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**January 10, 2010 Board of Education
Work Session**

1/10/2011 4:00:00 PM

JP Knapp Professional Learning Center Meeting
Room

2966 Caratoke Highway
Currituck, NC 27929

Meeting Minutes

Created : 1/13/2011 11:40 AM EST

Attendees - other

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

1. 3:30 p.m.-Closed Session- Personnel Discussion- Reason 1, 3, & 6 of G.S. 143-318.11

B. Facility Study

Jeff Tsai and Mike Miller of Operations Research Education Laboratory (ORED)- NCSU presented. The group uses data-driven and policy based modules to optimize school boundaries and attendance. Mr. Tsai explained that uniqueness of Currituck County due to influences from Hampton Roads and the Outer Banks.

Ed Gordon of Smith Sinnett presented the school capacity analysis and facility needs survey.

C. School Nurse Assignment Update

The Board and Superintendent Doyle discussed the hiring of 2 part-time nurses to fill the gaps of service at JP Knapp Early College and Knotts Island Elementary School. Using the Health Occupations teacher to provide additional coverage at CCHS was discussed; however, funding requirements and DPI directives may prohibit using the teacher. Feedback from JP Knapp and Knotts Island shows the need for nursing services to be minimal at the current time. Trained staff members, such as first responders and case managers, are helping with the workload. Many times the greatest need is at Currituck County High School. Jackie Simmons expressed his concern with the school secretary distributing prescription medication at JP Knapp- even if the secretary is trained. Nurses are readily available at the elementary level to distribute prescription medication to students. The district's nursing schedule and hiring additional nurses will be reviewed.

D. Update on High School School Improvement Feedback

Diane Newbern, Principal of Currituck County High School, presented teacher input for improving flex bell. The majority are in favor of moving flex bell to the end of the school day with certain days being selected for clubs. The effect on teachers that have a regular class during that time may result in the use of staff coverage- just for the remainder of this school year.

Mrs. Newbern has started on a proposed schedule for next year that may include a year long class and addressing flex bell. However work on this proposal has just started and the need to share ideas and gain input is needed. The Board discussed 90 minute classes and new history requirements that go into effect for freshman in the 2012-2013 school year.

E. Automotive Program

The Board and Dr. Doyle reviewed and discussed the current layout and condition of the automotive class/dept. located on the campus of CCMS. Mark Wootton, automotive teacher, presented a proposal for change that could allow 7 to 8 more work stations. Mr. Wootton stated that the current space is not adequate, very restrictive, and could have a negative impact on student grades/performance and his ability to teach. Jackie Simmons recommended returning the space from athletic use to academic use. Dr. Doyle stated that a long-term fix was needed that coincided with long-term facility use. The AFJROTC program also has limited space. The modular unit is being used to teach life skills. Mr. Wootton would like to have the additional space to improve the automotive program and satisfy safety concerns. Removing the existing wall was discussed, along with the need to address the exhaust generated from the automotive class.

Monique Wilkins-Combs said storage of shop parts was an issue. Perhaps additional space would be available if the area was rearranged- also remove old equipment no longer in use. Returning the automotive class to the campus of Currituck County High School was discussed. Removing of equipment and the condition of the current shop was discussed.

The NATEF Certification process is still continuing. An inspection was conducted on Saturday, January 8th. Inspection information must be collected and safety concerns addressed. Donald Monroe, Instructional Management Coordinator, stated the department was currently on item 8 of 10 in the written section of the application. It is anticipated the application will be submitted in February 2011.

F. Policy Customization - Review of 2000 Series Policies

Review of the Series 2000 Policies was postponed until the February 14, 2011 Work Session.

Chairperson

Secretary