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**March 14, 2011 Board of Education  
Meeting**

**3/14/2011 7:00:00 PM**

Currituck Historic Courthouse

**Meeting Minutes**

Created : 4/7/2011 8:21 AM EST

**Attendees - voting members**

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

**Attendees - other**

Dr. Meghan S Doyle	Superintendent
Chelsea Heflin	Student Board Member
Michelle Page	Student Board Member

**A. Call to Order**

1. Invocation
2. Pledge of Allegiance
3. Public Comment Session

Monique Wilkins-Combs, Career-Technical Education Director, introduced student members of the Future Farmers of America (FFA). The students announced the FFA event, "Digging into Agriculture", set for March 31st at the Currituck Extension Office.

Alice Fenn, resident and parent, shared with the Board her support of the AVID program. Tying the program into the mission and vision of the district, Ms. Fenn asked the Board to continue the program.

Jessica Meilie, Moyock Middle School student, shared her success as a student that participates in the AVID program. Ms. Meilie continued to present success data and a petition with over 400 names in support of the AVID program.

Caitlin Schirmer, junior at Currituck County High School, spoke in support for the AVID program. She started at tutoring program using the AVID techniques. She asked the Board to continue the AVID program.

Nancy Lurf, teacher and president of the local chapter of the NCAE, asked the Board not to act upon the Reduction In Force (RIF) Policy #5435 during the March Meeting due to the following concerns; dissatisfaction with the scoring rubric created by the superintendent, elimination of 25 teaching positions could affect approximately 500 students, and last year's salary cuts were used to hire 2 administrative positions at the central office and to fund travel expenses. She commended the Board for supporting the resolution opposing Senate Bill 8.

Dr. Dobney announced Billy Powell, Currituck County High School student, and Matt Miller, J.P. Knapp Early College student, were selected to attend NC Governor's School this summer.

4. School Spotlight- Dr. W.T. Griggs Elementary  
Dr. W.T. Griggs Elementary School was featured during the school spotlight. Principal Sharon Lewis, teachers, and students created and shared a

video showing the success of Club Day. Club Day is an opportunity for students to attend a club of their choice one day a month. Opportunities include the newspaper, building, and photography clubs.

**B. Approval to Amend Agenda to add Item K2 Retirement Initiative (Action)**

Motion made by: Amy Innes

Motion seconded by: John Barnes

Voting

Unanimously Approved

**C. Approval of February 9, 2011 Closed Session Minutes (Action)**

Motion made by: Jackie Simmons

Motion seconded by: Amy Innes

Voting

Unanimously Approved

**D. Approval of February 14, 2011 Closed Session Minutes (Action)**

Motion made by: Jackie Simmons

Motion seconded by: Karen Etheridge

Voting

Unanimously Approved

**E. Approval of February 14, 2011 Meeting Minutes (Action)**

Motion made by: Jackie Simmons

Motion seconded by: Amy Innes

Voting

Unanimously Approved

**F. Approval of February 23, 2011 Closed Session Minutes (Action)**

Motion made by: Jackie Simmons

Motion seconded by: John Barnes

Voting

Unanimously Approved

**G. Approval of February 23, 2011 Meeting Minutes (Action)**

Motion made by: John Barnes

Motion seconded by: Amy Innes

Voting

Unanimously Approved

**H. Globally Competitive Students**

1. Student School Board Member Report

Student School Board members, Chelsea Heflin and Michelle Page, reported on academics and school events.

- Winter Guard received 1st place in a recent competition
- Beauty and the Beast will be playing April 1, 2nd & 3rd at Currituck County Middle School
- Research papers for graduation projects are due March 31st.
- Seventy-seven students have applied to attend 9th grade at the JP Knapp Early College High School for the 2011-2012 school year.
- The Spring into Arts event will be held at Currituck County High School - April 9th, 10 a.m. to 2 p.m.

