

Meeting Minutes**Printed : 3/2/2018 10:56 AM EST****(4:00 p.m. Closed Session in PLC) Board of Education Meeting****01/10/2018 06:30 PM**

Historic Currituck County Courthouse

Attendees

Voting Members

Dr. Bill Dobney, Chair
Dwan Craft, Vice Chair
Karen Etheridge, Board Member
Will Crodick, Board Member
Janet Rose, Board Member

Non-Voting Members

Jenna Akers, Student Board Member
Colin Coffie, Student Board Member
Keelan Hartmann, Student Board Member
Tyler Little, Student Board Member
Mark Stefanik, Superintendent

A. Call to Order

1. Invocation
2. Pledge of Allegiance

B. School Spotlight -Principal Juvanda Crutch & Currituck County High School

Principal Crutch introduced students in the high school's AFJROTC program. Students explained the positive impact of the program, leadership training they receive and their involvement in the community.

The Board thanked Lt. Col. Keith Grimes on his program's success and for his individual involvement in the schools.

C. Recognition of PBIS Schools

Ms. Arrington presented PBIS certificates to several principals. She explained PBIS was an acronym for Positive Behavior Intervention Supports. This DPI sponsored program measures school personnel on their ability to apply PBIS in the schools. The schools are evaluated using various modules.

The following schools received Green Ribbon status.

CCHS

GES

JES

KIES

SES -

The following schools were recognized for completing additional models:

CES

MES

CCMS

D. Approval of Agenda (Action)

Item G was removed from the agenda since there were no field trip requests at the present time.

Motion made by: Karen Etheridge

Motion seconded by: Dwan Craft

Voting:

Unanimously Approved

E. Public Comment Session

With no comments, the session was closed.

F. Student Board Member Report

Student Board Members reported on various school events and student competitions.

G. Field Trip Request: Pending

Removed from Agenda.

H. Approval of 2016-17 FY Audit Report (Action)

Mr. Pete Catalfamo of Catalfamo & Associate presented a summary of the 2016-2017 audit.

He noted a decrease in the Fund Balance and late deposits at the school level. Mr. Catalfamo said no issues were found with management during the audit process. He informed the Board that every three years his firm undergoes a pier review. The firm received the highest level rating/opinion.

Mr. Crodick inquired about the language referencing the economic statements regarding the financial position of the district. Mr. Catalfamo explained that his firm does not make an opinion on the schools financial position. However the decrease to the fund balance was noted. The \$852,610 unassigned general fund balance was discussed. At the close of the fiscal year the district's combined fund balance was \$3,363,038.

Mr. Catalfamo guided the group through the report. Mr. Crodick asked if all the funds allocated were used and if the unused funds were reverted back to the accounts. Mr. Catalfamo said unused funds were reverted.

Mr. Stefanik added the initial appropriation of the fund balance was \$1,250,000 to balance the budget but only \$752,000 was used. Approximately \$500,000 had been reverted back to the fund balance. Mr. Crodick's said with this reversion the district may actually have more than \$800,000 in unassigned funds at the end of the year. This made Mr. Crodick question the true balance of the Fund Balance. Mr. Catalfamo said the district did have a \$752,000 loss and the district continues to use the fund balance. Mr. Stefanik said the Fund

Balance is not supposed to be used to pay for reoccurring practices. This only drains the Fund Balance each year.

Mr. Crodock said he did not believe the district needed to maintain 2 million in the Fund Balance when the district lacked educational resources.

The Board discussed appropriation and budgeting for utilities as an example. Mr. Stefanik said he would like to save money each year and come in under the budgeted amount.

Janet Rose spoke to the late deposit issue. She said that there were many factors that could cause a school to be late on making a deposit. Mr. Catalfamo agreed and said it was a combination of issues that caused the late deposits. Mr. Stefanik said the district was down from nine late transaction to four late transactions this past year. This was also noted in the audit findings.

Mr. Crodick asked about the new accounting principals that Mr. Catalfamo had mention earlier in the presentation. Mr. Catalfamo explained new standards issued by the Governmental Accounting will result in more accounting and reporting at the management level.

The district received an unmodified opinion which is the highest level rating. Mr. Stefanik took a moment to recognize the district's Finance Dept. for all of their hard work. The audit process is very time consuming, especially since the State issued over 50 budget amendments last year.

Motion made by: Dwan Craft

Motion seconded by: Janet Rose

Voting:

Unanimously Approved

I. 2017-2018 Currituck County Schools Calendar Revisions

Due to the recent snow storm, the district lost student hours on January 4, 5, 8 & 9. This reduced student hours down to only 1,000 hours.

Superintendent Stefanik presented a make up calendar for the Board to review and approve. The main concern is the elementary and middle schools, since CCHS and JP Knapp can easily convert their early release Fridays to whole student days in order to gain instructional hours.

Superintendent Stefanik said by not revising the calendar, any more missed time could result in a reduced spring break and/or adding time to the end of the school day. He added that modifying the school day is a local school board decision. Of course the afternoon ferry would be taken into consideration for student transportation. The original calendar had 92 days in the first semester, now both semesters have 88. The Board asked if there had been any direction given from the State since the storm affected so many school districts. Administration replied no.

