

Currituck County Schools**(10:00 a.m. Closed Session) Special Meeting****Meeting Minutes****04/21/2020 11:30 AM**

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Virtual Meeting

This meeting can be viewed at [CCS_BOE YouTube](#)

Attendees

Voting Members

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

Non-Voting Members

Mark Stefanik, Superintendent

A. Call to Order**B. Approval of Agenda (Action)**

The agenda was unanimously approved.

C. Architect Search (Action)

Superintendent Stefanik stated that the district received eight design proposals for the new elementary school. Four were sent to the Board for review. The designs provided by Walter Robbs Callahan Pierce Architects (WRCP) and Hite Associates were both very favorable. Hite has an energy efficient design very similar to Shawboro and Jarvisburg schools. There is also a 20-year no leak roof guarantee. WRCP does have history with the district and has provided designs for several schools, including the media center at Moyock Elementary.

Superintendent Stefanik and Matt Mullins, Director of Buildings & Grounds said that the NC Department of Public Instruction has an approved school list that must be taken into consideration. Mr. Mullins said Hite has high energy designs with metal roof overhangs that are appealing. This helps to eliminate flashing issues and a corridor for equipment is also provided rather than the equipment sitting on the roof exposed to the weather. Hite also provides a 90 day turn around rather than WRCP which could take up to 6 months. Dr. Dobney said he also likes the two-story option. It can be cheaper to build up rather than outward. The two story is designed for small acreage. Janet Rose asked about existing roof issues at the schools. Mr. Mullins said JES and SES have had numerous roof recalls. Walking and working pads have also worn - which are not covered under warranty. A metal roof would reduce some of these existing issues.

Will Crodick asked about the wind zone of the roof from Hite. Mr. Mullins said the design is approved for the area.

Superintendent Stefanik reiterated that the school site and design must meet DPI requirements. He said the district's attorney said the Board and selected architect should be able to negotiate the cost and come to an agreement. Mr. Crodick said the over budget calculation is concerning. WRCP projects can be up to 4% over budget, while Hite promotes a within budget history on projects. The BOE discussed scheduling a meeting with the architects and have a list of questions developed by the district's attorney.

Will Crodick made a motion to consult with Hite Associates on the new elementary building

designs. The motion was seconded by Karen Etheridge. Dr. Dobney said he would like the cost on both one story and two story school designs. The Board discussed the safety of both designs and the fact that a two-story would require an elevator. All were in favor.

The district will contact and schedule a meeting with Hite Associates. Superintendent Stefanik said all contracts will be approved only by the Board.

Janet Rose asked that Chairman Etheridge be involved in the process. Dr. Dobney said the chairman is somewhat involved throughout the building process.

Motion made by: Will Crodick

Motion seconded by: Karen Etheridge

Voting:

Unanimously Approved

D. Superintendent Search (Action)

The Board discussed the methods of conducting a superintendent search. Superintendent Stefanik has submitted his resignation for the end of July 2020.

Janet Rose made the motion to open the search using the district's Human Resources Department (HR). The motion was seconded by Karen Etheridge.

Will Crodick and Dr. Dobney suggested making the decision at the May meeting. This would allow time to collect and share information on using internal or outsourced methods.

Will Crodick asked about the process and the cost of using HR rather than an outside agency. Superintendent Stefanik said outside search agencies can charge in the range of \$40,000 versus \$3,000 to \$5,000 using the district's staff members who are underemployment contracts. Some advertising sites will post the vacancy at no charge while other sites charge a fee.

Janet Rose said she did not prefer to use NCSBA for the superintendent search. She believes HR could start the process now with the goal of having a superintendent in place by July 31st.

Will Crodick asked if information on other consulting/search firms could be gathered along with advertising information and presented to the Board at the next meeting in May.

Anne Mackin, HR Director, said her assistant would be out of the office starting in July; however, the district could conduct the search in-house. Mrs. Etheridge asked about a timeframe for the search. Mrs. Mackin said at least 30 days for the process. The Board and Mrs. Mackin went on to discuss the timeframe, advertising options, the screening process and reference checking. Delays caused by COVID-19 were also discussed.

The motion was amended to allow HR time to gather the requested information and to present it at the May 7th meeting for action. All were in favor.

Motion made by: Janet Rose

Motion seconded by: Karen Etheridge

Voting:

Unanimously Approved

E. Draft of 20-21 Capital Outlay Budget

Superintendent Stefanik presented a draft of the Capital Outlay Budget to the Board. The approved version must be submitted to the Currituck Board of Commissioners by May 15th. Superintendent Stefanik reminded the Board that the district will complete an entire school year without a state budget. The district has been operating on a 2018 -2019 budget at best with

reoccurring funds. NC legislators will meet for a short session soon with the sincere hope that at least the State will move forward and the schools can operate with a 2019-2020 budget rather than two years in arrears.

Superintendent Stefanik said he has been asked by the County Manager to take the Capital Outlay Budget from \$1.4 million back to the \$1 million. The decrease is due to the 30% to 40% estimated decline in tax revenue caused by the Coronavirus. The district has reduced the Capital Outlay to only necessities. Superintendent Stefanik also cautioned that the payments for the activity bus purchase/lease and 1/2 of the mobile unit cost are due soon. The total is approximately \$150,000. Therefore the budget for maintenance and technology needs is approximately \$850,000.

The Board and Superintendent Stefanik discussed the potential cuts due to a decrease in local funding. Superintendent Stefanik said the cuts were a directive rather than a suggestion because the County Government will have to use their fund balance to balance next year's budget. As it stands, the operating funds will be the same but Capital Outlay funds will be reduced. Will Crodick said he understands the County's issues but recommends having a conversation about the mobile unit payment/funds. The Board discussed meeting with the County; however, Superintendent Stefanik suggested moving forward with the proposed budget plan in an effort not to hold up the process. If the County does fund the mobile unit, then funds could be used towards another project.

Janet Rose cautioned the district on reducing the funding request before submitting it to the County Commissioners. She said if the beaches open back up on May 15th - maybe the 40% cut would not be necessary. Mrs. Rose also asked for the minutes to confirm the County Commissioners' agreement to fund the mobile unit. Superintendent Stefanik said he did not think the decision was made in a business meeting but rather during a work session. Mrs. Rose asked that Superintendent Stefanik start an email with the County referencing the funding of the mobile unit.

Will Crodick said he would like to review all the requests on the Capital Outlay Budget and to have additional meetings with the County to discuss the district's situation. Karen Etheridge asked for a possible meeting with the County Commissioners' Chairman and County Manager to see where everyone is financially - due to the Coronavirus.

Janet Rose shared her concern about the district trying to operate without a fund balance.

Superintendent Stefanik said at this time the lottery fund request is in addition to the Capital Outlay funds. However, in the future the County will use the funds to pay for invoices generated from the building of the new elementary school. After completion, the lottery funds will return to the district but the district will miss approximately \$300,000 to \$400,000 during that time. Superintendent Stefanik said it is mandated by law that the funds be returned to the district - Dwan Craft asked that the process be put in writing. The Board also discussed the concern with operating an additional school with the current funding formula. In the past the district has absorbed the cost; however, it is not able to do so anymore. Superintendent Stefanik said that in a previous presentation by the County Manager, the new school cost along with operation cost was provided to the County Commissioners.

The Board and Superintendent Stefanik discussed the much needed repair to the track at CCHS. Superintendent Stefanik said although it is needed, the track will be put on hold and presented later as a special request. Janet Rose did not agree and thought that it was a dangerous plan because the district could not count on the County Commissioners for additional funding at a later date. She recommended submitting the entire Capital Outlay request to the Commissioners.

The Board and Superintendent went on to discuss a donation designated for a marquee as well as track repair options and the dangers of using it.

The Capital Outlay Budget will be submitted to the Board again at the May 7th meeting for approval. Janet Rose said the district continues to struggle without a state budget - the district

cannot provide the same level of services.

Larissa York, Finance Officer, thanked everyone for their patience and appreciated the Board's efforts to be conservative spenders. She will be providing a draft of the 20-21 FY Budget for the Board to review and approve at the May 7th meeting. She said the format is a little different than previous budgets and it will be easier to see where the funds are coming from.

F. Adjourn Meeting (Action)

Motion made by: Dr. Bill Dobney

Motion seconded by: Karen Etheridge

Voting:

Unanimously Approved

Chairperson

Secretary