2. Field Trip Request (Action)

- 1.) CCHS Wrestling Championship, Greenville, NC- 2/18-19 2011 \*polled BOE 2/15/11
- 2.) CCHS Wrestling Championship, Greensboro, NC- 2/24-27 2011 \*polled BOE 2/15/11
- 3.) CCHS Teacher Cadet Conf., Raleigh, NC- 3/11-12 2011\*polled BOE 2/15/11
- 4.) CCHS AP Government Trip, Washington, DC- 5/15-17 2011

Motion made by: Amy Innes

Motion seconded by: John Barnes

Voting

Unanimously Approved

a. Field Trip Documentation

3. Reinstate Policy 4131-Student Initiated, Noncurriculum Related Student Groups

Sandy Kinzel, asked the Board to immediately reinstate Policy 4131- Student-Initiated, Noncurriculum-Related Student Groups. The Policy was inadvertently dropped from the policy manual in 2009. The policy provides procedures and regulations for the formation of student initiated clubs.

Ms. Kinzel asked the Board to use Policy 1090- Suspension of Policies to immediately reinstate Policy 4131. The Board unanimously approved the request (motion by Amy Innes, seconded by John Barnes).

The Board voted to reinstate Policy 4131.

Motion made by: Amy Innes

Motion seconded by: John Barnes

Voting

Unanimously Approved

4. 2011-2012 AVID Contract (Action)

Dr. Doyle asked for action to approve the 2011-2012 AVID contract. She added there was overwhelming support for the program. AVID currently serves students at Moyock Middle, Currituck Middle, and Currituck County High School. Teachers have benefited greatly by the staff development. The cost of the program will be paid from Race to the Top (RttT) funds. Dr. Doyle reviewed the 11 AVID initiatives and presented data supporting the success of the program. Scores and the number of AVID students proficient in Algebra shows AVID is working. Dr. Doyle added that she was aware of sacrifices and wished staff had brought their concerns to her.

The motion was made to approve the AVID contract (motion by Amy Innes, seconded by John Barnes). Dr. Dobney asked for discussion.

The cost of the program for the 2011-2012 school year will be \$23,000 plus tutoring fee. Some of the tutoring fees may need to be offset by fund raising. Karen Etheridge said she thought AVID was a wonderful program but wondered if there was another program that would cost less. Dr. Doyle explained that RttT funds can only be used in certain areas, it will be used to pay for AVID. RttT will also be used to fund curriculum mapping and Daily Five.

The program has cost the district approximately \$68,000 plus \$40,000 in tutoring costs. Dr. Doyle explained the initial RttT plan included AVID. The RttT plan was created by stakeholders, including the local chapter of the NCAE. Jackie Simmons expressed his concern with the membership cost of AVID and Dr. Doyle's departure, because she is the lead instructor for the program. Amy Innes said it was more than a membership and she did not want to ask teachers to do what was already created. Although the district owns the AVID books, the program requires total support. Jackie Simmons again expressed his concern with the tutoring fees.

When questioned by Karen Etheridge, Nancy Lerf responded that AVID was a

good program and it was her understanding federal funds paid the cost of the program. Ms. Etheridge expressed her approval of the program along with using federal funds to pay the cost.

Dr. Dobney expressed his concerned and wondered if AVID could be done without flex bell at the high school. Dr. Doyle responded AVID could continue without flex bell. John Barnes expressed his support of the AVID program. Amy Innes said JP Knapp students are used at the elementary level to offset some of the tutoring costs. Jackie Simmons said that he wanted to make it clear that no local funds would be used. Dr. Doyle agreed. Currently the systems had paid \$50,000 for tutoring. Dr. Dobney asked if AVID could continue without tutors. Dr. Doyle responded that it could not; tutors were necessary along with teacher development.

Jackie Simmons asked about mandating the training and penalizing teachers. Dr. Doyle disputed AVID being mandated or a requirement in order for a teacher to receive tenure. Jackie Simmons said that he would vote for AVID but not for the cost of tutoring. The Board discussed how students are removed or deselected from the program.

The Board voted to approve the AVID contract. Dr. Doyle said she wanted parents to understand the Board has a hard job ahead. She will do everything possible to find funding for the program.