The Board discussed the calendar including using annual leave (AL) days for teachers. Teachers must work 215 days in their contract. Janet Rose asked about allowing time for staff members who worked from home. Mr. Stefanik said the policy could be reviewed. It

was also discussed that non-days would not require AL, but it would require work days to be added to the end of the year.

The Board asked Mr. Stefanik not to change the March 30th early release due to spring break traffic concerns.

The following revisions were approved:

CCHS -January 12 & 19 converted to full student days.

JPK - Will calculated student hours and modify their calendar if needed.

Grades K-8 Calendar -January 26, February 14 and March 23 will be full student days.

J. 1st Reading of 2017 Fall Policy Updates

The 1st Reading was conducted for the following policies:

1510/4200/7270 School Safety

2310 Public Participation at Board Meetings

2400 Board Policies

3110 Innovation in Curriculum & Instruction

3230/7330 Copyright Compliance

3300 School Calendar & Time for Learning

3460 Graduation Requirements

3530 Citizenship & Character Education

3540 Comprehensive Health Education Program

4040/7310 Staff-Student Relations

4240/7312 Child Abuse-Reports & Investigations

4600 Student Fees

6125 Administering Medicines to Students

6321 Bus Routes

6340 Transportation Service Vehicle Contracts

6420 Contracts with Board

6430 Purchasing Requirements for Equipment, Materials & Supplies

6440 Local Purchasing Requirements for Equipment, Materials & Supplies (DELETED)

6442 Vendor Lists

6450 Purchase of Service

6560 Disposal of Surplus Property

7130 Licensure

7240 Drug-Free & Alcohol-Free Workplace

7510 Leave

7530 Military Leave

7810 Evaluation of Licensed Employees

7900 Resignation

7930 Professional Employees; Demotion & Dismissal

7940 Classified Personnel; Suspension & Dismissal

8210 Grants & Funding for Special Projects

8510 School Finance Officer

9110 Use of Selection of Architects, Engineers, Surveyors, & Construction Managers at Risk

9120 Bidding Construction Work

9400 Sale, Disposal, & Lease of Board-Owned Real Property

Minor Changes Only (wording & legal ref.)

1310/4002 Parental Involvement

1800 Governing Principle- Stewardship of Resources

3000 Goals & Objectives of the Educational Program

3100 Curriculum Development

3220 Technology in the Education Program

4155 Assignment to Classes

6520 Use of Equipment, Materials & Supplies

K. Adoption of 2017 Fall Policy Update Technical Changes Only (Action)

The following policies were approved:

1610/7800 Professional & Staff Development

3101 Dual Enrollment

3115 Curriculum & Instructional Guides

3130 Grouping for Instruction

3200 Selection of Instructional Materials

3210 Parental Inspection of & Objection to Instructional Materials

3400 Evaluation of Student Progress
3405 Students at Risk of Academic Failure
3410 Testing & Assessment Program
3420 Student Promotion & Accountability
3430 School Improvement
3431 Conflict Resolution
3450 Class Rankings
3640/5130 Student Voter Registration & Preregistration
4320 Tobacco Products-Students
5000 Schools and the Community
5026/7250 Smoking & Tobacco Products
6120 Student Health Services
6220 Operation of School Nutrition Services
6410 Organization of the Purchasing Function
6530 Resource Conservation
7130-R Licensure
7335 Employee Use of Social Media
9010 Site Selection

Motion made by: Karen Etheridge

Motion seconded by: Dwan Craft

Voting:

Unanimously Approved

L. Adopt Revision to Policy 7440 Assignments/Reassignments/Transfers (Action)

Language in this policy was revised in order to be consistent with the revisions to Policy 7100 Recruitment and Selection of Personnel, revised on December 4, 2017.

Motion made by: Janet Rose
Motion seconded by: Dwan Craft
Voting:
Unanimously Approved

M. Consent Agenda (Action)

Motion made by: Janet Rose
Motion seconded by: Dwan Craft
Voting:
Unanimously Approved

1. Personnel Report Dated January 4, 2018
 - a. (c) Leave Report
2. Closed Session Minutes for December 7, 2017
3. Board Meeting Minutes December 7, 2017
4. Banking Reconciliations (Informational Only)

N. Information Items

1. Work Session - Thursday, February 1, 2018- Knapp Professional Learning Center at 4:00 p.m.
2. Board of Education Meeting- Thursday, February 1, 2018- Historic Currituck County Courthouse at 6:30 p.m.

O. Board Members & Superintendent Comments

Following the Board Member Comments, Superintendent Stefanik explained the district uses the national weather forecast, the local forecast and information gathered from various County agencies before school is canceled, released early or delayed due to weather concerns. The district's Transportation Dept. also plays an integral part by actually driving the roads to check conditions.

P. Adjourn Meeting (Action)

Motion made by: Karen Etheridge
Motion seconded by: Dwan Craft
Voting:
Unanimously Approved

Chairperson

Secretary