

Meeting Minutes
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Board of Education Meeting
06/29/2017 03:00 PM
Professional Learning Center (PLC) - Knapp
Campus

Attendees

Voting Members

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

Non-Voting Members

Mark Stefanik, Superintendent
Tyler Little, Student Board Member

A. Call to Order

1. Invocation
2. Pledge of Allegiance
3. Approval of Agenda (Action)

The agenda was amended. Item K- Public Comment Session was moved to B2. Item G- Approval to Extend the Superintendent's Contract was removed from the agenda because the evaluation was not completed.

Motion made by: Karen Etheridge

Motion seconded by: Dwan Craft

Voting:

Unanimously Approved

B. 2017-2018 Audit Contract- (Action)

Pete Catalfamo, Catalfamo & Associate, presented the Audit Contract. Mr. Catalfamo gave a brief description of the audit services. The total cost of the audit is \$23,263.00. It includes a 2.4% increase which is the same increase as the prior year.

Mr. Crodick asked if the audit services went out for bid. Dr. Dobney replied that the contract was put out for bid several years ago. At that time it was the Board wishes to keep close to same cost and stay with a company within Currituck County.

Mr. Crodick said he wanted to make sure the district received the most due to the substantial amount of money. He was not sure if obtaining a quote every five years was reasonable. Mrs. Craft said she would like to keep the service local and within Currituck County.

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

C. FY 2016-2017 Budget Amendments (Action)

Laurie Trussell, Finance Director, presented the Budget Amendments for the end of the fiscal year. Mrs. Trussell went over the increases and decreases to the various funds.

Mr. Crodick asked about a particular section and if it showed the amount spent out of the fund balance. Mrs. Trussell explained the section listed designated funds for certain programs and was not part of the local budget. Examples were Impact Aid, JCPC, NC Pre-K and other programs and grants.

Mrs. Trussell said there were 58 budget revisions issued from the state this past year.

Motion made by: Will Crodick
Motion seconded by: Dwan Craft
Voting:
Unanimously Approved

D. Approval of School Nutrition Paid Lunch Equity Tool (Action)

Mrs. Trussell, Finance Officer, presented for Angela Rodriguez, School Nutrition Director. Mrs. Trussell explained that the district must charge a meal price as close as possible to the reimbursable meal price. This year the district must increase meal prices by at least .10 in order to be compliance with the free & reduced federal guidelines. The increases covers the increase in food and labor costs. The district did not increase meal prices last year.

Mr. Crodick asked about the reimbursement process. Mrs. Stefanik and Laurie Trussell, Finance officer, said the district was nearing the point where a recommendation was made to raise prices. Prices must be raised to receive the reimbursement from the government. Mrs. Trussell added that the federal government did not want to subsidize the paid meals.

Dr. Dobney said although the district could raise the meal prince by .25, he would recommend the .10 increase.

Motion made by: Karen Etheridge
Motion seconded by: Dwan Craft
Voting:
Dr. Bill Dobney - Yes
Karen Etheridge - Yes
Dwan Craft - Yes
Will Crodick - No
Janet Rose - Yes

E. School Nutrition Charge Collection Process

Sandy Kinzel, Assistant Superintendent, said working in collaboration with the School Nutrition Department the district has been looking at options to inform parents and recover of unpaid meal charges. Last year the unpaid balance was \$18,000. This money was taken from the local fund because the district cannot show a negative balance.

This year using newly developed procedures which included calling and sending parents letters, the district was able to recoup \$8,000 in unpaid charges. In cases of hardship, the parent is made aware of the free & reduced application and offered a payment plan option for the outstanding balance. Mrs. Kinzel gave an overview of the collection process which includes the use of a collection agency for non-payment.

The district will use Transworld Systems, a company that offers services to school districts. For \$800 the district could recoup at least \$5,000 in unpaid charges.

There is no consequence for the student. In fact there is legislation protecting the students. This process takes the collection effort directly to the parent.

Mr. Crodick asked about the collection effort of Virginia schools. Mrs. Kinzel said only North Carolina schools were contacted.

The district is paying the collection agency \$16.00 for each account over \$100. Board agreed to support the collection effort.

