minutes will be recorded and maintained in accordance with all legal requirements. For meetings, or portions thereof, in which minutes are kept via audio or audiovisual recording, the minutes will be deemed approved when the Superintendent has reviewed the recording for accuracy and completeness and has posted the recording to the school system website.

COMPLIANCE WITH THE OPEN MEETINGS LAW***Policy: 2320***

Corrections in the minutes may be made at the meeting at which they are to be approved. Approved minutes shall be signed by the chairperson and the secretary upon approval and transcription.

3. Closed Sessions

Closed sessions will be held only when required to permit the board to act in the public interest and as permitted by law. A motion to go into closed session must be made and adopted in open session in accordance with the requirements of [G.S. 143-318.11\(c\)](#) and policy 2321, Closed Sessions.

Legal References: [G.S. 143-318.9](#), [-318.10](#), [-318.11](#), [-318.12](#)

Cross References: [Board Meetings \(policy 2300\)](#), Closed Sessions (policy 2321), Board Attorney (policy 2610)

Adopted: June 30, 2011

Last Updated: [\[date\]](#)

CLOSED SESSIONS***Policy: 2321***

Closed sessions will be held only when required to permit the board to act in the public interest as provided by law.

A. Permitted Purposes

By majority vote of its members present, the board and other groups subject to the state open meetings law and board policy 2320, Compliance with the Open Meetings Law, may hold or retire to a closed session as permitted by law for the deliberation of the following:

1. to prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the United States, or that is not considered a public record within the meaning of [Chapter 132 of the General Statutes](#);
2. to prevent the premature disclosure of an honorary degree, scholarship, prize or similar awards;
3. to consult with an attorney employed or retained by the board in order to preserve the attorney-client privilege between the attorney and the board, including discussions on the handling or settlement of a claim, judicial action, mediation, arbitration or administrative procedure;
4. to discuss matters relating to the location or expansion of industries or other businesses in the area served by the board;
5. to establish, or to instruct the board's staff or negotiating agents concerning the position to be taken by or on behalf of the board in negotiating (a) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease; or (b) the amount of compensation and other material terms of an employment contract or proposed employment contract;
6. to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual employed or considered for employment with the school system; or to hear or investigate a complaint, charge or grievance by or against any individual employee;
7. to plan, conduct or hear reports concerning investigations of alleged criminal misconduct;
8. to formulate plans relating to emergency responses to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by the board or a school improvement team; and

CLOSED SESSIONS***Policy: 2321***

9. to discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

B. Actions that Must be Reported or Taken in Open Session

While deliberations may occur in closed session, the following board actions must be taken or reported in open session:

1. if the board has approved or considered a settlement in closed session, the terms of that settlement will be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded. The report should be made in open session unless there is a basis for the report to be heard only in closed session; and
2. final action making an appointment or discharge or removal by the board having final authority for the appointment or discharge or removal.

C. Reasons Expressly Prohibited for Closed Sessions

The following are expressly prohibited by law as a basis for closed sessions:

1. to discuss general policy matters or other issues that would be open merely because an attorney employed or retained by the board is a participant; and
2. to consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the board or another body or to consider or fill a vacancy among its own membership.

D. Procedure

The board of education will meet in closed session only upon a motion duly made and adopted in public pursuant to [G.S. 143-318.11\(c\)](#). Every motion will cite one or more of the permissible purposes as provided in [G.S. 143-318.11\(a\)](#) and in this board policy. A motion based on the need to prevent the disclosure of information that is confidential or privileged will also cite or name the law that renders the information confidential or privileged. A motion based on the need to ~~consider-consult~~ with an attorney employed by the board regarding the handling or settlement of a lawsuit will identify the parties in the lawsuit.

CLOSED SESSIONS***Policy: 2321***

Unless counsel is not reasonably available or accessible, the board will not meet in closed session without first obtaining advice of counsel that the proposed executive session is permitted by law and is in accordance with this policy.

E. Minutes

The board will keep minutes of all closed sessions. The minutes of the board must include a general account of the closed sessions so that a person not in attendance will have a reasonable understanding of what transpired. Minutes of any closed session shall be available for public inspection if required by court order or if, after consultation with the board attorney, the board determines that releasing the minutes will not frustrate the purpose of the closed session.

Legal References: G.S. 115C-105.27(c1); ~~G.S. ch.~~ 143, art. 33C

Cross References: Board Committees (policy 2230), Compliance with the Open Meetings Law (policy 2320), Public Records - Retention, Release and Disposition (policy 5070/7350)

Adopted: June 30, 2011

~~Last Updated~~Revised: [date]

BOARD MEETING AGENDA***Policy: 2330***

The ~~s~~Superintendent, in consultation with the Pender County bBoard of Education chairperson and other members of the board as deemed necessary, will prepare a proposed agenda for each board meeting. ~~A request to have an item of business placed on the agenda must be received at least six working days before the meetings. (See also policy 2310, Public Participation at Board Meetings, regarding agenda requests by individuals or groups.) A board member may, by a timely request, have an item placed on the agenda.~~

Each board member will receive a copy of the proposed agenda four days prior to the meeting, and the proposed agenda will be available for public inspection and/or distribution when it is distributed to the board members.

A board member may have an item placed on the agenda of a regular or special meeting of the board by submitting the item in writing to the Superintendent's office no later than 5:00 p.m. six working days prior to the meeting. An agenda item requested less than six working days prior to the meeting will be included only if: (1) the inclusion of the item will not unduly prolong the meeting, and there is adequate time available to prepare any necessary materials; or (2) the chairperson and Superintendent determine the item is of an urgent nature. Otherwise, an untimely requested item will be added to the agenda for the next regular meeting. A member of the public may submit a request for an item to be placed on the agenda in accordance with policy 2310, Public Participation at Board Meetings.

At the ~~beginning of the~~ meeting, the ~~superintendent or a board member~~ may, by majority vote, add an item that is not on the agenda before the agenda is adopted. The board will adopt the agenda for the meeting at the close of any public comment period, and the agenda may not be thereafter amended except upon a two-thirds vote of all members present. Any new policy or budgetary items presented as an addendum to the published agenda are not subject to action at the same meeting.

Legal References: [G.S. 115C-36](#)

Cross References: Duties of Officers (policy 2210), Public Participation at Board Meetings (policy 2310), Advance Delivery of Meeting Materials (policy 2335)

Adopted: June 30, 2011

~~Last Updated~~Revised: [date]

PARLIAMENTARY PROCEDURES***Policy: 2340***

Except as otherwise provided by law or by the policies of the Pender County Board of Education, meetings of the board will be conducted in accordance with *Robert's Rules of Order, Newly Revised*. The board will follow the rules in *Robert's* for small boards except that motions need to be seconded to move forward.

The chairperson is authorized to entertain and rule on questions concerning parliamentary procedure and to seek counsel of the board attorney when necessary to clarify or construe any relevant procedural provision.

Legal References: [G.S. 143-318.12](#)

Cross References:

Adopted: May 14, 2012

~~Last Updated~~Revised: [date]

QUORUM***Policy: 2341***

In order to conduct official business at a regular or special meeting, a quorum of the Pender County Board of Education must be present.

A quorum is defined as ~~one more than half~~ a majority of the members of the Board. If a quorum is not present at any meeting, the ~~C~~chairperson will postpone the meeting until such time as a quorum can be present, provided adequate notice is given pursuant to the Open Meetings Law. Proxy voting will not be recognized by the Board.

Legal References: G.S. 143-318.12; Iredell County Bd. of Educ. v. Dickson, 235 N.C. 359 (1952), Edwards v. Yancey County Bd. of Educ., 235 N.C. 345 (1952)

Cross References: ~~Policy 2342~~; Voting Methods (policy 2342), ~~Policy 2121~~; Board Member Conflict of Interest (policy 2121)

Adopted: May 9, 2011

Revised: June 30, 2011; June 24, 2015; [date]

~~Last Updated: June 24, 2015~~

~~Legal References: G.S. 115C-309~~

~~Cross References:~~

~~Adopted: May 09, 2011~~

VOTING METHODS**Policy: 2342**

Voting will normally be by ~~show of hands~~voice vote on all matters coming before the Pender County Board of Education for action. Any Board Member may call for a division, in which case the vote will be by ~~voice votes~~show of hands. For remote meetings held during a state-declared emergency, however, all votes will be taken by roll call. Regardless of the method of voting, The minutes will reflect the vote of each Board Member voting and the abstention of any member present but not voting, unless the vote is unanimous. The Chairperson will vote only to break a tie (see Board Ppolicy, 2210, Duties of Officers).

~~In the event a Board Member cannot be in attendance at the Board Meeting due to extenuating circumstances, a majority of the Board Members can vote to allow the absent Board Member to participate by conference telephone or other electronic means. The method for participating must allow the absent Board Member to hear the proceedings at the meeting and allow the Board members and audience (if applicable) to hear what the absent Board member says and how he or she votes.~~

A Board Member must vote on all issues unless the Member has a conflict of interest or is unable to remain impartial in a judicial matter before the Board. If a Board Member recuses himself or herself from a vote, the Member will state the reason before the vote is taken and the reason will be recorded in the minutes.

No secret ballots are permitted. If the Board of Education decides, by majority vote, to vote by written ballot, each Member must sign his or her ballot, and the ballots must be available for public inspection in the Superintendent's office immediately following the meeting and until the minutes are approved. The minutes of the meeting must specify the vote of each Member's written ballot. The ballots may be destroyed after the minutes of the meeting have been approved. Written ballots may not be used for remote meetings held during a state-declared emergency.

Legal References: G.S. 143-318.13; 166A-19.24; *Crump v. Board of Education*, 93 N.C. App. 168, *aff'd*, 326 N.C. 603 (1990); N.C. Attorney General Advisory Opinion, 54 Op. Att'y. Gen. 86 (1985)

Cross References: Board Member Conflict of Interest (policy 2121), Remote Participation in Board Meetings (policy 2302)

Adopted: March 12, 2012

~~Last Updated~~Revised: April 8, 2013; [date]

BOARD POLICIES***Policy: 2400***

The Pender County ~~b~~Board of ~~e~~Education reserves to itself the functions of developing and revising policies for the school system. The formation and adoption of policies will constitute the primary method through which the board exercises its leadership in the operation of the school system. All policy decisions will be made while keeping in mind the board's objective to provide students with the opportunity to receive a sound basic education.

Board policy is applicable to all schools and programs within the school system unless (1) the board directs otherwise in an individual policy or (2) the board grants a school a waiver requested under policy 3430, School Improvement Plan. In addition, unless otherwise directed by the board, the Superintendent may exempt any school designated as a restart model authorized by G.S. 115C-105.37B(a)(2) from any board policy requirements that correspond to a state statute or rule from which restart schools are exempted by law.

Legal References: G.S. 115C-36, -47, -105.37B(a)(2); *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: Board Authority and Duties (policy 1010), School Improvement Plan (policy 3430)

Adopted: June 30, 2011

~~Last Updated~~Revised: [date]

POLICY DEVELOPMENT**Policy: 2410****A. Policy Development**

The Pender County Board of Education assigns to the Superintendent the responsibility of continued review and evaluation of the policies adopted by the board and of bringing to the board's attention the need for adopting, revising, or rescinding particular policies.

Any board member, individual, group of citizens, student, or employee may initiate proposals for new policies or changes to existing policies. The initiator must refer the suggestions to the sSuperintendent for study prior to public discussion of the proposal and board action.

As appropriate in the development of proposed new policies or the revision of existing policies, the sSuperintendent shall seek input from the board attorney, other professionals, school system personnel, parents, students and citizens.

Proposals to adopt, revise, or rescind policies may be added to the agenda in accordance with board policy 2330, Board Meeting Agenda.

B. Adoption of New Policies

New policies introduced and recommended at a board meeting will not be adopted until a subsequent meeting. Thus, time will be given for further study and for interested parties to react. However, temporary approval may be granted by the board in lieu of formal policy adoption to meet emergency conditions or special events that will take place before a policy can be adopted formally.

During discussion of a policy proposal, the views of the public, parents, students, and staff will be considered. Board members may propose amendments at the first or second reading of the policy. An amendment will not require that the policy go through a third reading except as the board determines that the amendment needs further study and that an additional reading would be desirable.

In order for a policy to be considered official board policy, the board must adopt the policy by majority vote and the Superintendent must record the policy in the minutes of the board meeting. Unless otherwise specified by the board, a policy is effective as of the date it is adopted by the board.

C. Revision or Recission of Existing Policy

The board may revise or rescind an existing board policy only by majority vote. If a proposal to revise or rescind a policy is included in the published meeting agenda, the board may take action on the proposal at that board meeting. If, however, a proposal to revise or rescind a policy is presented at the board meeting as an addendum to the published agenda, the board will not take action on the proposal until a subsequent meeting.

POLICY DEVELOPMENT***Policy: 2410***

The Superintendent is authorized to correct typographical errors in existing policies and to make technical and conforming changes necessitated by changes in state and federal law. Such changes are effective immediately subject to ratification by majority vote by the board at its next board meeting.

D. Suspension of Existing Policy

The operation of any section or sections of board policies not established by law or contract may be suspended temporarily by majority vote.

Legal References: [G.S. 115C-36](#)

Cross References: [Board Meeting Agenda \(policy 2330\)](#)

Adopted: June 30, 2011

~~Last Updated~~Revised: [\[date\]](#)

DISSEMINATION AND PRESERVATION OF POLICIES***Policy: 2430***

The ~~s~~Superintendent shall establish and maintain an orderly plan for preserving and making accessible the policies adopted by the ~~Pender County~~ bBoard of Education and any accompanying administrative procedures or memoranda.

~~All policies adopted by the board of education will be maintained in a~~ A physical policy manual ~~that will constitute a public record and that will be kept open for inspection~~ at the board of education offices to serve as the official policy manual of the board and will be available for inspection by the public during regular office hours. An electronic duplicate of the official policy manual will be accessible through the school system website. The board intends that the official physical manual and the electronic duplicate will have identical content at all times. However, should a discrepancy between the two arise, it will be resolved in accordance with the board's most recent action on the policy.