Motion made by: Amy Innes

Motion seconded by: John Barnes

Voting

Dr. Bill Dobney - No

Jackie Simmons - Yes

John Barnes - Yes

Karen Etheridge - Yes

Amy Innes - Yes

#### **I. 21st Century Professionals**

##### 1. Personnel Report Dated March 12, 2011 (Action)

The Personnel Report dated March 14, 2011 was approved as submitted.

Motion made by: John Barnes

Motion seconded by: Amy Innes

Voting

Unanimously Approved

a. (c) Supporting Documents for Personnel Report

#### **J. Leadership for Innovation**

##### 1. Resolution Opposing SB 8 (Action)

The Board adopted a resolution opposing Senate Bill 8. The bill referencing charter schools could result in increased costs for the Currituck County School System. Dr. Doyle read the resolution in its entirety.

Motion made by: Karen Etheridge

Motion seconded by: Amy Innes

Voting

Unanimously Approved

#### **K. 21st Century Systems**

##### 1. RIF Policy (Action)

Dr. Doyle presented the the following information:

The Currituck County School System is facing the following cuts:

- \$2,179,849 (represents a 10% cut in state funds)

- \$2,295,344 (represents the reality that we cannot continue to use this much of our fund balance as we will not have more than 1.5 million dollars left in fund balance at the end of the 2010-11 school year)
- \$412,874 (represents the loss of ARRA Title 1 and IDEA funds)
- Total: \$4,888,067 is the total projected cut that we have to make from the 2010-11 budget

Because of these cuts as well as the NC General Assembly's recent tendency towards additional cuts (an additional 700 million dollars of cuts to public education), enacting the Reduction in Force policy was recommended.

#### FY 2011/12 Budget Personnel Reductions

##### Total RIF

Teachers: 25 (23 regular and 2 Title 1 positions) 17 RIFs and 8 non-renew

Teachers (CTE): 2 positions

Teacher Assistants: 21 positions

Counselors: RIF 1.5 counselors

Assistant Principal: RIF 7 months of employment

Media Specialists: RIF 1 media specialist

##### Total Reduction

Central Office Director: 2 positions

Central Office Clerical: 1 position

Assistant Principal: 25 months of employment

District Lead Teacher: 1 position

Guidance Counselors: 1.5 positions

Media Specialists: 2 positions

School Clerical: 1 position (Front Office)

School Clerical: 4 positions (NCWISE)

Teacher Assistants: 21 positions

Teachers: 25 positions

Teachers (CTE) 2 positions

The item failed to receive a motion.

2. Local Early Retirement Incentive (Amended Agenda Item - Action)  
Dr. Doyle shared a plan to offer a Retirement Incentive to eligible employees. She explained that incentive plans can be used as a way to reduce the work force during budget cuts. Eligible teachers would possibly receive \$5,000; \$4,000 for all other staff members. If the Board approves, details will be worked out with the schools' attorney. Dr. Doyle stated the incentive plan was not just about saving money, but a way to maintain teaching positions.

Dr. Doyle added that procedures will help identify the particulars of an eligible retiree. The state does not have any retirement incentive plans in place at this time.

Motion made by: Amy Innes

Motion seconded by: Jackie Simmons

Voting

Unanimously Approved

3. Transportation Reorganization for FY 2011-2012 (Action)  
Keba Baldwin, Director of Student Services, asked the Board for action to reorganize the Transportation Department. The reorganization plan includes the following:
  - Paid hours will be based on TIMS route times plus 30 minutes (Pre/Post Inspection).
  - All bus drivers will be classified as Permanent Part-time employees (Note: For the majority of the bus drivers, no routes are longer than 3 hours daily which would make drivers ineligible for benefits)
  - EC bus drivers still have the potential to remain on benefits due to travel times from across the county to Central, Currituck County Middle and Currituck County High School.
  - Employees already working 8 hours as a Currituck County Employee will not be allowed to work over their allotted 8 hours daily.
  - Eliminate the \$10.00 per day supplement.
  - Invite Teacher Assistants to get their school bus license.
  - Continually monitor bus routes to make needed adjustments based on student membership.

