

**Meeting Minutes**

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**December 12, 2011 Board of Education
Work Session****12/12/2011 4:00:00 PM**JP Knapp Professional Learning Center Meeting
Room2966 Caratoke Highway
Currituck, NC 27929**Attendees - other**

Dr. Bill Dobney	Chair
Jackie Simmons	Vice Chair
John Barnes	Board Member
Karen Etheridge	Board Member
Amy Innes	Board Member
Allison Sholar	Superintendent

A. Financial Audit Report

Michael Jordan of Pittard Perry & Crone, Inc. presented the 2011 Financial Audit Report. Mr. Jordan provided the Board with explanations of an unqualified opinion, net assets, fund balance, and accruals. The district is in a strong cash position for a county school system.

Recommendations:

Mr. Jordan applauded the work of Kelly McClellan, Finance Officer, and the staff of the Finance Dept.

Cross training should take place

An additional position to assist with the work load of the Finance Dept. will help maintain oversights in regards to individual schools

Surprise audit for cash and cash receipts

Use of passwords

The Board discussed micro-managing versus oversight and the ability of individual schools to make purchases. Dr. Dobney added that it was important to note no findings were found during the audit process.

Mr. Jordan added a 5% variation is allowed on Child Nutrition free and reduced lunch applications. The sample size for CCS/CN is 8 students.

There are a few grammatical errors noted in the audit report in relation to student enrollment numbers. The errors will be fixed. It was noted the multi-racial population went up significantly. The increase probably came from the addition of a new NC Wise category.

B. CCHS Freshman Academy/Career Management and Preliminary Scheduling

CCHS Assistant Principal, Denis Fallon, and Principal Diane Newbern gave a brief overview of Freshman Academy. Career Management is used instead of Freshman Seminar. Future recommendations and priorities include; students on teams, lockers and core classrooms together, priorities- reading/taking notes, and weekly team meetings. The course is currently a graduation requirement. Administration would like to have a person dedicated to the course. Jackie Simmons expressed his concern with Career Management being a requirement rather

than an elective. The Board and Administration discussed funding and staffing associated with the course. Diane Newbern added that Career Management helps students prepare for the studying required in higher curriculum courses - 79% are passing the course in the first semester. The Board and Administration discussed the possibility of changing the policy so that a junior moving into the county is not required to take the course.

The Board discussed double block courses and funding issues. Dr. Dobney expressed his preference for longer courses. Sandy Kinzel, Assistant Superintendent, added that the four math requirement has caused restraints.

Dr. Dobney asked about the process of adding community service credits. Ms. Kinzel explained the district was waiting on recommendations from the State Board of Education (SBE). They will meet in February 2012. The district will take the SBE recommendations and move forward.

C. Update on No Prepay Payroll Policy

Kelly McClellan gave an update on the No Prepay Payroll Policy. The state is still discussing the process; which may be deferred until 2013. There is possibility of splitting the two- week pay delay over 2 fiscal years. State lawmakers will review the topic again in February.

D. Budgeting Update/Timeline

Superintendent Sholar presented a budget time line. There is speculation the state will lower the discretionary reversion. The transportation efficiency rate has increased from 80% to 85%. There has been a \$90,000 savings in building utilities so far this year. Administration is reviewing available funds to possibly restore the hours of current TA positions. Administration is in the process of scheduling a joint meeting with Tony Habbit, New Schools Project, and Representative Bill Owens to discuss future funding of the JP Knapp Early College. Administration is also reviewing staffing shortages in school counselors and the Maintenance Dept.

Dr. Dobney would like to see the lottery money transferred to current expense for building maintenance. There is a possibility of approximately a \$900,000 reduction in next year's budget. This includes \$495,000 in jobs bill money and a \$400,000 discretionary reversion. CCS will receive an additional \$200,000 this year for transportation.

Chairperson

Secretary