The Superintendent or designee shall update both the physical policy manual and the electronic copy in a timely manner as new policies are adopted and existing policies are revised or rescinded by the board. In addition, t~~The~~ sSuperintendent also shall ensure timely upkeep of any copies of the manual that have been distributed in physical or electronic form.

~~that all board members and employees have convenient access to copies of the policy manual.~~

All policy manuals distributed remain the property of the board, will be deemed to be "on loan" to any person or organization, and are subject to recall at any time deemed necessary for purpose of amendment, rescission or recodification.

Legal References: G.S. 115C-36

Cross References: Policy Development (policy 2410)

Adopted: June 30, 2011

~~Last Updated~~Revised: [date]

HEARINGS BEFORE THE BOARD***Policy: 2500***

Pender County Board of Education hearings, unless otherwise specified by law or board policy, will be informal. Legal rules of evidence will not apply. The board may designate a panel of two or more board members to hear and act on behalf of the board unless otherwise required by law.

For hearings held to appeal a decision of school personnel, the ~~s~~Superintendent shall ensure that notice is provided, and a record of the hearing is made as required by [G.S. 115C-45\(c\)](#). The board chairperson, or board member serving as chairperson of a board panel, will establish any other hearing procedures to be followed in a particular hearing.

Board hearings will be conducted in accordance with the Open Meetings Law and all other applicable laws and board policies.

Legal References: [G.S. 115C-36](#), [-45\(c\)](#); [143-318.11](#)

Cross References: Discrimination, ~~and~~ Harassment ~~and Bullying Complaint Procedure Prohibited by Federal Law~~ (policy 17210/402015/723025), ~~Title IX Sexual Harassment Grievance Procedure (policy 1726/4036/7237)~~, Student and Parent Grievance Procedure (policy 1740/4010), Grievance Procedure for Employees (policy 1750/7220), ~~Remote Participation in Board Meetings (policy 2302)~~, Compliance with the Open Meetings Law (policy 2320), Long-Term Suspension, 365-Day Suspension, Expulsion (policy 4353), Requests for Readmission of Students Suspended for 365-Days or Expelled (policy 4362), School Administrator Contracts (policy 7425), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: August 8, 2011

~~Last Updated~~Revised: [date]

CONSULTANTS TO THE BOARD***Policy: 2600***

As situations demand, the Pender County Board of Education may utilize consultants from various fields, including architects, personnel consultants, and instructional/educational consultants. In each case, the board will ~~advertise for proposals as required by law or as deemed necessary by the board~~ comply with the requirements of policy 6450, Purchase of Services, in procuring consultant services and will enter into a written contract with the consultant selected, outlining the tasks to be performed, the dates for completion, evaluation procedures, and any other relevant terms.

Legal References: [G.S. 115C-47](#)

Cross References: Purchase of Services (policy 6450), Planning to Address Facility Needs (policy 9000), Site Selection (policy 9010), Facility Design (policy 9020), Supervision of Construction Contracts (policy 9130), Sale, Disposal and Lease of Board-Owned Real Property (policy 9400)

Adopted: June 30, 2011

~~Last Updated~~ Revised: [date]

BOARD ATTORNEY***Policy: 2610***

As needed, the Pender County Board of Education will enter into contracts for legal service to the school system, including both legal advice and representation in litigation. Any attorney retained by the board or the sSuperintendent through school system funds represents the legal entity of the school system and not any individual board member or administrator.

The sSuperintendent may consult with the board attorney as needed to carry out administrative operations and to protect the board and school system from liability. Other staff may consult with the board attorney following only with prior approval from the Superintendent or designee or otherwise as may be provided by procedures established by the sSuperintendent. The board attorney shall be responsible for and authorized to address and resolve criminal bail bond and vehicle forfeiture matters in district and superior court.

The chairperson of the board normally will decide for board members when to seek legal advice or assistance on school matters. If an individual member of the board desires to consult directly with the attorney, the board member must notify the chairperson of the legal information to be sought. If it is determined that legal assistance is necessary and has not been sought previously for this matter, the board member will be directed to consult individually with the attorney. Questions raised by members of the board and the attorney's replies will be reported to all board members. The chairperson of a board committee may consult with the board attorney on issues that arise out of and in connection with the committee's work. The inquiry and response will be reported to all board members.

Legal References: G.S. 15A-544.5, -544.8; 115C-36

Cross References:

Adopted: June 30, 2011

Last Updated/Revised: [date]

BOARD AND SUPERINTENDENT RELATIONS***Policy: 2010***

The ~~board~~Pender County Board of Education recognizes the importance of an effective working relationship between the board and Superintendent. The board further recognizes the distinct and separate areas of responsibility of the board and Superintendent ~~to of~~ the school system. The Superintendent is responsible for the administration of the system of schools consistent with the board's policies.~~The primary functions of the board are to establish policies for the operation of the schools and to oversee generally that these policies are carried out. The responsibility for carrying out board policies is vested in the superintendent and designees.~~

To maintain a cohesive relationship between the board and the school system, the Superintendent shall serve as secretary of the board and assist all board committees. The Superintendent shall keep the board informed of the operation of the system. The Superintendent shall make recommendations to the board as required by law and board policy and as otherwise determined appropriate by the Superintendent. The Superintendent also shall assist the board in making sound decisions and meeting the requirements of law by providing information and advice regarding all matters that require board action: or that must by law be reported by the Superintendent to the board.

All directives to the superintendent will be given by the board acting in official meetings. No member of the board, including the chairperson, may individually give orders or directives to the superintendent or other school personnel, except as expressly authorized by the board. Individual board member requests for information, materials or suggestions should be channeled through the superintendent. Individual board members should not request information, materials or provide suggestions directly to anyone other than the superintendent, unless directed otherwise by the superintendent.

When acting in his or her official capacity, the Superintendent shall provide the board with notice in advance if he or she is called upon to speak before the General Assembly, the State Board of Education, the Board of County Commissioners, or other governmental entities on legislation, policy, or political issues of concern to the board. In addition, the Superintendent shall keep the board informed when he or she has been asked to comment upon proposed or pending state legislation or policy.

Legal References: [G.S. 115C-36](#), [-47](#), [-276](#)

Cross References: Board Authority and Duties (policy 1010), Duties of Officers (policy 2210), Official School Spokesperson (policy 2220)

Adopted: June 30, 2011

Last Updated: April 9, 2024: [\[date\]](#)

BOARD MEMBER ELECTIONS**Policy: 2110****A. Qualifications**

Any person possessing the qualifications for election to public office as provided in [Article VI, Section 6 of the Constitution of North Carolina](#) and who is a qualified voter and resident of the ~~system-election district~~ from which he or she seeks to be elected is eligible to serve as a member of the ~~Pender County B~~board of ~~E~~education.

Any person elected or appointed to the board and also employed by the board must resign his or her employment before taking office as a member of the board.

B. Membership and Terms of Office

The board of education will consist of five members. All terms will be for four years with the terms staggered so that as nearly equal to one-half as possible will expire every two years. All elections are ~~nonpartisan and are~~ to be held at the time of the ~~primary-general~~ election in even-numbered years. Members are elected from districts by voters in the county at large.

C. Oath of Office

Before taking office, newly elected board members will take and sign the following oath or affirmation at the ~~first-board~~ meeting ~~held~~ in ~~July-December~~ following their election:

"I, _____, do solemnly swear (or affirm) that I will support and ~~defend-maintain~~ the Constitution and laws of the United States and the Constitution and laws of the State of North Carolina ~~not inconsistent therewith~~, and that I will faithfully discharge my duties as a member of the _____ Board of Education to the best of my ability, ~~so help me~~ God [omit phrase if affirming]."

If a board member enters on the duties of his or her office before taking, subscribing and filing the oath of office, he or she will be ejected from office.

Legal References: [N.C. Const. art. VI](#), §§ 6 and 7; [G.S. 14-229](#); [115C-35](#), ~~-37~~; ~~1973 N.C. Sess. Laws 976~~; ~~1981 N.C. Sess. Laws 1172~~; ~~1989 N.C. Sess. Laws 1008~~

Cross References:

Adopted: June 30, 2011

Last Updated: [date]

UNEXPIRED TERM FULFILLMENT**Policy: 2115**

All vacancies in the membership of the Pender County Board of Education caused by death, resignation or otherwise will be filled by a person appointed by the remaining members of the ~~b~~Board. The board will consult with the county executive committee of the political party of the vacating member and appoint the person recommended by that party executive committee, if the party executive committee makes a recommendation within 30 days of the occurrence of the vacancy. The person appointed will serve for the unexpired term.

~~to serve until the next election of bBoard mMembers, at which time the remaining unexpired term will be filled by election.~~ The person appointed to fill a vacancy must be a resident of the same district as the member causing the vacancy.

Legal References: [G.S. 115C-37.1](#); [1963 N.C. Sess. Laws 391](#); [1977 N.C. Sess. Laws 449](#)

Cross References:

Adopted: June 30, 2011

Last Reviewed: April and May of 2024

~~Last Updated~~Revised: ~~Tuesday, 28 August 11, 2020~~; May 28, 2024; [date]

~~All vacancies in the membership of the board of education caused by death, resignation, or otherwise will be filled by a person appointed by the remaining members of the board.~~

~~Cross References:-~~

~~Adopted: August 11, 2020~~

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**Policy: 2120**

The Pender County Board of Education recognizes that, collectively and individually, all members of the **bBoard** must adhere to a code of ethics as required by [G.S. 160A-86](#) and [G.S. 115C-47\(57\)](#).

A. Board Member Ethical Requirements

The following standards will guide each **bBoard mMember** in the performance of his or her official duties:

1. the need to obey all applicable state and federal laws regarding official actions taken as a **bBoard mMember**;
2. the need to uphold the integrity and independence of the **bBoard mMember's** office;
3. the need to avoid impropriety in the exercise of the **bBoard's** and **bBoard mMember's** official duties;
4. the need to perform faithfully the duties of the office; and
5. the need to conduct the affairs of the **bBoard** in an open and public manner, complying with all applicable laws governing open meetings and public records.

B. Specific Board Member Commitments

In order to implement the above standards, each member of the **bBoard** commits to do the following:

1. attend all regularly scheduled **bBoard** meetings insofar as possible and become informed concerning the issues to be considered at those meetings;
2. endeavor to make policy decisions while always keeping in mind the objective of providing students the opportunity to receive a sound basic education and only after full discussion at publicly held **bBoard** meetings;
3. render all decisions based on the available facts and independent judgment and refuse to surrender that judgment to individuals or special interest groups;
4. model civility and integrity to students, employees, and all elements of the community by encouraging the free expression of opinion by all **bBoard mMembers**; ~~and~~ engaging in respectful dialogue with fellow **bBoard mMembers**, ~~the Superintendent, staff and all invited members of the community~~ on matters being considered by the **bBoard**; and complying with all board policies that set expectations

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**Policy: 2120**

for conduct, regardless of whether the policies expressly require compliance by board members;

5. respect the confidentiality of information that is privileged under applicable law and refrain from unauthorized disclosure of matters discussed in closed session;

6. work with other **b**Board **m**Members to establish effective **b**Board policies and to delegate authority for the administration of the schools to the Superintendent;

7. communicate to other **b**Board **m**Members and the Superintendent expressions of public reaction to **b**Board policies and school programs;

8. learn about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school boards associations;

9. comply with [North Carolina General Statute 115C-50](#) by earning the required 12 hours of training every two years;

10. comply with [G.S. 160A-87](#) by earning two hours of ethics education within 12 months of election or appointment to the **b**Board;

11. support the employment of those persons best qualified to serve as school employees and avoid allowing personal relationships and biases to influence decision making;

12. refrain from investigating or attempting to resolve complaints received personally, but instead direct the complainant to follow the **b**Board's complaint or grievance process to resolve concerns;

13. avoid being placed in a position of conflict of interest and refrain from using the **b**Board **m**Member's position on the **b**Board for personal or partisan gain;

14. as stated in board policy 2121, Board Member Conflict of Interest, refrain from participating in, deliberating on, voting on, or attempting to influence any person with respect to any matter pertaining to the employment with the board of the board member's spouse, including but not limited to hiring, transfer, promotion, demotion, suspension, discipline, performance evaluation, or review or investigation of a complaint of any kind;

1514. take no private action that will compromise the **b**Board or **a**Administration; and

CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**Policy: 2120**

~~1615.~~ remember always that a ~~b~~Board ~~m~~Member's first and greatest concern must be the educational welfare of the students attending the public schools.

All newly elected ~~b~~Board ~~m~~Members are expected to sign a code of ethics statement that includes these provisions at the time they are sworn in, as follows:

CODE OF ETHICS STATEMENT

As an elected and duly sworn member of the Pender County Board of Education, I understand and hereby agree to adhere to and abide by the Code of Ethics for School Board Members/Pender County Board of Education Policy 2120, as required by [North Carolina General Statutes §160A-86](#) and [§115C-47](#)(57).

This ____ day of _____, 20__.