Jackie Simmons said he would like to see the proficiency rate increase to the 90% range; the savings may save a teaching position. Dr. Dobney added that increasing the proficiency rating will reduce the use of local funds spent to maintain the Transportation Department.

Dr. Dobney asked Dr. Doyle to share information on what she experienced during a recent visit with the General Assembly. She said the sales tax increase will probably not continue and there was discussion on cutting funds for all Teacher Assistant positions. The district has already started making cuts where applicable.

Drivers will be notified as soon as possible of the changes for the 2011-2012 school year.

Motion made by: Amy Innes

Motion seconded by: Jackie Simmons

Voting

Unanimously Approved

4. FY 2011/2012 Capital Outlay Budget

Kelly McClellan shared with the Board a list of Capital Outlay projects identified for the 2011-2012 school year. Mr. McClellan explained that requests were received from all principals and directors. A committee was formed to review and recommend the projects based on safety, instructional needs of students, and mandated by law. The budget for the projects is \$1,781,000. Dr. Dobney inquired about the maintenance contract for the SmartBoards. Paul O'Briant said the maintenance contract for the SmartBoards would honor repairs for one year and then the district could use internal staff to maintain the equipment. The training course could cost approximately \$1,500. The current maintenance contract is approximately \$20,000; however, overtime it could increase by 50% as the SmartBoards get older. Dr. Dobney said that he would like to delay the SmartBoard project from the Capital Outlay request. Paul O'Briant said the funds for the SmartBoards could not be used to fund staff positions, but the maintenance contract would be paid with local funds. The life expectancy for the equipment is 10 to 12 years. The real cost comes from the bulbs which are about \$300 per bulb.

The Board voted to approve the Capital Outlay projects, but to wait on the SmartBoard project until the cost of maintaining the equipment could be determined.

Motion made by: Amy Innes

Motion seconded by: Jackie Simmons

Voting

Unanimously Approved

5. Financial Audit Report for Fiscal Year Ending June 30, 2010 (Action)

Pete Catalfamo of Catalfamo & Associate, CPA provided the Board with the audit report for the fiscal year ending June 30, 2010. He informed the Board of corrections that had to be made prior to conducting the audit. There was activity posted to the books in November 2010 to correct the trial balances. Following the corrections an unqualified opinion was given on the financial statements. Mr. Catalfamo pointed out that the Child Nutrition (CN) account had increased. He recommended using those funds to offset some local expenses. Mr. Catalfamo also presented errors that were found during the audit; a school bank account was not reconciled, other banks accounts required corrections, a budget amendment was made in December 2010, and an error was found on a CN application. Late budget amendments should be limited because it could affect management's ability to monitor operational and financial activities. In regards to the error found in the CN Department, an internal material weakness was noted by Mr. Catalfamo. He said management had disagreed with his findings. Material non-compliance was not identified. Mr. Catalfamo added that grant agencies review the reports prior to awarding grants. At the individual school level, deposits were made late and Mr. Catalfamo noted state and federal reimbursements for over expenditures.

The Board voted to accept the audit report.

Motion made by: Amy Innes

Motion seconded by: Jackie Simmons

Voting

Unanimously Approved

**L. Consent Agenda (action)**

Motion made by: Jackie Simmons

Motion seconded by: Amy Innes

Voting

Unanimously Approved

1. Student Transfer Requests 2010-2011
2. Financial Items
3. Contracts

**M. Information Items**

**N. Board Members Comments**

Several Board members reported on their experience as mystery readers and the delight it was being with the students. Karen Etheridge encourage staff to continue to give their all to students. John Barnes said he would look at all angles during the budget process. Amy Innes enjoyed spending time with students on a recent visit to Nauticus. She encouraged everyone to work together as the system faces budget cuts.

Superintendent Doyle invited Nancy Lurf to meet with her to discuss concerns.

**O. Adjourn Meeting**

Motion made by: John Barnes

Motion seconded by: Karen Etheridge

Voting

Unanimously Approved

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Chairperson

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Secretary