F. Report on Possible CCHS Daily Schedule Modification

Principal Renee Dowdy asked the Board to allow her to pursue the option of allowing Currituck County High School to release early on Fridays. This would mirror the schedule of JP Knapp Early College. This extra time would allow staff time to collaborate. Time to collaborate is constantly mentioned in staff surveys.

The schedule would not impact bus transportation and the school would also meet the required instructional hours. The district's early release team times already scheduled on Wednesdays would move to Fridays.

Make up time for inclement weather was discussed. Principal Dowdy said the time would be made up on Fridays if needed. Student remediation and make up hours could also be done on Fridays, but teacher collaboration time would be protected. The topics for Fridays would be rotated.

Lunch would be served but the time would be adjusted. Mr. Crodick inquired about the costs of utilities and running buses, maybe the school calendar could be adjusted to have more full day closings. Mr. Crodick was not in favor of the early release schedule.

The Board discussed the pros and cons of the early release schedule. Principal Dowdy asked the Board to keep in mind that over 200 of her students were already on a modified schedule.

The Board voted to allow the high school to create an early release schedule for the 2017-2018 school year.

Motion made by: Janet Rose

Motion seconded by: Dwan Craft

Voting:

Dr. Bill Dobney - Yes

Karen Etheridge - Yes

Dwan Craft - Yes

Will Crodick - No

Janet Rose - Yes

G. Approval to Extend Superintendent's Contract (Action)

This item was removed from the June agenda.

H. Approval of Superintendent's Performance Bonus (Action)

The Board voted on the Superintendent's Performance Bonus and related goals. The Board voted on the two goals separately:

1) Implement a drug awareness partnership with the Currituck County Sheriff's Dept. and possibly State Highway Patrol to increase student education and law enforcement presence on campuses. The Board unanimously agreed (motion by Dawn Craft, seconded by Will Crodick).

2) Formalize the School Improvement Plan process to ensure state law compliance at each school and maximize educational achievement. District wide achievement target - 80% of students will obtain proficient status on assessments. Motion by Dwan Craft, seconded by Janet Rose. Voting Aye - Janet Rose, Dwan Craft, Dr. Bill Dobney & Karen Etheridge. Voting Nay - Will Crodick.

I. Approved Field Trip Requests:

1. CCHS- State Track- Greensboro, NC - May 18-19 2017
2. CCHS - Air Force JROTC - Citadel, Charleston, SC - June 11-18, 2017
3. CCHS - FFA State Convention- Raleigh, NC- June 19-22, 2017
4. CCHS - FFA Camp- White Lake, NC - July 10-14, 2017

J. Adoption of 2017 Spring Policy Updates & Special Legal Reference Update June 20, 2017 (Action):

Superintendent Stefanik and Assistant Superintendent Sandy Kinzel presented the policy updates. Since a majority of the revisions were legal reference updates only, the recommendation was made to adopt the policies immediately rather than conduct two readings.

Ms. Kinzel explained there were notable revisions to 6140 Student Wellness, 3420 Student Promotion & Accountability and 5008 Automated Phone & Text Messaging.

- 6140 Student Wellness -requiring the district to set goals.
- 3420 Student Promotion & Accountability - now contains mid-year promotion language and mastery of course content.
- 5008 Automated Phone & Text Messaging - new policy that allows the option of opting out for non-emergency and advertising calls.

Ms. Kinzel said the recent revision to the district's Attendance Policy does not remove the attendance requirements set by the state. The district will follow state law which includes the reporting of parents who fail to follow the attendance guidelines.

- Invoke Policy# 2450 Suspension of Board Policies (Action) motion by Karen Etheridge, seconded by Dwan Craft
- Suspend Policy# 2420 Adoption of Policies (Action) motion by Will Crodick, seconded by Janet Rose

The Board unanimously adopted the listed policies.