/S/ _____
(Board Member's Name)

Legal References: [G.S. 115C-36](#), ~~-47(1)~~, ~~-47(57)~~, ~~-50~~; [160A-86](#), ~~-87~~; *Leandro v. State*, 346 N.C. 336 (1997)

Cross References: ~~Board Member Conflict of Interest (policy 2121)~~, Board Member Opportunities for Development (policy 2123), ~~Employee Conflict of Interest (policy 7730)~~

Adopted: January 31, 2011

~~Last Updated~~[Revised](#): June 23, 2016; [\[date\]](#)

Last Reviewed: ~~Thursday, 31,~~ August ~~31,~~ 2023

BOARD MEMBER CONFLICT OF INTEREST***Policy: 2121***

~~All The board Pender County Board of Education members and each member of the board recognize that they are subject to the North Carolina's criminal laws related to conflicts of interest in public office and that a board member may not use his or her office for personal benefit. The board and each member of the board further recognize that they are subject to the standards established by the federal government for recipients of federal grants as specified in policy 8305, Federal Grant Administration. The board and each member of the board understand that violation of state and federal laws and regulations on conflicts of interest may result in conviction of a crime, may render a contract of the board void, or may result in loss of federal funds. In keeping with the ethical duties specified in policy 2120, Code of Ethics for School Board Members, board members will not let any personal or business interest interfere with their duties as public officials, including strict restrictions against having a pecuniary interest in any business of the board. In addition, board members will not let any personal or business interest interfere with their duties as public officials, including ethical duties as specified in policy 2120, Code of Ethics for School Board Members. If a conflict of interest does occur, the board member has the obligation to declare that conflict and abstain from participating or voting on the issue. Board members shall excuse themselves from any discussion or decision regarding any employee or potential employee related to them by blood or marriage.~~

All board members will abide by the following conflict of interest rules.

~~A member of the board will not do any of the following:~~

- ~~1. A board member will not solicit or receive personal financial gain from the school system by means of intimidation, undue influence, or misuse of school system employees in violation of G.S. 14-234.2.~~
- ~~2. A board member will not derive a personal benefit from a contract with the school system in violation of G.S. 14-234. Specifically, a board member will not:~~
 - ~~a1. obtain a direct benefit from a contract that he or she is involved in making or administering on behalf of the board, unless an exception is allowed pursuant to G.S. 14-234 or other law;~~
 - ~~b2. influence or attempt to influence anyone who is involved in making or administering a contract on behalf of the board when the board member will obtain a direct benefit from the contract; or~~

BOARD MEMBER CONFLICT OF INTEREST**Policy: 2121**

c3. _____ solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract.

For purposes of G.S. 14-234, a board member is involved in administering a contract if he or she oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. A board member is involved in making a contract if he or she participates in the development of the specifications or terms of the contract or participates in the preparation or award of the contract. A board member is also involved in making a contract if the board takes action on the contract, even if the specific board member did not actually participate in that action, unless the contract is approved under an exception to the law under which the board member is allowed to benefit and is prohibited from voting.

A board member derives a direct benefit from a contract if the board member or his or her spouse does any of the following: (1) has more than a 10 percent ownership or other interest in an entity that is a party to the contract; (2) derives any income or commission directly from the contract; or (3) acquires property under the contract. An exception is allowed for employment contracts between the board ~~of education~~ and the spouse of a board member. However, the board member involved will not (1) deliberate or vote on the spouse's employment contract; ~~or~~ (2) attempt to influence any other person who is involved in making or administering the contract; or (3) participate in, deliberate on, vote on, or attempt to influence any person with respect to any other matter pertaining to the board member's spouse's employment with the school system, including but not limited to hiring, contract renewal, transfer, promotion, demotion, suspension, discipline, performance evaluation, or review or investigation of a complaint of any kind.

3. A board member who is also a director, officer, or governing board member of a nonprofit will not (1) knowingly vote on, participate in deliberations on, or administer any contract with that nonprofit; (2) influence or attempt to influence the deliberation or vote of others on any such contract; or (3) solicit or receive any gift, reward, or other benefit in exchange for recommending, influencing, or attempting to influence the award of such contract in violation of G.S. 14-234.3. Once the board member's recusal is recorded in the minutes of the board, the board may enter into or administer the contract.

4. A board member will not deliberate on, vote on, or otherwise engage in the selection, award, or administration of a contract supported in whole or part by federal funds when he or she has a real or apparent conflict of interest under federal rules as provided in 2 C.F.R. 200.318(c)(1) and policy 8305, Federal Grant Administration. For purposes of this paragraph, a conflict of interest arises when a board member or his or her spouse, immediate family member, or partner, or the employer or pending employer of any of those persons, has a financial or other interest in or receives a tangible personal benefit from a firm considered for the contract. Any such conflict must be disclosed to the awarding

BOARD MEMBER CONFLICT OF INTEREST***Policy: 2121***

agency.

For purposes of the previous paragraph, a “financial interest” means a financial interest which comprises more than five percent of the equity of the firm or business or more than five percent of the assets of the economic interest in indebtedness. It does not include an ownership interest held through a fiduciary, such as a mutual fund or blind trust, where the individual or individual’s employer has no control over the selection of holdings.

5. A board member will not solicit or accept trips, meals, gratuities, gifts, favors, or anything of monetary value from (i) current contractors, subcontractors, or suppliers; (ii) any contractor, subcontractor or supplier that has performed under a contract with the board within the past year; or (iii) any contractor, subcontractor, or supplier that foreseeably may bid on a contract in the future, unless the item is an unsolicited gift of nominal value (\$50 or less) and is one of the following: an advertising item or souvenir that is widely distributed; an honorarium for participating in a meeting; a meal provided at a banquet; or other item that is clearly permitted by state and federal law.

Multiple permitted items from a single contractor, subcontractor, or supplier may not exceed an aggregate value of \$100 in a twelve-month period.

6. A board member will not solicit or accept any gifts from a current or potential provider of E-rate services or products in violation of applicable federal E-rate program gifting rules.
7. A board member will not misuse information in violation of G.S. 14-234.1. Specifically, a board member will not use knowledge of contemplated board action, or information known to the member in his or her official capacity and not made public, to:
 - a. acquire a financial interest in any property, transaction, or enterprise or gain any financial benefit which may be affected by the information or contemplated action; or
 - b. intentionally aid another to acquire a financial interest or gain a financial benefit.

Legal References: 2 C.F.R. 200.112 and 200.318(c)(1); 47 C.F.R. 54.503; FCC Sixth Report and Order 10-175; G.S. 14-234, -234.1, -234.2, -234.3; 133-32; Attorney General Opinion requested by L.W. Lamar regarding G.S. 133-32, the Applicability to Attorneys and Law Firms Providing Professional Services to Local Boards of Education, dated May 13, 1993
Legal References: [G.S. 14-234](#); [133-32](#)

Cross References: Code of Ethics for School Board Members (policy 2120), [Ethics and the Purchasing Function \(policy 6401/9100\)](#), Employee Conflict of Interest (policy 7730), [Federal Grant Administration \(policy 8305\)](#)

Adopted: June 30, 2011

Last Updated: [\[date\]](#)

ROLES OF BOARD MEMBERS IN HANDLING COMPLAINTS***Policy: 2122*****A. Visits to Schools**

Pender County Board of Education members are encouraged to visit schools in order to inform themselves and to gain a clearer understanding of the daily operation of the school system. A board member who wishes to visit a school in the system in his or her official capacity should generally inform the principal and sSuperintendent of the visit. Policy questions arising from such visits should be directed to the sSuperintendent.

In matters related to the education of their own children, members of the board act as parents rather than as board members and have the same rights and responsibilities as other parents. Board members should confer, in the same manner as other parents, with the individual teacher or principal about matters growing out of their children's participation in the school system.

B. Handling Complaints

An individual board member who receives a complaint or inquiry from a parent or interested citizen concerning a school matter will refer the complainant to the appropriate school administrator and, when appropriate, advise the complainant of the procedures in place for making such complaints.

The board member also may refer the complainant to the Superintendent, who shall determine an appropriate means of responding to the complaint~~or inquiry~~. The board attorney also may be notified of the complaint in accordance with policy 2610, Board Attorney.

Individual board members will refrain from taking individual action with regard to such complaints other than referring them to the proper administrative employee.

C. Informal Meetings with Individuals or Groups of Patrons Concerning School Matters

The board encourages citizen participation in the school system. Board policies provide procedures for such participation.

An individual board member should inform any citizen or group of citizens with whom he or she meets that in such meetings the board member acts only as an individual and not for or on behalf of the board unless he or she has been so authorized by official board action. In addition, members should avoid situations in which their presence could be inferred by citizens as being officially representative of the board. Individual board members should refrain from meeting with groups of school employees to discuss matters relating to employment or conditions of work without specific authorization by official board action.

Legal References: G.S. 115C-36

ROLES OF BOARD MEMBERS IN HANDLING COMPLAINTS***Policy: 2122***

Cross References: Responding to Complaints (policy 1742/5060), ~~Public Participation at Board Meetings (policy 2310)~~, Board Attorney (policy 2610), ~~School Volunteers (policy 5015)~~

Adopted: June 30, 2011

~~Last Updated~~Revised: 9-April 9, 2024; [date]

BOARD MEMBER OPPORTUNITIES FOR DEVELOPMENT**Policy: 2123**

Board Members of the Pender County Board of Education are encouraged to participate in school board development activities designed for them.

A. New Board Members

New board members will have the opportunity and will be encouraged to attend orientation programs for new board members sponsored by the state and national school boards associations. It is the responsibility of the board to provide new board members with a thorough orientation to board policies, practices, and duties. Under the guidance of experienced board members and the superintendent, orientation will be provided through activities such as 1) programs for new board members sponsored by the North Carolina School Boards Association; 2) attendance at other school board conferences and conventions on a local, state and national basis; 3) attendance at workshops for the general benefit of the board; 4) discussions and visits with the superintendent and other members of the school system staff; and 5) provision of printed and audiovisual materials on school board policies and administrative regulations and procedures.

B. All Board Members

Each board member must fulfill the legal requirement to receive a minimum of 12 hours of training annually every two years.

All board members must receive a minimum of two hours of ethics education within 12 months after initial election or appointment to office and again within 12 months after each subsequent election or appointment to office. This education must address the laws and principles that govern conflicts of interest and ethical standards for local government officials. The Superintendent shall maintain records verifying that each board member has participated in the required ethics education. The ethics education required under this paragraph may be counted towards the annual 12-hour training requirement.

Unless otherwise approved by the board, such training must be provided by the following entities: the school system, the North Carolina School Boards Association, the National School Boards Association Consortium of State School Boards Associations, the School of Government, or the Department of Public Instruction. If a board member wishes to receive training credit or be reimbursed for attending training offered by another entity, he or she must obtain approval from the board.

Funds for participation will be budgeted annually, and reimbursement for expenses will be made in accordance with law and applicable board policy.

Legal References: G.S. 115C-50; 160A-86, -87

Cross References: Code of Ethics for School Board Members (policy 2120)

BOARD MEMBER OPPORTUNITIES FOR DEVELOPMENT

Policy: 2123

Adopted: June 30, 2011

~~Last Updated~~ Revised: [date]

CONFIDENTIAL INFORMATION**Policy: 2125/7315**

Employees and board members have an absolute duty to maintain the confidentiality of records as required by law. Employees and board members, by the nature of their positions, are exposed to confidential information that should not be repeated or discussed except with those recognized by law as having a right to the information. Any employee or board member who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or the personnel director (for employees) or from the Superintendent or board attorney (for board members). When violations occur, appropriate disciplinary action will be taken.

A. Personnel Files

It is a criminal violation for an employee or board member to do either of the following:

1. knowingly, willfully, and with malice permit any unauthorized person to have access to information contained in a personnel file; or
2. knowingly and willfully examine, remove, or copy a personnel file that he or she is not specifically authorized to access pursuant to [G.S. 115C-321](#).

B. Student Records

Employees and board members shall safeguard the confidentiality of student records as provided in policy 4700, Student Records.

C. Data Identifying a Person As a Supporter of a Nonprofit Organization

Except as otherwise provided in G.S. 55A-18-05, employees and board members shall not: (1) require any person or nonprofit organization to provide personal information or otherwise compel the release of personal information; (2) release, publicize, or otherwise publicly disclose personal information of others; or (3) request or require a current or prospective contractor to provide a list of nonprofit organizations to which the current or prospective contractor has provided financial or nonfinancial support. For purposes of this section only, "personal information" is defined as any list, record, register, registry, roll, roster, or other compilation of data of any kind that directly or indirectly identifies a person as a member, supporter, volunteer, or donor of financial or nonfinancial support to any nonprofit organization. The terms "supporter" and "volunteer" do not include the nonprofit organization's governing board members, officers, directors, or staff.

D. Handling and Transmitting Confidential Information

The Superintendent or designee is directed to establish and enforce processes and protocols for the secure handling and electronic transmission of personally identifiable information of students and employees and any other information protected by state or federal confidentiality laws.

CONFIDENTIAL INFORMATION**Policy: 2125/7315**

Legal References: Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [G.S. 55A art. 18](#); [G.S. 115C-47\(18\)](#), [-321](#), [-402](#)

Cross References: Communicable Diseases - Students (policy 4230), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records - Retention, Release and Disposition (policy 5070/7350), Personnel Files (policy 7820)

Other Resources: [Transmitting Private Information Electronically: Best Practices Guide for Communicating Personally Identifiable Information by E-mail, Fax, or Other Electronic Means](https://www.dpi.nc.gov/best-practices-guide-pii-and-email/download?attachment), available at <https://www.dpi.nc.gov/best-practices-guide-pii-and-email/download?attachment>

Adopted: May 9, 2011

~~Last Updated~~Revised: [\[date\]](#)

BOARD MEMBER COMPENSATION AND EXPENSES**Policy: 2130****A. Compensation**

MBoard members of the Pender County Board of Education will be compensated for the performance of official, ~~within system~~ school system business. The amount of compensation will be established according to applicable laws.

~~B. Advances~~

~~An advancement of funds not to exceed the estimated travel expense with a limit of \$500 may be made to an individual board member provided the board member makes a written request to the chairperson of the board one month prior to the anticipated travel date. The advance will be forwarded to the board member making the request no more than five working days prior to the scheduled departure date.~~

B. Expenses for Conferences, Conventions, and Other Board Development Activities

Subject to budgetary limitations, the board will defray reasonable out-of-pocket expenses incurred by board members for professional and board development. In accordance with policy 2123, Board Member Opportunities for Development, funds for board member participation in development activities will be budgeted annually. The board chair will monitor expenditures to ensure that expenditures do not exceed the amount of funds allocated in the budget.

1. Authorization to Attend Professional and Board Development

All professional and board development expenses to be paid with school system funds must support school system objectives and be reasonable in cost.

