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## March 8, 2011 Board of Education Work Session

**3/8/2011 9:00:00 AM**

JP Knapp PLC Meeting Room  
2966 Caratoke Highway  
Currituck, NC 27929

### Meeting Minutes

Created : 3/9/2011 10:30 AM EST

#### Attendees - other

Dr. Bill Dobney	Chair
Jackie Simmons	Vice Chair
John Barnes	Board Member
Karen Etheridge	Board Member
Amy Innes	Board Member
Yvette Jones	Supt. Secretary
Mrs. Sandra Kinzel	Assistant Superintendent
Kelly McClellan	Finance Officer
Mr. Paul O'Briant	Chief Information Officer
Mr. Willis Simmons	Executive Director of Buildings and Grounds

#### **A. Startups**

#### **B. Superintendent Search Process - NCSBA**

Allison Schafer- Superintendent Search Process with NCSBA

- Draft Timeline- 8 weeks of advertising time recommended
- NCSBA experience show less applications if only 6 weeks
- Application Deadline of May 3, 2011. NCSBA will contact the BOE immediately following the deadline
- CCS advantage is the small size of the district- high interest in small districts
- NCSBA will supply advertisement
- Board should use public survey results to adjust expectations of the position
- Recommend advertising- only paid advertisement AASA (\$674.00 for 60 days)- BOE agreed.
- Application reviewed
- Reference Checks can be performed by BOE & NCSBA in closed session meetings. Site visits are not recommended due to confidentiality.
- NCSBA recommends both staff and community input surveys- anonymous. Use newspaper, AlertNow, and email notification informing of link on CCS website. NCSBA will present survey results to the public in an open meeting. Survey software cannot correct spelling errors and only allows one survey per person. Survey results will help NCSBA to develop a profile. NCSBA will also develop interview questions. Survey information and link will be announced 3/9/2011.
- Confidentiality issues and statues regulate interviewing in public. May cut down on applications and candidates interested in interviewing
- All questions concerning the superintendent application should be directed to NCSBA.

#### **C. Policy Customization - Review of 2000 Series Policies**

Continuing with the policy customization process, the Board reviewed the Series 2000 policies. The policies are listed on the system's website for public and staff viewing.

The 2000 series will be listed on the April 5th Board of Education agenda for approval.

#### **D. RIF Policy Review**

Reduction In Force Policy Reviewed:

- Criteria for enacting the policy was reviewed.
- A performance ranking rubric has been developed. Directors and Principals will rank staff. Student needs and programs will be used in the selection process.
- The rubric was reviewed and provided to Directors and Principals during the last C&I meeting
- Ranking data is due to administration by March 9, 2010.
- Enacting the policy will allow administration to begin the process of reductions and help build the 2011-2012 budget. If the BOE enacts the RIF policy on March 14<sup>th</sup> – employees could be notified as soon as March 15<sup>th</sup>.
- Employees that are rified will be given 15 days to ask the BOE for a review. The BOE will have 10 days to respond. Ranking information could be shared with the employee during the review.
- Projected cuts are \$3.5 to \$4 million dollars. This could affect approximately 2% of the staff or potentially 25 positions. Discretionary reversion is expected to be over \$1 million
- The State is reviewing incentives to promote early retirement
- The RIF policy only deals with certified employees. However Principals and Directors are asked to rank all staff members.
- Funding cuts has caused a reduction in the system's fund balance
- Lottery fund projection is at \$350,000- \$400,000 - will be used to fund teaching positions.
- Discussion at the state level continues; placing some of the costs associated with student transportation (replacement buses and insurance) on LEA's, impact of removing the Charter School cap, and workman's compensation increases. Charter Schools are entitled to LEA funds.
- BOE needs clarification on timeline (calendar versus business days) and how soon the BOE would see the rified list.

#### **E. Long Range Facility Needs Assessment**

Long Range Facility Planning

Ed Gordon- Smith Sinnott Architects

- January 10<sup>th</sup> long range plan was submitted to the state
- Population forecast for CCS- growth is slow. State is also showing slow growth. Campus capacity includes mobile units.
- Student capacity levels in the buildings – existing and potential costs for expanding was shared.
- Currituck Co population data shows growth at the same level from 2010 to 2016
- Over capacity data for each school was shared; CCHS is first on the list.
- Population forecast-DPI calculates dropping attendance rates
- Capacity analysis shows potential over crowding at MES when growth restarts
- Flood Zones / Wetlands of county shared- state uses generalizations to determine. Map shows majority of land in flood zones.
- Building Biographical Data -Adjusted Building Replacement Costs projection-

\$122,197,545 total. CES replacement costs in the report is too low and accurate

- Drafts of proposed additions and renovations were shared.

#### Looking Forward – Next Steps

- Additional work sessions are recommended to establish priorities and to develop options.
- Following work session approve long range plan and submit plan to commissioners for editing
- Finalize and implementation – with reviews 3 to 5 years. State requires 5 year review.
- Public review/input can be handled by the system – not facilitated by Smith-Sinnett
- BOE to review the data and a follow up with Smith-Sinnett was recommended. Large capital outlays projects need to be identified.

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Chairperson

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Secretary