1310/4002 Parental Involvement

3410 Testing & Assessment Program

3420 Student Promotion & Accountability

3470/4305 Alternative Learning Programs/Schools

3640/5130 Student Voter Registration & Preregistration

4150 School Assignment

4250/5075/7316 NC Address Confidentiality Program

4700 Student Records

5008 Automated Phone & Text Messaging

6140 Student Wellness

6320 Use of Student Transportation Services

6450 Purchase of Services

7930 Professional Employees:Demotion & Dismissal

Spring Policies - Legal Reference Revisions Only

1200 Governing Principle Student Success

1300 Governing Principle Parental Involvement

4125 Homeless Students

4155 Assignments to Classes

5030 Community Use of Facilities

4302-R Rules for Use of Seclusion

Special Legal Reference Revisions Only - June 20, 2017

1510/4200/7270 School Safety

1610/7800 Professional & Staff Development

1710/4021/7230 Prohibition Against Discrimination, Harassment & Bullying

3000 Goals & Objectives of the Education Program

3101 Dual Enrollment

3220 Technology in the Educational Program

3300 School Calendar & Time for Learning

3320 School Trips

3405 Students at Risk of Academic Failure

3450 Class Rankings

3460 Graduation Requirements

3520 Special Education Programs/Rights of Students with Disabilities

3540 Comprehensive Health Education Program

3610 Counseling Program

3620 Extracurricular Activities & Student Organizations

4040/7310 Staff-Student Relations

4100 Age Requirements for Initial Entry

4120 Domicile or Residence Requirements

4152 Unsafe School Choice Transfer

4201/7271 Injury & Loss Prevention

4270/6145 Concussion & Head Injury

4307 Disciplinary Action for Exceptional Children/Students with Disabilities

4335 Criminal Behavior

4340 School-Level Investigations

4351 Short-Term Suspension

4353 Long-Term Suspensions, 365-Day Suspension, Expulsion

4400 Attendance

6120 Student Health Services

6125 Administering Medicines to Students

6200 Goals of Student Nutrition Services

6220 Operations of School Nutrition Services

6230 School Meal & Competitive Foods Standards

6305 Safety & Student Transportation Services

6306 School Bus Idling

6315 Drivers

6321 Bus Routes

6322 Student Assignment to Buses

6340 Transportation Service/Vehicle Contracts

6524 Network Security

7100 Recruitment & Selection of Personnel

7130 Licensure

7130-R Licensure

7265 Occupational Exposure to Hazardous Chemicals in Science Laboratories

7335 Employee Use of Social Media

7405 Extracurricular & Non-Instructional Duties

7410 Teacher Contracts

7430 Substitute Teachers

7510 Leave

7635 Return to Work

7810 Evaluation of Licensed Employees

7811 Plans for Growth & Improvement of Licensed Employees

9020 Facility Design

K. Public Comment Session

This item was moved to B2. During the session, parent Megan Bottelli expressed her concern with the teacher and administrator turnover in the district, especially with Jarvisburg Elementary. She added while the teacher turnover rate in the district runs comparable to that of the state average of 13%, however the principal turnover rate is 20% compared to the state at 9%. Currently the district does not have a principal with over ten years of experience. Dr. Dobney said the Board was also concerned with the turnover rates. Mr. Crodick said he would like to speak with Mrs. Bottelli about the concern and review the data.

L. Consent Agenda (Action)

Motion made by: Karen Etheridge

Motion seconded by: Dwan Craft

Voting:

Unanimously Approved

1. Personnel Report Dated June 29, 2017

a. (c) Leave Report

2. Reporting of Contracts per Policy 6420:

a. Guided Reading Materials

3. School Nutrition Food Bids

4. 2017-2018 Pay Calendars

5. Closed Session Minutes for April 6, 2017

6. Closed Session Minutes for May 4, 2017

7. Board Meeting Minutes May 4, 2017

8. (c) Banking Reconciliations

M. Information Items

1. Work Session - Thursday, August 3, 2017- Knapp Professional Learning Center at 4:00 p.m.

2. Board of Education Meeting- Thursday, August 3, 2017- Historic Currituck County Courthouse at 6:30 p.m.

N. Board Members & Superintendent Comments

The Board thanked staff for their hard work during the 2016-2017 school year. They expressed their delight with the various end of the year assemblies and graduation ceremonies.

Superintendent Stefanik also commented on the excellent award ceremonies that were held throughout the district. He added that summer reading camps would begin July 3rd.

O. Adjourn Meeting (Action)

Motion made by: Dwan Craft

Motion seconded by: Janet Rose

Voting:

Unanimously Approved

Chairperson

Secretary