Board members who wish to use school system funds to attend a development opportunity within the state must have the prior written approval of the board chair. In order for a board member to use school system funds to attend a development opportunity located out-of-state, the board member must receive the written approval of the board in advance at an official board meeting.

Board members who attend a conference, convention, or other professional development activity will provide a report of the event to other board members.

2. Reimbursable Expenses

The board intends that its members exercise good judgment in incurring travel expenses when pursuing professional and board development opportunities. Members are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. School system funds are not to be used to pay excess costs or additional expenses that are for the convenience or personal preference of a board member or to pay for expenses incurred by family members or other guests of a

BOARD MEMBER COMPENSATION AND EXPENSES***Policy: 2130***

board member.

School system funds may be used to pay the following expenses incurred by a board member for attendance at an approved conference, convention, or other professional development activity.

a. Conference Registration Fees

The board will pay registration fees for approved conferences and other events. Ordinarily, registration is arranged through the Superintendent's office and prepaid. If not prepaid, registration fees will be reimbursed in accordance with the requirements of subsection D.1.

b. Lodging Expense

Hotel reservations will be scheduled through the Superintendent's office. Hotel expenses not prepaid will be reimbursed in accordance with the requirement of subsection D.1. The allowance for lodging will be limited to reasonable actual and necessary expenses. A board member sharing a room with a family member or guest will be limited to the single occupancy rate. Tips for room service, valet, and other hotel services are not reimbursable. Personal services available at the hotel, such as spa services, laundry, child care, and other personal services, are not reimbursable.

c. Meals

The total daily allowance for meals while traveling overnight on official school system business will be limited to the current state allowances. No reimbursement will be provided for meals for family members or other guests of the board member. Alcoholic beverages are not reimbursable.

In extenuating circumstances, the board chair may authorize reasonable meal costs in excess of the state-approved rates. The vice-chair may authorize excess meal costs incurred by the board chair.

d. Travel by Private Vehicle

Mileage for approved travel will be reimbursed at the current state rate, using the board member's home as the origination point. Parking fees and tolls are also reimbursable.

e. Air Travel

If air travel is necessary, airline reservations will be scheduled through the Superintendent's office and paid by the school system in advance. Reservations will be for coach fare only. Airline reservations for traveling

BOARD MEMBER COMPENSATION AND EXPENSES***Policy: 2130***

companions may be booked at the same time if the board member provides a personal credit card or makes other advance arrangements with the finance officer for personal payment. Taxi or other reasonable and necessary transportation fees for travel to and from airports are reimbursable. Rental car fees will be reimbursed when it is more reasonable to rent a car than to use a taxi or other transportation option.

3. Personal Expenses

All other travel and related expenses not covered in these guidelines, including, but not limited to, expenses for laundry, entertainment, between meal snacks, pet boarding, and toiletries or other personal items, are considered personal expenses and are not reimbursable.

4. Cancelled Trips and Missed Events

If a board member cancels a trip or otherwise fails to attend an event for which the school system has prepaid or incurred other expense, the board member is responsible for reimbursing the school system for all funds advanced or expended on the member's behalf, including any cancellation fees.

A board member will not be required to reimburse the school system for expenses paid on the member's behalf if the member is not able to travel because of a medical emergency or death in the immediate family or an emergency work situation; however, the board member must reimburse the school system any funds advanced for the travel.

C. Other Business Expenses

1. Purchase of Merchandise or Products

Board members should not ordinarily find it necessary to purchase merchandise or other products to carry out official school business. In circumstances when it is reasonable for a board member to make such a purchase, the member should notify the board chair and Superintendent in advance of any purchase in an amount greater than \$50. Requests for reimbursement for the expenditure of personal funds for merchandise or other products must follow the procedures established in subsection D.1 below, and any additional procedures requested by the finance officer.

2. Other Expenses Incurred in the Conduct of Official Board Business

The board chair may approve reimbursement of other reasonable and necessary business expenses incurred by board members. The vice-chair may approve reimbursement of other reasonable and necessary business expenses incurred by the board chair. Expenses associated with overnight travel require prior written approval from the board chair (or vice-chair for overnight travel by the board chair).

BOARD MEMBER COMPENSATION AND EXPENSES**Policy: 2130**

All reimbursements will be made in accordance with subsection D.1, below.

DC. Process for Reimbursement and Travel Advances**1. Reimbursements**

Board members will be reimbursed for out-of-pocket expenses incurred in the performance of their duties: as provided in Sections B and C. All reimbursements are contingent upon funds available.

Board members should submit requests for reimbursement, along with supporting documentation of the expenses, within 30 days of incurring the expenses.

All claims for reimbursement of expenses must (1) be in writing, itemized, and supported with original detailed receipts, except that no receipt is required for meals that will be reimbursed at the state-approved flat rates; (2) document the official school business purpose for which the expenses were incurred; (3) be signed by the board member; and (4) be approved by the board chair (or vice-chair for requests submitted by the board chair). Claims for reimbursement of expenses that required prior approval must also include a copy of prior written approval. Claims related to attendance at a conference, convention, or other board development activity must also include a copy of the event agenda. Claims involving an event hosted by a board member must also include a list of the individuals in attendance.

2. Travel Advances

Board members may request an advance of funds for estimated out-of-pocket travel and related reimbursable expenses. The board member is responsible for returning any funds advanced in excess of the board member's documented reimbursable expenses.

~~All out-of-county travel on behalf of the board by an individual board member shall receive prior approval by the chairperson on the Travel Authorization Form. Reimbursement to a board member sharing a room with his or her family will be limited to the single occupancy rate and reimbursement for food charges will be limited to those incurred by and for the board member. Requests for reimbursement must be submitted within 45 days of incurring the expenses. Such requests will be signed by the board member incurring the expense. Requests for reimbursement submitted by the chairperson will be signed by the superintendent.~~

Legal References: [G.S. 115C-38](#); [138-6](#); [153A-92](#)

BOARD MEMBER COMPENSATION AND EXPENSES***Policy: 2130***

Cross References: Board Member Opportunities for Development (policy 2123)

Other Resources: North Carolina Budget Manual, Section 5 (Office of State Budget and Management), available at <https://www.osbm.nc.gov/budget/budget-manual>

Adopted: June 30, 2011

~~Last Updated~~Revised: [date]

DUTIES OF OFFICERS**Policy: 2210**

The designated officers of the Pender County Board of Education will be the cChairperson, vVice-cChairperson, chairperson pro tempore, and sSecretary.

The officers of the bBoard will perform all duties and exercise the authority imposed or conferred upon them by the statutes of the State of North Carolina and by the State Board of Education.

A. Duties of the Chairperson

1. The cChairperson has the following duties:

1. preside at all meetings of the bBoard;
2. preserve order at all times;
3. appoint cCommittee mMembers and chairpersons;
4. serve as ex-officio member of all committees;
5. call sSpecial mMeetings; and
6. sign official system documents.

The cChairperson will perform all duties required of the office by law and execute all documents on behalf of the bBoard.

2. In order to address the bBoard, a mMember must be recognized by the cChairperson. The cChairperson has the following powers:

- a1. to rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
- b2. to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks;
- c3. to entertain and rule on questions of parliamentary procedure;
- d4. to call a brief recess at any time; and
- e5. to adjourn in an emergency.

3. The cChairperson will vote only to ~~make or~~ break a tie and will serve as spokesperson of the bBoard for communicating the bBoard's position to the public.

DUTIES OF OFFICERS**Policy: 2210****B. Duties of the Vice-Chairperson**

In the absence of the cChairperson, the vVice-cChairperson of the bBoard will assume all the rights and responsibilities of the cChairperson and will perform other duties as the Board may determine from time to time.

C. Duties of the Chairperson Pro Tempore

In the absence of both the cChairperson and vVice-cChairperson, the bBoard may elect a cChairperson pPro tTempore for that meeting only, and the appointment of such temporary officer will be noted in the minutes.

While so serving, a cChairperson pPro tTempore performs the regular duties of the cChairperson.

D. Duties of the Board Secretary

The Superintendent shall serve as eEx-officio sSecretary to the bBoard. The Superintendent shall keep the minutes of the meetings of the bBoard but shall have no vote. In the event of a vacancy in the Superintendency, or if the Superintendent is excluded for a cClosed sSession, the bBoard may elect one of its members to serve temporarily as sSecretary to the bBoard.

As sSecretary to the bBoard, the Superintendent shall:

1. record all proceedings of the bBoard;
2. issue all notices and orders that may be made by the bBoard;
3. ensure that the minutes of the meetings of the bBoard are promptly and accurately recorded in the minutes book, which must be kept in the Office of the Superintendent and be open to public inspection during regular business hours;
4. manage all correspondence on behalf of the bBoard, unless the bBoard directs otherwise;
5. prepare and distribute copies of the agenda as required by law and bBoard policy;
6. maintain bBoard mMembers' manuals of policies and administrative regulations in current status or, alternatively, ensure board members have effective access to the current electronic versions of the manuals;

DUTIES OF OFFICERS***Policy: 2210***

7. advise the ~~b~~Board of policies previously adopted that affect items on the agenda requiring policy consideration;

8. in the absence of the ~~c~~Chairperson and ~~v~~Vice-~~c~~Chairperson, call the ~~b~~Board meeting to order and conduct the election of a ~~c~~Chairperson ~~p~~Pro ~~t~~Tempore; ~~and~~

9. sign official documents that require the signature of the Secretary; and

10. perform other duties as required by ~~s~~State ~~l~~Law or ~~b~~Board ~~p~~Policy.

Legal References: [G.S. 115C-41\(a\)](#), [-276\(b\)](#)

Cross References:

Adopted: June 30, 2011

Last Updated: May 18, 2015; [\[date\]](#)

OFFICIAL SCHOOL SPOKESPERSON***Policy: 2220***

The official spokespersons of the school system will be the ~~c~~Chairperson of the Pender County Board of Education or designee(s) and the Superintendent or designee(s). Any person speaking in an official capacity shall conduct his or her assignment from the standpoint of the best interests of the ~~b~~Board, the school system, and the community, not as a representative of his or her own personal ideas or feelings. In addition, the Superintendent and other school employees who are called on to speak in their official capacities as employees of the school system shall communicate the position of the school board when asked to comment on legislative, policy, or political issues.

Legal References: [G.S. 115C-36](#), [-276](#)

Cross References: Board Authority and Duties (policy 1010), Board and Superintendent Relations (policy 2010), Code of Ethics for School Board Members (policy 2120)

Adopted: June 30, 2011

Last Updated: April 8, 2013; [\[date\]](#)

BOARD MEETINGS**Policy: 2300**

The Pender County Board of Education, as a corporate body, may transact business only at official meetings of the bBoard. An individual bBoard mMember has no authority to act absent the delegation of authority by the board at an official meeting.

~~The Board will provide for such meetings as are authorized by law and necessary to the efficient and proper operation of the school system.~~ As defined by law, an official meeting of the bBoard includes any meeting, assembly or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of the open meetings law.

A. Types of Meetings

While the bBoard is determined to operate efficiently, it also is mindful of the importance of thoughtful planning and discussion prior to taking formal action. Regular meetings will be held at a predetermined time and place to conduct the business of the bBoard. In addition, the bBoard may hold special meetings and emergency meetings, ~~work sessions, retreats, public hearings or other special meetings as~~ it deems necessary to act in a timely manner and provide its members and executive staff with the opportunity to have an exchange of ideas and receive input from other staff, parents, students, and the community.

B. Regular Meetings

The regular meetings of the Board will be held on the first Monday of each month unless there is a conflict with the school calendar that requires a different date. These meetings usually will be held in the Board room of the Administrative Offices of the Board and will usually begin at 6:00 p.m. and end by 11:00 p.m. Extending the time requires approval by a majority of the Board. Any item of new business remaining on the agenda at 11:00 p.m. may be carried over to the next regular meeting.

The Superintendent shall keep on file the schedule of regular meetings with the predetermined time and place and shall post the schedule on the school system's website. The schedule will be revised only in accordance with legal requirements for notice.

C. Emergency Meetings

~~The Chairperson may call a~~ An emergency meeting may be called in order to address generally unexpected circumstances that require immediate consideration by the bBoard. The chairperson, or the vice-chairperson, if the chairperson is unable to act, or the

BOARD MEETINGS**Policy: 2300**

Superintendent shall call an emergency meeting when it is determined that the meeting is necessary and cannot be delayed until 48 hours' notice is provided for a special meeting as described below in Section D.

Only business which is related to the emergency may be considered at an emergency meeting.

D. Special Meetings**1. Special Meetings Generally**

Special meetings may be scheduled in between regular meetings of the board. Work sessions, retreats, and public hearings are specific types of specially-called meetings. The board chairperson (or the vice-chairperson, if the chairperson is not available) or the Superintendent may call special meetings when necessary to conduct business that cannot reasonably be handled at regular meetings. The board chairperson or Superintendent shall call a special meeting if a majority of the members of the board so requests.

2. Retreats and Workshops

Retreats and workshops are special meetings that may be scheduled in order to give the ~~b~~Board more time to deliberate or evaluate issues. The Chairperson, or the Vice-Chairperson, if the Chairperson is unable or unwilling to act, will call a retreat or workshop upon a majority vote of the Board.

3. Public Hearings

Public hearings are official proceedings during which members of the public are given an opportunity to be heard. Public hearings may be required by law or deemed advisable by the Board-board. Public hearings that are not required by law may be scheduled when the chairperson or Superintendent determines that the public hearing is advisable or when a majority of the members of the board so requests. Notice of all public hearings will be provided as required by law and will include ~~will be organized by a special order and adopted by a majority vote, setting forth~~ the subject, date, place and time of the hearing as well as any rules regarding participation, such as the length of time for each speaker. The purpose of a public hearing the meeting is to gather information and hear opinions from the community. Generally, ~~b~~Board ~~m~~Members will respond only to seek clarification. At the appointed time, the ~~c~~Chairperson or designee ~~will~~ shall call the hearing to order and preside over it in accordance with any rules regarding participation adopted by the board. When the allotted time expires or

BOARD MEETINGS***Policy: 2300***

when no one wishes to speak, the ~~c~~Chairperson or designee ~~will~~ shall declare the hearing ended.

