

## MEETING MINUTES

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### Attendees

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#### **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  
Albert Mercado, Student Board Member  
Daniel Walker, Student Board Member

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### A. Call to Order

#### **1. Invocation**

For the invocation Dwan Craft read an article on hope. There was a moment of silence for Martha Joe Snowden - a retired staff member who recently passed away.

#### **2. Pledge of Allegiance**

Daniel Walker, Student BOE, led the pledge of allegiance.

#### **3. School Spotlight- Principal Greta Nelson & Shawboro Elementary School**

The School Spotlight was rescheduled to the January 20, 2022 meeting.

### B. Election of Officers

The meeting was turned over to Superintendent, Dr. Lutz for the election of Chairman. Dr. Lutz asked

for a nomination for Chairman. Dr. Dobney nominated Karen Etheridge, seconded by Janet Rose. All were in favor.

The meeting was returned to Chairman Etheridge. Chairman Etheridge nominated Janet Rose, second by Dwan Craft. All were in favor.

**1. Chairman**

**2. Vice-Chairman**

**C. Public Comment Session**

Public Comment Session- Jason Smith of Moyock NC asked the Board to consider lifting the mask mandate. He is aware of the seasonal concerns with colds but asked the Board to review the mask mandate. He added that Chesapeake Schools recently made masks optional.

**D. Approval of Agenda (Action)**

Motion made by: Dwan Craft

Motion seconded by: Kelly Williams Peters

Voting:

Unanimously Approved

**E. Student Board Member Report**

Student Board Members, Albert Mercado and Daniel Walker, gave a report on athletics, school events and student competitions.

**F. Exceptional Children's Department Overview & Update**

Jamie Miller, Exceptional Children's Director, presented an overview of the Exceptional Children's Department. She explained the department's process when a student is referred for special education services. Following the referral, eligibility criteria must be met. A team will review the data to determine if an IEP is needed. IEP's are updated annually or more often, if required. A transfer student with an IEP must have a meeting within 10 days of enrollment to determine services.

Ms. Miller presented EC data for each grade level and school. The department serves approximately 570 preschool and special needs students. In addition to teachers and teacher assistants - there are a number of support staff such as occupational therapists, speech language pathologists, and psychologists.

The main source of the funding comes from the State. The April 1st headcount is used to generate funding for the following year. Federal funding is based on the December 1st headcount. The department is constantly looking for other funding sources such as grants, etc.

Recently, the department hosted the Special Olympics. Partnering with Parks and Recreation, the event was held at Currituck County High School. Ms. Miller also recognized her staff for filling in and covering vacancies. Community agencies assisting the department include the Currituck Education Foundation, Currituck Kids, and Knights of Columbus.

Janet Rose asked about the funding source for special services obtained for students outside the district. Ms. Miller said the district funds those services as well.

Kelly Peters asked about the turnover rate and available positions. Ms. Miller said the pandemic has affected the department and positions. Dr. Lutz added that while the department had some turnover, positions had also been added to the department.

### **G. Safe Schools Update**

Virginia Arrington, Student Services Coordinator, thanked the district's nurses for going above and beyond. Besides normal services, nurses are conducting Covid testing and supporting staff in any way possible.

Ms. Arrington also provided an update on the district's mental health training. To date 67% of staff members have completed the training with more than 90% nearing completion. All staff at Knotts Island Elementary have completed the training. School Nutrition workers are also participating.

Ms. Arrington presented the COVID positivity rate following the Thanksgiving break. Positive cases are decreasing. As more staff and students are taking part in the testing program the turnaround time has increased from 9 hours to 13 hours- but students and staff are contacted the following day.

She also recognized Currituck Kids for providing additional items such as clothing and snacks. They also take part in the backpack program providing food to students over the weekends and breaks.

Dwan Craft made a motion that on January 18th the district would move to make masks optional for students and staff. This will allow a two-week period following the holiday break to ensure any COVID cases do not impact student attendance and/or quarantines. Athletes will still be required to wear masks while on the bench and on buses. The motion was seconded by Janet Rose.

Dr. Dobney said that he was also concerned with spread over the holidays and was in favor of the two weeks that would allow time to review the situation. The Board may need to call a special meeting in case COVID increases in the schools. Kelly Peters thanked all the parents and staff members who have contacted the Board concerning the matter.

Janet Rose stated that the recent play that allowed the actors to perform maskless was better- it allowed everyone to hear the actors.

Chairman Etheridge said as a Board, the mask mandate is not preferred. They do not like the mask mandate but student safety is a top priority. She believes the district is on the right track and will continue to closely monitor the situation. Dr. Dobney reminded everyone that the requirement for everyone to wear a mask on a school bus is a federal law. All were in favor.

**1. Masks in the Schools (Action)**

Motion made by: Dwan Craft

Motion seconded by: Janet Rose

Voting:

Unanimously Approved

**H. Field Trips:**

**1. CCHS - JROTC - Curriculum In Action Trip to Washington, DC, Dec. 19-21, 2021**

**I. Consent Agenda (Action)**

Motion made by: Dr. Bill Dobney

Motion seconded by: Dwan Craft

Voting:

Unanimously Approved

**1. Personnel Report Dated December 16, 2021**

**a. Confidential Leave Report December 16, 2021**

**2. Board Meeting Minutes November 18, 2021**

**3. Surplus Items:**

**a. Activity Bus #8116 -2002 YR**

**b. Mini Bus #8113 -2003 YR**

**4. Banking Reconciliation**

**5. Budget Amendments**

**6. Substitute Teacher Pay Increase**

**7. 2021 Fall Policy Update - 2nd Reading & