

Currituck County Schools

Meeting Minutes

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Board of Education Meeting

12/01/2020 06:00 PM

Historic Currituck County Courthouse



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Attendees**Voting Members**

Karen Etheridge, Chairman
Dwan Craft, Vice Chairman
Dr. Bill Dobney, Board Member
Janet Rose, Board Member
Kelly Williams Peters, Board Member

Non-Voting Members

Dr. Matt Lutz, Superintendent

A. Call to Order

1. Invocation
2. Pledge of Allegiance

B. Swearing-In of Board Members: Dwan Craft & Kelly Williams Peters

Swearing in of Dwan Craft and Kelly Williams Peters by Ray Matusko, Clerk of Superior Court.

C. Election of Officers

1. Chairman
The meeting was turned over to Dr. Lutz. Dr. Dobney nominated Karen Etheridge for Chairman, seconded by Janet Rose. All were in favor.
Motion made by: Dr. Bill Dobney
Motion seconded by: Janet Rose
Voting:
Unanimously Approved
2. Vice-Chairman
Chairman Etheridge asked for a nomination for Vice Chairman. Dr. Dobney nominated Dwan Craft, seconded by Karen Etheridge. All were in favor.
Motion made by: Dr. Bill Dobney
Motion seconded by: Karen Etheridge
Voting:
Unanimously Approved

D. Public Comment Session

With no comments - the session was closed .

E. Approval of Agenda (Action)

The November 10, 2020 minutes were corrected to show that Janet Rose voted yes for the Approval of the Agenda, Mr. Crodick had voted no.

Motion made by: Dwan Craft
Motion seconded by: Dr. Bill Dobney
Voting:
Unanimously Approved

F. Budget Amendments (Action)

Larissa York, Finance Officer, presented Budget Amendments #2 and explained the increase of \$1.5 million to the \$49 million budget. The new format has a page that details the increases and decreases. She explained how it was easier to see the money transferring between the purpose codes/funds.

Mrs. York reviewed the revenues from state and federal grants and local incomes along with explanations. She also explained decreases which included funding charter schools and increases such as the Cares Act funds. These funds also have restrictions on where it can be used; however, the district does have the ability to move some funds. Dr. Dobney asked about moving funds and the process. Mrs. York explained that moving is requested from the Director and/or Superintendent. The Board liked the format of the amendments.

Motion made by: Janet Rose

Motion seconded by: Dwan Craft

Voting:

Unanimously Approved

G. Accreditation Update

Chairman Etheridge stated that the district accreditation had been a hot topic. Renee Dowdy, Asst. Superintendent, presented an outline for the process which contains three phases and can take up to two years for completion. The State of NC also offers a program for accreditation for high schools only.

The Board and Administration will need to review the district's strategic plan. Having an interim principal and Covid issues will affect the accreditation process at CCHS. The decision will need to be made to start with possibly the high school and then decide if the district wants to pursue accreditation for the entire district. Mrs. Dowdy explained that all community stakeholders must be involved and it will take some time - hopefully the fall of 2021 would be a starting point. Dr. Lutz said action to start the process will be brought before the Board at the January meeting with the accreditation starting with the high schools.

The Board discussed the cost of accreditation which can range from \$13,000 annually for Cognia versus a one-time fee of \$10,000 for the state's accreditation program. Dwan Craft asked if there was a renewal cycle. Mrs. Dowdy replied yes, the renewal cycles are part of the process. The Board discussed the accreditation JP Knapp had gone through. Janet Rose said staff must be on board.

H. 3rd & 4th Quarter Update (Action)

Dr. Lutz said the current plan was to reconvene the Board on January 7, 2021 and plan for a soft start for the district's high schools. This is a moving target due to Covid. Due to the state mandate, the high schools would still be under Plan B which is 50% capacity. This will cause transportation difficulties since only 24 students will be allowed on a single bus.

Dr. Lutz expects an increase in the transportation cost due to double bus runs and the need for additional drivers. For planning purposes, Chairman Etheridge said it was imperative for parents to take the survey selecting in-person or virtual instruction. Janet Rose asked that the closing date for the survey be extended to give enough time for parents to make the decision. Mrs. Rose suggested as far as building capacities - possibly freshman and seniors could be brought in first.

Kelly Williams-Peters asked for clarification on the two district surveys. It was explained one was for those needing transportation and the other for those who wanted virtual instruction for the second semester. Mrs. Dowdy said the surveys and forms will be the same for the high school. Mrs. Rose asked about traffic concerns on the campuses. Dr. Lutz said traffic is moving a lot faster and he thanked the Sheriff Dept. for assisting. Mrs. Rose asked about the communication process for winter weather. Dr. Lutz said the Transportation Dept. will monitor weather concerns and continue to use spotters to assist.

The Board were all in favor for Plan A & B for the second semester.

Motion made by: Dwan Craft

Motion seconded by: Janet Rose

Voting:

Unanimously Approved

I. Evergreen Report Update

Dr. Lutz will be presenting the response of the Evergreen audit to the Commissioners. He went over the highlights of the response with the Board. The district is struggling to obtain information from parents for free and reduced lunch. The pandemic causes obstacles. The district was able to increase the fund balance. Campus level funding had been implemented along with other suggestions listed in the audit. In addition, the district's supplement is no longer connected to state raises. The district did not implement removing dual enrollment personnel.

The original report also gave suggestions on the responsibilities of the superintendent. The district will not hire a second assistant superintendent but will focus on curriculum needs. Dr. Lutz said the assistant principal position was reduced by one. The position was moved to another department. Dr. Lutz provided data on the numerous evaluations that require an Administrator in attendance. Mrs. Rose asked about the position serving JES & GES. Dr. Lutz compared the function to the Assistant Principal at JP Knapp. The Board discussed the expectations placed on the positions, including conducting numerous evaluations and required summatives with no flexibility from the state.

The district's strategic plan will be revised and a retreat will be held along with the County Commissioners. Transportation is a constant concern. The vastness of the county can cause long ride times for students. Adding buses to the fleet is an option. Dr. Dobney cautioned that lower efficiency ratings can cause the district to lose money. Mrs. Rose asked to set a schedule for the meetings.

J. Savings During COVID

While operating virtually, Dr. Lutz said the district saved approximately \$393,000 for not using substitutes, resources officers and transportation. Of course this savings is compared to a normal school year. The savings has been repurposed back into buildings with high student capacities and needed teaching positions.

K. Testing Recommendations

Mrs. Dowdy gave an update on the state's requirement to hold in-person exams during the pandemic. The state BOE requires EOC's and CTE exams to count 20% of the students' final grade. Since students have not been in the buildings to receive in-person instruction, the concern is getting traction at the state level. The item is on the state's BOE agenda this week. The district will wait to see what directive comes from the meeting. The district can use a testing waiver to test outside of the window until May 28th. The district will move forward with the waiver and will also create a plan to bring students into the buildings for in-person testing. Transportation is an issue. Staff is working at both high schools to make sure all Covid safety restrictions are followed. Mrs. Rose mentioned that other district's are contacting their school attorneys and to contact our attorney as well. Parents and staff can also contact state officials. Dr. Dobney expressed his concern about the district having no option but to follow state requirements. Contact information for state and local officials is posted on the district's website.

L. Central Office Staffing Report

Dr. Lutz presented the organizational chart for the Central Office. He listed the positions needed to operate the district. He said the district is lacking in the curriculum area. With 550 full time employees the district serves 4,300 students. The state only provides \$500,000 for central office funding. The Board discussed positions not required by the state but the difficulty to operate without them. Dr. Lutz said a large central office is not needed but rather teacher support and curriculum support. In the future he would like to embed instructional coaches in the buildings. These would be professionals that would benefit the schools. Dr. Dobney said curriculum coordinators were in the schools when the district had top testing scores. Dr. Lutz said the district can do better in math and reading. Mrs. Rose said she felt they were important and also that teacher assistants were a benefit to students. Dr. Lutz

agreed and said it was a shared vision to earmark funding. The Board discussed needed reinforcements for students following the negative impact caused by Covid.

M. Revised Meeting Schedule (Action)

The Board were all in favor of the revised meeting scheduled.

Motion made by: Dwan Craft

Motion seconded by: Dr. Bill Dobney

Voting:

Unanimously Approved

N. 2nd Reading & Adoption of 2020 Fall Policy Updates (Action)

The attendance policy was removed and will be reviewed at a later date.

Motion made by: Dr. Bill Dobney

Motion seconded by: Dwan Craft

Voting:

Unanimously Approved

1. 1510/4200/7270 School Safety
2. 1740/4010 Student & Parent Grievance Procedure
3. 1742/5060 Responding to Complaints
4. 1750/7220 Grievance Procedure for Employees
5. 1760/7280 Prohibition Against Retaliation
6. 3000 Goals & Objectives of the Educational Program
7. 3410 Testing & Assessment Program
8. 3460 Graduation Requirements
9. 3620 Extracurricular Activities & Student Organization
10. 4001 Equal Educational Opportunities
11. 4600 Student Fees
12. 5020 Visitors to the Schools
13. 5030 Community Use of Facilities
14. 6305 Safety & Student Transportation Services
15. 7335 Employee Use of Social Media
16. 7510 Leave
17. Policy Update Chart

O. Consent Agenda (Action)

Motion made by: Dwan Craft

Motion seconded by: Dr. Bill Dobney

Voting:

Unanimously Approved

1. Personnel Report Dated December 3, 2020
 - a. Leave Report - Confidential
2. Board Meeting Minutes for November 10, 2020
3. Class Size Waivers

P. Information Items

1. Board of Education Meeting - January 7, 2020- 5 p.m. - tentatively
2. Work Session - January 21, 2021- Knapp Professional Learning Center, 4:00 p.m.
3. Board of Education Meeting- January 21, 2021- Historic Currituck County Courthouse, 6:30 p.m.

Q. Board Members & Superintendent Comments

Dr. Dobney said the district has been pursuing a vocational diploma track.

Mrs. Craft thanked everyone for her reelection and looks forward to working with newly elected BOE Member, Kelly Williams Peters. She added that the new green house looks great.

Mrs. Peters expressed her excitement to work with the BOE and promised to make decisions based on the students' best interest.

Mrs. Rose expressed her gratitude for faculty and staff giving students the opportunity to return to school and the high school will rise to the occasion.

Dr. Lutz welcomed Mrs. Peters. Student BOE Interviews will be conducted in a Closed Session in January. He added that the United Way campaign has started and the 10 year facility assessment is moving forward.

Chairman Etheridge said she looked forward to service as Chairman and working with the BOE Members.

R. Adjourn Meeting (Action)

Chairperson

Secretary