~~3. Other Special Meetings~~

~~Other special meetings may be scheduled in between regular meetings. After consultation with the Superintendent, the Chairperson or any two members of the Board may call a special meeting. No items except those designated in the call of the meeting will be considered at a special meeting except by unanimous vote of all Board Members present.~~

E. Open Meetings Law Compliance

The ~~b~~Board will comply with the open meetings law, including notice of meetings.

Legal References: [G.S. 115C-41](#); [143-318.9](#), [-318.10](#), [-318.12](#), [-318.14](#)

Cross References: Compliance with the Open Meetings Law (policy 2320)

Adopted: May 14, 2012

Last Updated: December 8, 2014; [\[date\]](#)

PUBLIC PARTICIPATION AT BOARD MEETINGS**Policy: 2310**

Board meetings are conducted for the purpose of carrying on the official business of the school system. The public is cordially invited to attend board meetings to observe the board as it conducts its official business.

The Pender County Board of Education, as an elected representative body of the school system, also wishes to provide a forum for citizens to express interests and concerns related to the school system. In order that the board may conduct an orderly meeting while providing an opportunity for input, individuals or groups may be heard by the board in accordance with this policy or subsection D.32 of policy 2300, Board Meetings, which addresses public hearings.

A. Requests to Place Item on the Agenda

In order that the board may fairly and adequately discharge its overall responsibility, citizens desiring an item to be placed on the agenda for a specific board meeting should direct written requests to the Superintendent at least six working days prior to the meeting.

The request should include:

1. the name and address of the person or persons making the request;
2. the organization or group, if any, represented; and
3. a brief explanation of the nature of the item. Questions and/or materials to be presented to the board are to be submitted along with the request. ~~Additional items may be added to the agenda by the board on a two-thirds vote of the board members.~~

The Superintendent shall confer with the chairperson of the board concerning whether to approve placing the requested item on the agenda and to determine the appropriate meeting for such discussion. The Superintendent, with the consent of the board chairperson, ~~will~~ shall accept or deny a request for inclusion on the agenda for any reason determined appropriate by the Superintendent and chairperson.

The Superintendent shall notify the requesting party of the response to the request. ~~The board may, by majority vote and notwithstanding prior denial by the superintendent, consent to hear a presentation when the appeal to speak is made immediately prior to or during the course of the meeting. If the request is denied, t~~ The Superintendent shall explain any other processes available for addressing the concerns. (See Section C, Reports of Complaints, below.) At the meeting, the board may, by majority vote and notwithstanding prior denial by the Superintendent, add an item to the agenda before the agenda is adopted. After the agenda has been adopted, a two-thirds vote is required to add a new item to the agenda.

The chairperson shall establish the amount of time for individual or group presentations.

PUBLIC PARTICIPATION AT BOARD MEETINGS**Policy: 2310****B. Public Comment**

Each month, ~~the first~~ part of at least one regularly scheduled board meeting will be set aside for citizens to address the board through public comment. ~~A sign-up sheet will be available for any individual or group to indicate their desire to address the board. The chairperson will decide the amount of time devoted to public comments. The superintendent shall develop~~ Each speaker will receive three minutes to present comments; however, the public comment session will not exceed 30 minutes total except by majority vote of the board. A sign-up sheet will be available 30 minutes before the meeting begins for any individual or group to indicate their desire to address the board. During the public comment period, the board chair will recognize speakers in the order in which they signed in. Substitute speakers will not be permitted and speakers may not donate any portion of their time to another speaker. If a speaker is unable to present all of his or her information within the specified time limit, the speaker may provide the board with the additional information in written form. If an unusually large number of people request to speak, a majority of the board may decide to reduce the time for each individual or to require the designation of a spokesperson for each group of persons supporting or opposing the same positions. At any time, the board may establish additional procedures to ensure that public comment sessions proceed in an efficient and orderly manner.

Board members will not respond to individuals who address the board except to request clarification of points made by the presenter.

Except in cases of emergency, information received during presentations will not be acted upon at the time it is received. It will take unanimous vote of the board members present to take action on a presentation considered to be of an unusual or emergency nature at the time it is presented.

Disruptions by any person or persons of a public meeting will be subject to action in accordance with [G.S. 143-318.17](#).

If the board does not hold a regular meeting during a month, the board will not provide a time for public comment at any other meeting held during that month, unless a majority of the board votes to allow public comment at the meeting or unless the purpose of the meeting is a public hearing.

C. Reports of Complaints

Complaints about the performance of school personnel, implementation of board policy, the quality of the educational program or school facilities should be submitted initially for a response to the school system official responsible for the program or facility or to the

PUBLIC PARTICIPATION AT BOARD MEETINGS***Policy: 2310***

Superintendent. The Superintendent or designee shall make available this policy and other relevant grievance procedures to any individual or group submitting a complaint.

Legal References: [G.S. 115C-36, -51; 143-318.10](#), and ~~[-318.17; 115C-36, -51](#)~~

Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Responding to Complaints (policy 1742/5060), Role of Board Members in Handling Complaints (policy 2122), Board Meetings (policy 2300), Board Meeting Agenda (policy 2330)

Adopted: June 30, 2011

Last Updated: [\[date\]](#)

ELECTION OF OFFICERS–ORGANIZATION OF BOARD***Policy: 2200***

The Pender County Board of Education will elect a chairperson and a vice-chairperson to serve for a term of one year or until his or her successor is elected and qualified by taking the Oath of Office prescribed in [Article VI, Sec. 7 of the North Carolina Constitution](#) (see policy 2110, Board Member Elections). An organizational meeting for the election and qualification of officers will be held at the regularly scheduled December meeting ~~at the end of June of the board~~ and as often thereafter as the board determines appropriate. The officers will be elected in the following order: ~~c~~Chairperson, ~~v~~Vice-~~c~~Chairperson.

If the ~~c~~Chairperson or ~~v~~Vice-~~c~~Chairperson resigns from office, the position will be filled at the next regular meeting of the ~~b~~Board. The individual elected must have the majority vote of all members present.

If necessary, at any meeting held to elect officers, the Superintendent will serve as ~~c~~Chairperson of the ~~b~~Board for the purpose of conducting the election of the ~~c~~Chairperson.

Legal References: [G.S. 115C-37\(d\)](#), [-41](#)

Cross References: Board Member Elections (policy 2110)

Adopted: June 30, 2011

Last Updated: October 7, 2013: [\[date\]](#)

BOARD MEETING NEWS COVERAGE***Policy: 2325***

All meetings of the Pender County Board of Education, except closed sessions, will be open to representatives of the news media. Mechanical devices may be used during meetings to record, broadcast or photograph board meetings if they do not interfere with the ability of the Board to conduct its business.

The placement and use of any equipment necessary to broadcast, film or record a meeting may be regulated by the Board to prevent undue interference with the meeting, but not in such a way as to frustrate the coverage of the meeting.

If a meeting room is too small to accommodate all of the personnel and equipment necessary to broadcast, film or record a meeting, the Board may require equipment to be pooled. If the news media request an alternate meeting place in order to facilitate news coverage and the Board grants the request, the news media making the request are responsible for paying any additional costs that may be involved in securing an alternate site. The Board must act in good faith in carrying out these provisions.

If the Board holds a meeting by conference telephone call or similar means, it will provide some means for members of the public to listen to the meeting. Notice of an electronic meeting must specify how public access will be provided. The Board may charge each listener a fee of up to \$25.00 to defray the costs.

Legal References: [G.S. 143-318.11](#), [-318.13](#), [-318.14](#)

Cross References: News Media Relations (policy 5040)

Adopted: June 30, 2011

Last Updated: October 7, 2013

ADVANCE DELIVERY OF MEETING MATERIALS***Policy: 2335***

At least three workdays prior to each regular or special Pender County Board of Education meeting, the sSuperintendent shall provide the following materials to each board member:

1. the proposed agenda;
2. minutes of previous meetings that have not been approved; and
3. any supporting information or materials that would assist board members to become informed of the issues proposed for board consideration.

Legal References: [G.S. 115C-36](#)

Cross References: Board Meeting Agenda (policy 2330)

Adopted: June 30, 2011

~~Last Updated~~Revised: [date]

ADMINISTRATION IN POLICY ABSENCE***Policy: 2460***

The ~~Pender County~~ ~~b~~Board of ~~e~~E~~d~~ucation delegates to the ~~s~~S~~u~~perintendent of schools the power to act in cases in which the board has not provided policy statements to guide administrative action. The superintendent shall inform the board promptly of such action and of the need for policy.

Legal References: [G.S. 115C-36](#), [-47](#), [-276](#)

Cross References:

Adopted: June 30, 2011

~~Last Updated~~Revised: [\[date\]](#)

ADMINISTRATIVE PROCEDURES***Policy: 2470***

The ~~s~~Superintendent shall develop any administrative procedures necessary to implement ~~Pender County b~~Board of Education policies.

In developing procedures, the ~~s~~Superintendent should consult, as appropriate, with principals and other school system personnel, parents, students, the board attorney, and other professionals and citizens. The ~~s~~Superintendent may establish formal administrative procedures or use less formal documents, such as memoranda, so long as the documents are preserved and disseminated in accordance with board policy. The board may review an administrative procedure at any time and direct the ~~s~~Superintendent to modify, expand, or omit the procedure.

Legal References: [G.S. 115C-36, -47](#)

Cross References: Dissemination and Preservation of Policies (policy 2430)

Adopted: June 30, 2011

~~Last Updated~~Revised: [\[date\]](#)

SCHOOL RULES***Policy: 2475***

All principals and school personnel are encouraged to initiate improvements to the educational program and services for students through school rules, standards and procedures. Unless specifically addressed by the Pender County Board of Education, the sSuperintendent may determine what matters will be addressed through administrative procedures developed in accordance with policy 2470, Administrative Procedures, and what matters may be addressed through school rules, standards, or procedures established by the principal.

Principals are responsible for school rules, standards, and procedures and are encouraged to involve staff, parents, students, professionals, and citizens as appropriate to the issue.

At any time, the board or sSuperintendent may review and direct the principal to modify, expand, or omit a school rule, standard, or procedure. All rules, standards, or procedures must be consistent with applicable policies of the board, the administrative procedures of the sSuperintendent, and any other applicable laws and regulations.

Legal References: [G.S. 115C-36, -47](#)

Cross References: Dissemination and Preservation of Policies (policy 2430), Administrative Procedures (policy 2470)

Adopted: June 30, 2011

~~Last Updated~~Revised: [date]

LIAISON WITH SCHOOL BOARDS ASSOCIATIONS***Policy: 2650***

The Pender County Board of Education instructs the Superintendent to keep it fully informed of the affairs of the state and national school boards associations and to keep these organizations informed as directed regarding the board's concerns and official positions on matters of common concern. The superintendent shall include in each year's budget the cost of membership in the North Carolina School Boards Association.

All board members are encouraged to attend meetings, conferences, and seminars of the state and national organizations in order to familiarize themselves with the latest developments in school affairs. The board also will attempt to be officially represented in association affairs through the election of delegates and/or observers to the governing assemblies of these organizations.

Legal References: [G.S. 115C-36](#)

Cross References:

Adopted: June 30, 2011

~~Last Updated~~Revised: [date]

OPERATIONAL GOALS OF THE BOARD***Policy: 2000***

The Pender County Board of Education recognizes the trust and accountability it owes citizens, staff, parents and students in the manner in which it transacts the business of the school system. The Board strives to conduct itself in accordance with the following operational goals:

1. Acting in accordance with the Code of Ethics, as provided in policy 2120, Code of Ethics for School Board Members;
2. Maintaining effective Board/Superintendent relations;
3. Operating cost effectively and efficiently;
4. Conducting business openly;
5. Meeting requirements and duties for the Board as established in board policy or law; and
6. Making decisions with the Board's goals, objectives and other principles as the guiding focus.

The bBoard will endeavor to evaluate on a periodic basis its efforts to follow these operational goals. The bBoard may use outside consultants, including the North Carolina School Boards Association, to assist the bBoard in its self-evaluation.

Legal References: [G.S. 115C-36](#)

Cross References: Board Authority and Duties (policy 1010), Board and Superintendent Relations (policy 2010), Code of Ethics for School Board Members (policy 2120)

Adopted: June 30, 2011

Last Updated: May 18, 2015; [date]

BOARD MEMBER LEGAL STATUS***Policy: 2100***

The Pender County Board of Education is a body corporate. Members of the bBoard have authority only when acting as a board legally in session. The bBoard will not be bound in any way by any statement or action on the part of an individual member, except when such action is at the specific instruction of the bBoard.

Legal References: [G.S. 115C-40](#), [-41](#)

Cross References: Board Authority and Duties (policy 1010)

Adopted: June 30, 2011

Last Updated: October 7, 2013; [\[date\]](#)

REMOVAL FROM OFFICE***Policy: 2116***

A person who has been impeached from any office or adjudged guilty of a felony, corruption or malpractice in any office and who has not been restored to the rights of citizenship is disqualified for office.

A member of the ~~local~~ [Pender County](#) Board of Education who changes residence such that he or she is no longer entitled to vote in an election for the office he or she holds is disqualified from continuing to hold the office.

A ~~b~~Board ~~m~~Member who becomes disqualified for office may be subject to removal under [G.S. 1-515](#).

In addition, as provided by [G.S. 14-230](#), a ~~b~~Board ~~m~~Member who willfully and corruptly omits, neglects or refuses to discharge any of the duties of office or who willfully and corruptly violates the Oath of Office is subject to removal from office by a court.

Legal References: [N.C. Const. art. VI](#); [G.S. 1-514 to -532](#); [14-228 to -234.1](#)

Cross References:

Adopted: June 30, 2011

Last Updated: May 18, 2015; [\[date\]](#)

BOARD COMMITTEES**Policy: 2230****A. Standing Committees**

The Pender County Board of Education will organize standing committees for the purpose of conducting thorough deliberations and investigations of issues and informing and recommending action to the board as appropriate.

Standing committees of the board are: _____.

The chairperson of each standing committee and the members of that committee will be named by the chairperson of the board on an annual basis. The assignment of individual board members to these committees will be published each year.

The committee chairperson will preside at all committee meetings and be responsible for reporting to the board on the activities of the committee. The committee chairperson will call meetings and establish an agenda for each committee meeting that includes any item suggested by the Superintendent, committee member or board member.

The board chairperson will be an ex-officio member of each committee. The Superintendent or designee shall assist the chairperson of each standing committee in the preparation of the agenda and in ensuring that information is available to the committee during its deliberation of issues.

A standing committee may only make recommendations to the board and has no authority to act on behalf of the board unless specifically authorized by law, board policy or the board.

B. Ad Hoc Committees

As time and situations demand, ad hoc committees may be appointed by the chairperson with the approval of the board. Ad hoc committees have no final authority and are subordinate and advisory to the board.

C. Open Meetings Law

All committees of the board are public bodies within the meaning of the North Carolina Open Meetings Law and are subject to all requirements of that law pertaining to notice, closed sessions, minutes, voting and penalties (see policy 2320, Compliance with the Open Meetings Law).

Legal References: G.S. 115C-36; 143-318.9 *et seq.*

Cross References: Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 2321)

Adopted: [date]

REMOTE PARTICIPATION IN BOARD MEETINGS**Policy: 2302**

The Pender County Board of Education acknowledges that attendance at board meetings is essential for its members to perform their official duties and to add to the diversity of thought and opinion in the board's deliberations. The board strongly encourages its members to be physically present for all board meetings. The board recognizes, however, that extenuating circumstances may occasionally prevent one or more members from being physically present at a meeting. It further recognizes that advances in technology, such as audio and video conferencing, have made it possible for members to communicate and deliberate with each other from remote locations. Therefore, to promote full participation of board members while ensuring access and transparency for the public as required by the Open Meetings Law, G.S. 143-318.9 *et seq.*, the board authorizes remote participation in board meetings subject to existing board operational policies, state law, and the following procedures and requirements.

A. DEFINITIONS

The following definitions apply in this policy:

1. Official Meeting of the Board

An official meeting of the board is an official meeting as defined by G.S. 143-318.10 and policy 2300, Board Meetings, and includes a board meeting, board committee meeting, public hearing, quasi-judicial hearing, or any other gathering that constitutes an official meeting subject to the open meetings law. References to "meeting" in this policy mean an official meeting of the board.

2. Remote Participation

Remote participation occurs when a member participates in an official meeting of the board or any part thereof via electronic means from a place other than the physical location of the meeting designated in the public notice for the meeting.

3. Wholly Remote Meeting

A wholly remote meeting is an official meeting of the board or any part thereof in which all members participate remotely by simultaneous communication via conference telephone, conference video, or other electronic means. A wholly remote meeting has no physical location.

4. State-Declared Emergency

A state-declared emergency exists when there has been a declaration of a state of emergency by the Governor or resolution of the General Assembly pursuant to G.S. 166A-19.20 that is applicable to the area under the board's jurisdiction.

B. AUTHORIZED CIRCUMSTANCES FOR REMOTE PARTICIPATION

1. Meetings During a State-Declared Emergency

REMOTE PARTICIPATION IN BOARD MEETINGS***Policy: 2302***

The board acknowledges that in-person meetings are strongly preferred and that a quorum of the board should be physically present for the meeting when reasonably possible. However, during a state-declared emergency, the board may find it necessary to have some or all of its members participate in meetings remotely.

During a state-declared emergency, wholly remote meetings or meetings with remote participation by individual member(s) will comply with G.S. 166A-19.24 and the requirements of this policy, including the special rules for meetings held during state-declared emergencies described in Section E, below.

2. Meetings Not During a State-Declared Emergency

The board will not hold wholly remote meetings in the absence of a state-declared emergency.

The board authorizes remote participation by individual members consistent with the requirements of this policy in any meeting of the board that is not a hearing as described in policy 2500, Hearings Before the Board, or other quasi-judicial proceeding.

C. CONDITIONS AND REQUIREMENTS FOR REMOTE PARTICIPATION

1. A member may attend a meeting remotely if the member is prevented from physically attending the meeting due to:
 - a. personal illness, disability, an order of quarantine or isolation, a government-issued “stay-at-home” mandate, or the recommendation of a medical provider or public health officials to limit public interaction;
 - b. out-of-town travel;
 - c. an unexpected lack of child-care;
 - d. family member illness or a family emergency;
 - e. weather conditions;
 - f. military service;
 - g. employment obligations;
 - h. a scheduling conflict; or
 - i. a state or local declaration of a state of emergency that makes in-person attendance at a meeting a violation of an order to reduce social contact or to

REMOTE PARTICIPATION IN BOARD MEETINGS***Policy: 2302***

stay at home for reasons of public health.

2. Remote participation is not to be used solely for a board member's convenience or to avoid attending a particular meeting in person.
3. No board member may participate remotely more than three times during a calendar year for a reason other than an order of quarantine or isolation, a "stay-at-home" mandate, or a recommendation to limit public interaction, as described in subsection C.1, above; however, in other justifiable circumstances, the board may, by two-thirds vote, agree to waive this limitation.
4. Acceptable means of remote participation include telephone-, Internet-, or satellite-enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Text messaging, instant messaging, email, and web chat without audio are not acceptable means of remote participation.
5. A board member participating in a meeting remotely shall use his or her best efforts to participate in all or as much of the meeting as circumstances permit and not merely for the closed session portion of the meeting or a limited number of agenda items.
6. A board member participating remotely will not be considered present at the meeting for purposes of establishing and maintaining a meeting quorum except as described in Section E, below.
7. A board member participating remotely will be entitled to participate in open session deliberations at the meeting if, and while:
 - a. the member is able to hear other members of the board and any individuals addressing the board, including members of the public who are recognized by the board during public comment; and
 - b. all persons present at the meeting location are able to hear the board member who is participating remotely.

When video technology is used, it is preferred that the remote participant is visible to all persons present at the meeting location.

8. A board member who is entitled to participate in open session deliberations may also participate in a closed session of the meeting if the member provides assurance to the board that no other person is able to hear, see, or otherwise participate in the closed session from the member's remote location.
9. A board member considered present through remote participation will not be permitted to vote on any action item at the meeting except as described in Section

REMOTE PARTICIPATION IN BOARD MEETINGS***Policy: 2302***

E, below.

D. PROCEDURE FOR REMOTE PARTICIPATION

1. A member of the board who desires to participate in a meeting remotely shall notify the board chair and the Superintendent at least four hours in advance of the meeting so that necessary arrangements can be made. If the member has not already received all documents to be considered at the meeting, the Superintendent shall arrange for delivery of the materials in a manner that is practicable under the circumstances.
2. The chair or designee at the meeting location shall initiate contact with the member prior to the start of the meeting to secure participation.
3. The chair shall announce the remote participant and the means of remote participation at the beginning of the meeting.
4. The chair shall remind all members that all chats, instant messages, texts, or other written communications between members of the board regarding the transaction of board business during the meeting, including such communications between or among members participating remotely, are a public record.
5. If the remote participant cannot be physically seen by other members of the board and members of the public present at the meeting, the remote participant must identify himself or herself in each of the following situations:
 - a. when the meeting begins or the roll is taken;
 - b. prior to participating in the deliberations, including making motions, proposing amendments, and raising points of order; and
 - c. prior to voting, if voting is permitted as described in Section E, below.
6. The meeting chair may decide how to address technical difficulties that arise when utilizing remote participation, but whenever possible, the chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If, however, the technical difficulties distract from or impede the orderly progress of the meeting, a majority of the members physically present may vote to end the remote participation.
7. A member participating remotely shall notify the chair if leaving the meeting before it is adjourned or rejoining the meeting after a period of absence.
8. The minutes of the meeting will reflect that the meeting was conducted by use of simultaneous electronic communication, which members were in attendance by

REMOTE PARTICIPATION IN BOARD MEETINGS***Policy: 2302***

simultaneous communication, and when such member(s) joined or left the meeting. Any interruption to or discontinuation of a member's participation will also be noted in the minutes.

9. The member participating remotely will bear the cost of his or her personal telephone or computer usage and telephone or internet connection as well as any other personal costs incurred while the member participates from a remote location.

E. SPECIAL RULES FOR REMOTE MEETINGS DURING A STATE-DECLARED EMERGENCY

The following modifications and additions to the requirements of this policy apply to meetings held during a state-declared emergency.

1. Quasi-judicial hearings may be held remotely with consent of the parties and in conformance with the requirements of G.S. 166A-19.24(f) and this section.
2. Notice of meetings will be provided as required by G.S. 143-318.12 (and 166A-19.24(b1), if the original meeting notice did not specify a remote meeting), and will specify (1) the means by which the public can access the simultaneous live stream of the meeting and (2) any other means by which the public can access the meeting as it occurs.
3. The board need not provide a location for members of the public to listen to the meeting.
4. All documents to be considered during the meeting shall be provided to each member.
5. The means for simultaneous communication specified in subsection C.4 of the policy must allow for any member to do all of the following:
 - a. hear what is said by the other members;
 - b. hear what is said by any individual addressing the board; and
 - c. to be heard by the other members when speaking to the public body.
6. A member participating by simultaneous communication will be counted as present for quorum purposes, but only during the period that simultaneous communication is maintained for that member.
7. The board will refrain from acting by reference to a document or other materials so as to conceal from public understanding what is being deliberated, voted, or acted upon at the meeting.
8. A board member considered present through remote participation will be permitted

REMOTE PARTICIPATION IN BOARD MEETINGS***Policy: 2302***

to vote on any action item at the meeting except:

- a. any item for which the member was not participating remotely during the entire discussion and deliberation of the matter preceding the vote; and
 - b. any item that was being discussed when an interruption to the electronic communication occurred, if the board's discussion was not suspended during the interruption. A brief loss of simultaneous communication, such as a few seconds, will not disqualify the member from voting on the matter under discussion.
9. All votes will be taken by roll call.
 10. Except when the board is meeting in closed session, the meeting will be simultaneously streamed live online to the public, or if the meeting is conducted by conference call, the public will be provided an opportunity to dial in or stream the audio live and listen to the meeting.
 11. If the meeting is a public hearing, the board will allow for written comments on the subject of the hearing to be submitted up to 24 hours prior to the scheduled time for the beginning of the public hearing.
 12. Subsection C.3 of this policy will not apply to remote meetings held during a state-declared emergency.

The Superintendent is directed to provide the technology sufficient to implement this policy in accordance with all applicable laws.

Legal References: G.S. 166A-19.20, -19.22, -19.24; G.S. ch. 143, art. 33C

Cross References: Board Meetings (policy 2300), Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 2321), Board Meeting News Coverage (policy 2325), Quorum (policy 2341), Hearings Before the Board (policy 2500), Public Records – Retention, Release, and Disposition (policy 5070/7350)

Adopted: [date]

The board will receive assistance from a business advisory council in the performance of its duty to provide career and technical education instruction, activities, and services. In accordance with the requirements of state law, the business advisory council will serve the board by identifying economic and workforce development trends related to the training and educational needs of the community and advocating for strong, local career and technical education programs, including career pathway development that provides work-based learning opportunities for students and prepares students for post-secondary educational certifications and credentialing for high-demand careers.

A. Composition of the Council

The business advisory council will have nine members, including the superintendent or designee, the career and technical education program director, the president of the local community college or designee, and a principal assigned by the superintendent. The career and technical education program director will be a nonvoting member on the council and will serve as secretary to the council. The majority of members on the council will be business, industry, and workforce and economic development stakeholders, and community members (“business and industry representatives”), such as: local business and industry owners; representatives from local manufacturing centers and factories; human resource directors employed at businesses and industries in the community; representatives from community-based organizations; representatives from economic and workforce development organizations; parents of students enrolled in career and technical education courses; or a representative or manager of the local apprenticeship coalition.

B. Appointment of Business and Industry Representatives

1. Initial Appointment of Business and Industry Representatives

The board will make the initial appointments of business and industry representatives for terms beginning January 1, 2018. The board will divide the initial appointments into four groups as equal in size as practicable and will designate appointments in group one to serve four-year terms, in group two to serve three-year terms, in group three to serve two-year terms, and in group four to serve one-year terms.

2. Subsequent Appointment of Business and Industry Representatives

a. Reasons for Appointment

As terms expire for business and industry representatives initially appointed by the board, the council will appoint subsequent members to the council for four-year terms. Any vacancy of a business and industry representative seat will be filled by the remaining members of the council to serve until the end of that seat’s term.

At any time the council may decide, by two-thirds majority vote, to add one or more seats to the council. The council will appoint a business and industry representative to the vacant, newly created seat(s). When increasing the council size, the council may adjust the length of the initial term of a newly created seat in order to keep as equal as practicable the number of members whose terms expire each year.

b. Appointment Process

Any individual interested in serving on the council should contact the career and technical education program director and submit a statement of interest. School system employees, board members, and council members are encouraged to recommend individuals who they believe would be positive additions to the council. The superintendent or designee shall make an effort to recruit a diverse field of qualified candidates.

When a business and industry representative's seat is set to expire or is vacant, a committee of at least two council members appointed by the council chair shall interview the candidates. The committee shall provide all council members with the candidate's statement of interest, the interview information, and the committee's appointment recommendations. The council members shall review the materials provided by the committee and, by majority vote, choose a candidate to fill each seat that is set for expiration or is vacant.

When appointing new members, the council should choose candidates who are concerned with the best interests of the students and the local economy and who are willing to devote the time and effort required of council membership. Ideal candidates will have a particular knowledge or expertise or a unique perspective relevant to economic and workforce development trends related to the training and educational needs of the community. Candidates also should be advocates for strong, local career and technical education programs. Preference will be given to candidates who reside within the school administrative unit. Membership on the council must reasonably reflect the education, business, and community makeup of the school administrative unit.

C. Operation of the Council

The business advisory council will operate in accordance with G.S. 115C-172. The superintendent shall provide the council with a meeting space and shall assign necessary administrative staff to assist the council. The council shall report back to the board annually on its recommendations for the school system's career and technical education instruction, activities, and services. Meetings of the council are subject to the requirements of the open meetings law in Article 33C of Chapter 143 of the General

BUSINESS ADVISORY COUNCIL

Policy: 2670

Statutes.

Legal References: G.S. 115C-47(30), -55, -172; 143 art. 33C

Cross References: Compliance with the Open Meetings Law (policy 2320)

Adopted: [date]

BOARD MEMBER TECHNOLOGY USE***Policy: 2127*****A. Board Member Use of School System Technological Resources**

The Pender County Board of Education provides its members with access to certain school system technology devices and accounts, including laptops and email accounts, for use in conducting school system business. Board members have a responsibility to use such devices and accounts in a manner that is ethical, respectful, and supportive of the board's duty to provide students with the opportunity to receive a sound, basic education. Like all users of school system technological resources, board members are expected to abide by the generally accepted rules of network etiquette.

1. Responsible Use of School System Technological Resources

Whenever a board member uses school system computers or other technology devices or accounts or accesses the school network or the Internet using school system resources, the board member must comply with the rules for use listed in Section B of policy 3225/4312/7320, Technology Responsible Use. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

2. Privacy Expectations when Using School System Technological Resources

Board members should have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used on school system property or elsewhere, and even if the use is for personal purposes. Files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will not necessarily be private. School system personnel may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate fileserver space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel may monitor online activities when the Internet is accessed via a school system-owned device. By using the school system's network, Internet access, email system, devices, or other technological resources, board members consent to have that use monitored by authorized school system personnel as described in this subsection.

B. Board Member Use of Personal Technological Resources for School System Business

As much as is practicable, board members should use school system technology devices and accounts for conducting school system business and storing school system

BOARD MEMBER TECHNOLOGY USE***Policy: 2127***

electronically stored information (“ESI”). Though use of personal technology devices and accounts may be convenient for conducting school system business, such use is discouraged when school system resources are reasonably available.

1. **Definition of Personal Technology Devices and Accounts**

For purposes of this policy, “personal technology devices and accounts” means technology devices or accounts that are not under the control of the school system and which the school system does not have the ability to access without the board member’s assistance. Personal technology devices include, but are not limited to, computers, phones, tablets, and other technological devices that are owned or leased by a board member. Personal accounts include, but are not limited to, personal email accounts and online file storage services (e.g., file hosting services, cloud storage services, social media sites, and online file storage providers that host user files via the Internet). Board member use of personal social media sites is also subject to Section C of this policy.

2. **School System ESI on Personal Technology Devices and Accounts**

School system business-related ESI sent and/or received by a board member using a personal technology device or account may constitute a public record or student education record and, as a result, may require retention and disclosure by the school system. In the event of litigation, school system business-related ESI located on a personal technology device or account may be subject to discovery and a litigation hold. Board members are cautioned that using personal technology devices or accounts to conduct school system business or to store school system business-related ESI will significantly reduce their expectation of privacy in those devices or accounts. Board members should avoid the use of personal technology when conducting school system business to prevent a conflict between board members’ interests in privacy in their personal technology devices and accounts and the school system’s legal obligation to preserve certain school system business-related ESI.

Board members are expected to immediately transfer any school system business-related ESI sent and/or received by the board member using a personal technology device or account to a school system account for proper retention and storage. Board members shall cooperate with school officials in accessing any school system business-related ESI stored on personal technology devices or accounts.

C. Board Member Use of Personal Social Media

The board recognizes that board members may engage in the use of personal social media to communicate with friends, family, and/or the community. Board members are expected to exercise good judgment in their online interactions, remaining mindful of their ethical obligations as described in policy 2120, Code of Ethics for School Board Members.

1. Definition of Personal Social Media

For purposes of this policy, “personal social media” means any social media networks, tools, or activities that are not under the control of the school system. Social media refers to the various online technology tools that enable people to communicate easily over the Internet to share information and resources. It includes, but is not limited to: personal websites, blogs, wikis, social networking sites, online forums, virtual worlds, video-sharing websites, and any other Internet-based applications which allow the exchange of user-generated content. Examples of social media include Web 2.0 tools, Facebook, X (formerly Twitter), LinkedIn, Flickr, YouTube, Instagram, Google+, and social media components of learning management systems such as Canvas, Moodle, or Edmodo.

2. Guidelines for All Types of Personal Social Media Use

Content posted online may be viewed by anyone, including students, parents, employees, and community members. As public officials, board members should be aware that their online behavior serves as an example to employees and students even when they are not engaging directly in school system-related business. The following standards should guide board members’ online conduct.

- a. Board members should be professional in all Internet postings related to or referencing the school system, students or their parents, and other employees.
- b. Board members may not post confidential information about students, employees, or school system business.
- c. Board members should not post identifiable images of a student or student’s family on a personal social media site without permission from the student and the student’s parent or legal guardian.
- d. Board members may not use postings to libel or defame the board, individual board members, students, or school system employees.
- e. Board members should not use personal social media to harass, bully, or intimidate students, employees, or other board members.
- f. Board members may not use personal social media to engage in any other conduct that violates board policy or administrative procedures or state and federal laws.

3. Guidelines for Personal Social Media Use That Is School System-Related

The school system controls and maintains the school system’s official website, as well as the school system’s official Facebook and X accounts. The school system

website and social media accounts present information from the local school administrative unit and are not forums for expressing views of individual board members, employees, or members of the public.

Individual board members, acting in their capacity as public officials, may choose to establish personal social media accounts to facilitate their own communications with the community. The following standards are provided to guide board members' personal social media use for school system-related purposes.

- a. When presenting information on personal social media, board members should clearly indicate that the information posted reflects the views of the individual board member and is neither endorsed by the board nor necessarily reflective of the views of the board or of an official board policy.
- b. Board members should not utilize school system or individual school names, logos, or trademarks on personal social media.
- c. A personal social media platform that allows comments from the community may elicit complaints or inquiries from parents or interested citizens concerning school matters. In such cases, the board member should refer the complainant to the appropriate school system administrator in accordance with policy 2122, Role of Board Members in Handling Complaints.
- d. Board members should be aware of the potential for liability when they use a personal social media account in their capacity as a public official. Actions taken on social media platforms may subject a board member to legal liability if the actions infringe upon someone's free speech or other constitutional rights and the actions are authorized by the board and carried out in the board member's official capacity or in furtherance of the member's official responsibilities. Board members must be particularly aware of this risk when allowing community members to post comments publicly on the member's personal social media account, as such comments may be deemed speech protected by the First Amendment. Viewpoint discrimination, such as deleting a community member's comment because the board member does not like the view expressed in the comment or blocking only certain individuals from being able to post based on their views, may then be an unlawful infringement of protected speech. Board members are encouraged to consult with an attorney to create viewpoint-neutral rules to govern their school system business-related personal social media accounts.

Legal References: U.S. Const. amend IV; Stored Communications Act, 18 U.S.C. 2701, *et seq.*; Computer Fraud and Abuse Act, 18 U.S.C. 1030; G.S. 14-454, -458; *Lindke v. Freed*, 601 U.S. 187 (2024)

BOARD MEMBER TECHNOLOGY USE***Policy: 2127***

Cross References: Code of Ethics for School Board Members (policy 2120), Role of Board Members in Handling Complaints (policy 2122), Technology Responsible Use (policy 3225/4312/7320), Use of Personal Technology to Conduct School Business (policy 3228/7323), Student Records (policy 4700), Public Records – Retention, Release, and Disposition (policy 5070/7350), Electronically Stored Information Retention (policy 5071/7351)

Adopted: [date]

ADVISORY COUNCILS**Policy: 2240**

The Pender County Board of Education will appoint an Advisory Council for schools within the local administrative unit for the following school term. At the Council's first meeting, the members shall elect a Chair and Vice-Chair. The Principal shall submit a list of the elected officers to the Superintendent's Office.

The Principal should provide Council Members with a copy of Policy 2240 prior to the first meeting. The Council shall hold a minimum of four meetings each school year. Meetings will be held at times in which all parent representatives can attend. Meetings should not be held during school hours to the extent possible due to responsibilities of staff. The Principal should attend all meetings and serve as Executive Secretary to the Council. Individual members must attend 50% of the meetings held during their terms. Failure to do so makes a member ineligible for reappointment. The first meeting should be held by October 15 of each year and the last meeting should be held by May 15. Each Council shall be required to comply with all requirements of the State Open Meetings Law, [G.S. 143, Article 33C](#). A majority of the members shall constitute a quorum.

The Principal shall send a copy of the minutes of Council meetings to all Advisory Council Members, bBoard mMembers and the Superintendent within five workdays following the meeting.

The Advisory Council should:

1. Provide advice, counsel and support on matters relating to the general welfare of the school;
2. Provide advice, counsel, and support to the Bboard of Eeducation on issues critical to the district;
3. Offer feedback solicited by the Bboard of Eeducation on longer-term issues;
4. Serve as liaison between the bBoard and the school community on matters relating to the school System;
5. Assist the Principal in maintaining a close working relationship with the school community;
6. Provide a positive channel for communication between the school and community;
7. Serve as a sounding board for the Principal, Superintendent and Bboard on matters and issues relating to their respective school(s);
8. Offer suggestions and recommendations for improvement at the school and system levels; and

ADVISORY COUNCILS**Policy: 2240**

9. Assist the Principal in identifying strengths, weaknesses and needs of the school.

The Advisory Council shall not:

- Involve itself in personnel matters;
- Involve itself in individual student problems;
- Involve itself in activities that may reflect adversely on the district;
- Assume legal authority for direct action or decision-making within a school; and
- Involve itself officially in political campaigns.

The Advisory Council Chair and Vice-Chair should:

- Work with the Principal and the ~~B~~board of ~~E~~ducation to create an agenda for Advisory Council Meetings;
- Work with the Principal to identify a schedule for meetings;
- Work with the Principal to ensure compliance with all ~~Pender County~~-~~b~~Board ~~p~~Policies, State Board Policies, and General Statutes;
- Ensure that the work of the Council reflects the identified goals; and
- Submit an annual report to the ~~B~~board of ~~E~~ducation by June 30 using the format identified by the ~~B~~board of ~~E~~ducation.

Legal References: [G.S. 115C-55](#)

Cross References:

Adopted: October 10, 2011

Last Updated: January 13, 2014; [\[date\]](#)



**Pender County
Board of Education**

***Executive
Summary***

Information Agenda

SUBJECT: Consider Joint Transportation Facility

STAFF LIAISON: Dr. Joel Grim

MAIN POINTS: Presentation from County Government
regarding the transportation facility

FISCAL IMPLICATIONS: N/A

RECOMMENDATION: Information

Policy Number	Policy Title	Notes for Consideration
Policies with Substantive Changes —These are policies that have been revised substantively, in some case several times, since the board last revised its policy. In addition to substantive changes, we have made stylistic changes such as changing capitalization to be consistent across the manual. Please note that any highlighted sentences are unique to Pender County.		
2010	Board and Superintendent Relations	- Revises the first paragraph to avoid overlap with other policies regarding board role and clarify role of superintendent. (Recommended) - Adds clarifying language to end of second paragraph. (Strongly recommended) - To enhance consistency in communications to the public, adds a requirement for notice to the board when the superintendent makes certain communications related to legislation, policy, or political issues. (Recommended) - Updates the cross references. (Recommended)
2110	Board Member Elections	- Makes changes throughout to align with state and local law. (Required) - Updates the legal references. (Required)
2115	Unexpired Term Fulfillment	- Corrects error in first paragraph. (Required) - Removes redundant language after revision history. (Required)
2120	Code of Ethics for School Board Members	- Updates capitalization for consistency across the policy manual. (Strongly recommended) - Adds requirement of board compliance with board policies. (Strongly recommended) - Adds to item 14 new conflict of interest rules for board members as required by state law. (Strongly recommended) - Updates the legal and cross references. (Recommended)
2121	Board Member Conflict of Interest	- This policy has been extensively revised since the board last updated its policy. All of the changes are intended to align the policy with state law. (Required) - Updates legal and cross references. (Required)
2122	Roles of Board Members <u>in Handling Complaints</u>	- Revises title to align with PLS title (which ensures that the cross references will be accurate). Please note that the local language in this policy is broader than the title. If you would like to retain the original title, we can update the cross references in other places in the manual. (Optional) - Adds clarifying language to section B. (Recommended) - Updates the cross references. (Recommended)

Policy Number	Policy Title	Notes for Consideration
2123	Board Member Opportunities for Development	• Adds sentence encouraging new board members to attend orientation programs. (Optional) • Reduces the training hours required for board members. (Required) Clarifies language in Section B. (Recommended) • Substitutes national organization with which NCSBA is now affiliated, replacing the National School Boards Association. (Required)
2125/7315	Confidential Information	• Adds new section B regarding confidentiality of student records. (Strongly recommended) • Adds new section C aligned with state law. (Required) • Adds new section D directing superintendent to establish processes to implement policy requirements. (Strongly recommended) • Updates legal references. (Required) • Adds other resource. (Recommended)
2130	Board Member Compensation and Expenses	• This policy has been substantially revised to provide additional detail and best practices for reimbursement of board member expenses. I have attached a footnoted version, which makes clear how the policy may be modified. (Recommended) • Updates the legal references. (Recommended)
2210	Duties of Officers	• Updates capitalization for consistency across the policy manual. (Strongly recommended) • I removed “make or” from item 3 in section A because policy 2342 states that the board chair will only vote to break a tie. (Strongly recommended) • Updates item 6 in section D to reflect the most likely practice. (Recommended)
2220	Official School Spokesperson	• Establishes the board’s expectations of employees who are asked to comment on legislation, policy, or political issues in their official capacity, in order to ensure a consistent message to the public. (Recommended) • Updates the cross references. (Recommended)
2300	Board Meetings	• Substantially revises the policy to clarify the three types of meetings the board may hold under law, i.e., regular, specially called, and emergency. (All changes are recommended) • Updates the legal references. (Strongly recommended)

Policy Number	Policy Title	Notes for Consideration
2310	Public Participation at Board Meetings	- Clarifies the requirements for a board vote to hear a party's presentation that is not already on the agenda. (Recommended) - Adds specific procedures for public comment, including adding time limits for speakers and for the comment period itself, and deletes requirement for the superintendent to develop procedures for public comment. (Optional). The board may want to add the procedures outlined here, or a modified version of these procedures, to board policy. We strongly recommend consulting the board attorney before imposing rules on the permissible <u>content</u> of a speaker's comments, as constitutional considerations apply to such rules. - Updates the legal references. (Recommended)
2320	Compliance with the Open Meetings Law	- Adds optional information regarding the use of audio and audiovisual recordings as meeting minutes. (Optional) This optional information is provided for boards that want to keep meeting minutes in audio or audiovisual form. We recommend that boards do so only after consultation with the board attorney. - Updates the cross references. (Recommended)
2321	Closed Sessions	- Adds clarifying language in section A. (Strongly recommended) - Adds language to item 8 in section 8 to align with state law. (Strongly recommended) - Makes other minor editorial changes. (Recommended) - Updates the legal and cross references. (Recommended)
2330	Board Meeting Agenda	Clarifies the process for getting an item placed on a board meeting agenda. (Clarification recommended though the process and time frame may be modified)
2340	Parliamentary Procedures	Adds language in the first paragraph. (Recommended) Robert's Rules of Order includes provisions to facilitate easier meetings for small boards, which it defines as boards with no more than 12 members. This sentence makes an exception to the Robert's rules for small boards so that a second is required for motions. Requiring a second for motions is optional; however, if the board wants to require a second for motions, the exception to Robert's should be included in this policy.
2341	Quorum	- Modifies the second sentence to clarify the definition of a quorum. (Required) - Updates the legal and cross references. (Recommended)

Policy Number	Policy Title	Notes for Consideration
2342	Voting Methods	• If the board normally votes by a show of hands, please let me know. I flipped the voting methods in the first sentence, because you would typically only call for a division if a voice vote is unclear as to the outcome of a vote. You would not have such a lack of clarity on a show of hands. (Recommended) • Removes second paragraph, because the issue is addressed in a separate policy (2302), which has been included as a draft. (Strongly recommended) • Adds two rules regarding remote meeting voting methods. (Strongly recommended) • Updates the legal and cross references. (Recommended)
2400	Board Policies	1. Adds a reference to policy waivers requested under policy 3430, School Improvement Plan, and adds policy 3430 to the legal references. (Recommended) 2. Updates legal and cross references. (Recommended)
2410	Policy Development	1. Adds information from policies 2420, 2440, and 2450 to create a comprehensive policy addressing policy development and makes several editorial changes. (Recommended) 2. Updates cross references. (Recommended)
2430	Dissemination and Preservation of Policies	1. Updates and clarifies the language throughout the policy. (Recommended)
2500	Hearings Before the Board	• Adds sentence reflecting state law to first paragraph. (Recommended) • Updates the cross references. (Recommended)
2600	Consultants to the Board	• Updates policy to add reference to policy 6450 requirements. (Strongly recommended) • Updates the cross references. (Recommended)
2610	Board Attorney	• Adds circumstance under which staff may consult with the board attorney. (Optional) • Adds provision giving responsibility and settlement authority to the board attorney to resolve bail bond and vehicle forfeiture matters. (Recommended) • Updates the legal references. (Recommended) if settlement authority provision is added)

Policies with Minor Changes—These are policies that have only minor revisions, such as stylistic changes (“Pender County Board of Education” on first reference) or updates to the legal or cross references or other resources.

2000	Operational Goals of the Board	
2100	Board Member Legal Status	
2116	Removal from Office	
2200	Election of Officers—Organization of Board	
2325		

Policy Number	Policy Title	Notes for Consideration
2335		
2460		
2470		
2475		
2650		

Local Policy—This policy is unique to the Pender County Board of Education, and unless noted otherwise, the topic covered is not addressed in the PLS manual. Please note that during a manual project, NCSBA will update local policies only to correct stylistic preferences or update policy names or numbers in cross references. NCSBA does not otherwise revise or maintain local policies.

2240	Advisory Councils	
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New Policies— The policies below are new to the Pender County Board of Education. In addition to providing a clean copy of the policy with the Pender County Board of Education footer, I have also included a footnoted version of the PLS policy. Please refer to the notes and the footnoted version of the policy for additional information.

2127	Board Member Technology Use	
2230	Board Committees	
2302	Remote Participation in Board Meetings	
2670	Business Advisory Council	

Policies Recommended for Repeal—The policies below are recommended for repeal. Please see the notes for the 2400-series policies above.

2420	Adoption of Policies	
2440	Policy Review and Evaluation	
2450	Suspension of Board Policies	

10/20/2026



**Pender County
Board of Education**

***Executive
Summary***

Committee of the Whole

SUBJECT:	PCS 26-27 Child Nutrition Budget Update
STAFF LIAISON:	Lisa Nowlin
COMMITTEE REVIEW:	Finance
SUMMARY POINTS:	PCS 26-27 Child Nutrition Budget update
FISCAL IMPLICATIONS:	Review of Budget
RECOMMENDATION:	Informational update on Child Nutrition Budget.

10/20/2026



Pender County Board of Education

Executive Summary

Committee of the Whole

SUBJECT:	PCS 26-27 Budget Resolution
STAFF LIAISON:	Lisa Nowlin
COMMITTEE REVIEW:	Finance
SUMMARY POINTS:	PCS 26-27 Local, Federal, Capital and Special Revenue Budget
FISCAL IMPLICATIONS:	ACTION
RECOMMENDATION:	Recommend for action on November Board Meeting

10/20/2026



Pender County Board of Education

Executive Summary

Information Agenda

SUBJECT:	Low Performing Schools – School Improvement Plans
STAFF LIAISON:	Dr. Brandy M. Sawyer
COMMITTEE REVIEW:	Reviewed by Committee 10/20/2026
SUMMARY POINTS:	Low-performing schools are those that earn an overall school performance grade of D or F and a school growth score of "met expected growth" or "not met expected growth" as defined by G.S. 115C-83.15. This year we have five school identified; MCE, CFM, BMS, WPMS, CFPE. All schools have school improvement teams comprised of teachers, administrators, staff, and parents to gather data and input on the needs of a school and develop action plans and metrics for measuring success. According to the statute, the Board of Education is required to approve all school improvement plans before submitting to the state.
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	Recommend approval by the BOE

10/13/2026



**Pender County
Board of Education**

***Executive
Summary***

Committee of the Whole

SUBJECT:

HES Update

STAFF LIAISON:

Dr. Joel Grim

COMMITTEE REVIEW:

SUMMARY POINTS:

1. Discussion of Vacancies
2. Challenges/Successes
3. Plan for Improving school cleaning

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

None

10/20/2026



**Pender County
Board of Education**

***Executive
Summary***

Committee of the Whole

SUBJECT:	Bordeaux Update on November 9, 2026 BOE Meeting
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	None
SUMMARY POINTS:	Updates from Bordeaux
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	No Recommendation

10/20/2026



**Pender County
Board of Education**

***Executive
Summary***

Committee of the Whole

SUBJECT:	MBP Presentation on November 9, 2026 BOE Meeting
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	None
SUMMARY POINTS:	Updates from MBP
FISCAL IMPLICATIONS:	None
RECOMMENDATION:	No Recommendation

10/20/2026



**Pender County
Board of Education**

***Executive
Summary***

Committee of the Whole

SUBJECT:	JH LEA Change Orders
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	Strategic Planning
SUMMARY POINTS:	
FISCAL IMPLICATIONS:	No change to contract value. All PCOs will be applied to allowances or credit to Owner's Contingency itemized within the GMP.
RECOMMENDATION:	Recommend approval by the BOE.



Pender County Board of Education

Executive Summary

Committee of the Whole

SUBJECT: Purchase a Direct Outside Air Supply (DOAS) Unit for PHS Food and Nutrition Classroom

STAFF LIAISON: Dr. Joel Grim

COMMITTEE REVIEW: None

SUMMARY POINTS:

During the design of the Pender High School Food and Nutrition Classroom, the project engineers determined that a Dedicated Outdoor Air System (DOAS) would be required to meet applicable building code and mechanical ventilation requirements.

The commercial cooking hoods installed over the cooktops exhaust air from the classroom to the exterior. This exhaust creates a need to replace the volume of air being removed from the space to maintain proper ventilation and building air balance.

The DOAS unit will provide the necessary replacement air by introducing conditioned outdoor air into the classroom. This system is essential to support the proper operation of the cooking exhaust hoods, maintain appropriate

indoor conditions, and meet applicable code requirements.

FISCAL IMPLICATIONS: \$199,992.79 from CIP

RECOMMENDATION: Proceed with the purchase of the DOAS

10/15/2026

10/20/2026



**Pender County
Board of Education**

***Executive
Summary***

Committee of the Whole

SUBJECT:	MBP Pay App #14 through October 30, 2026
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	Strategic Planning
SUMMARY POINTS:	Monthly project management pay application for JH Lea Elementary and Middle School
FISCAL IMPLICATIONS:	\$ to be paid from allocated bond funding.
RECOMMENDATION:	Recommend approval as presented

10/20/2026



**Pender County
Board of Education**

***Executive
Summary***

Committee of the Whole

SUBJECT:	Bordeaux K-8 Pay Application #28 through October 30, 2026
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	Strategic Planning
SUMMARY POINTS:	Monthly construction pay application for JH Lea Elementary and Middle Schools.
FISCAL IMPLICATIONS:	
RECOMMENDATION:	Recommend approval as presented

10/20/2026



**Pender County
Board of Education**

***Executive
Summary***

Committee of the Whole

SUBJECT:	Bordeaux Pay App #2 for Topsail Middle School Renovation
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	Yes
SUMMARY POINTS:	Monthly pay application for Topsail Middle School Renovation
FISCAL IMPLICATIONS:	\$251,872.00
RECOMMENDATION:	Recommend approval as presented

APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 3363

To Owner: Pender County Board of Education
925 Penderlea Highway

Burgaw, NC 28425

From Contractor: BORDEAUX CONSTRUCTION Via Architect:
4 Copley Parkway, Suite 100
Morrisville, NC 27560

Contract For:

Project: 2604.01 Topsail Middle School (Precon)

Application No.: 2

Period To: 9/30/2026

Project Nos:

Contract Date:

Distribution to:

☐ Owner
☐ Architect
☐ Contractor
☐
☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. Original Contract Sum	\$2,055,415.00
2. Net Change By Change Order	\$0.00
3. Contract Sum To Date	\$2,055,415.00
4. Total Completed and Stored To Date	\$308,572.00
5. Retainage:	
a. 0.00% of Completed Work	\$0.00
b. 0.00% of Stored Material	\$0.00
Total Retainage	\$0.00
6. Total Earned Less Retainage	\$308,572.00
7. Less Previous Certificates For Payments	\$56,700.00
8. Current Payment Due	\$251,872.00
9. Balance To Finish, Plus Retainage	\$1,746,843.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: BORDEAUX CONSTRUCTION COI

By: M. Sewell Date: 10-6-26

State of: North Carolina
Subscribed and sworn to before me this 6th
Notary Public: Jenna Bailey
My Commission expires: 2/21/2028

County of: Wake
day of October 2026



CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
Net Changes By Change Order	\$0.00	

CONTINUATION SHEET**Application and Certification for Payment**, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 2**Application Date :** 09/30/26**To:** 09/30/26**Architect's Project No.:****Invoice # :** 3363**Contract :** 2604.01 Topsail Middle School (Precon)

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
Bill Group:									
01200. P	Schematic Design	342,000.00	34,200.00	239,400.00	0.00	273,600.00	80.00%	68,400.00	
01300. P	Design Development	570,000.00	0.00	0.00	0.00	0.00	0.00%	570,000.00	
01400. P	Construction Documents	684,000.00	0.00	0.00	0.00	0.00	0.00%	684,000.00	
01500. P	Preconstruction Services	225,000.00	22,500.00	11,250.00	0.00	33,750.00	15.00%	191,250.00	
01502. P	Matterport CAD File Generation	3,215.00	0.00	0.00	0.00	0.00	0.00%	3,215.00	
01503. P	Preliminary Civil Services	62,200.00	0.00	0.00	0.00	0.00	0.00%	62,200.00	
01504. P	Preliminary Traffic Services	5,000.00	0.00	1,222.00	0.00	1,222.00	24.44%	3,778.00	
01600. P	Design Process Reimbursables	50,000.00	0.00	0.00	0.00	0.00	0.00%	50,000.00	
01704. P	Bidding/Procurement Design Phase	114,000.00	0.00	0.00	0.00	0.00	0.00%	114,000.00	
	Totals	2,055,415.00	56,700.00	251,872.00	0.00	308,572.00	15.01%	1,746,843.00	0.00
Grand Totals		2,055,415.00	56,700.00	251,872.00	0.00	308,572.00	15.01%	1,746,843.00	0.00

10/20/2026



**Pender County
Board of Education**

***Executive
Summary***

Committee of the Whole

SUBJECT:	Bordeaux Pay App #3 for Topsail Middle School Renovation
STAFF LIAISON:	Dr. Joel Grim
COMMITTEE REVIEW:	Yes
SUMMARY POINTS:	Monthly pay application for Topsail Middle School Renovation
FISCAL IMPLICATIONS:	
RECOMMENDATION:	Recommend approval as presented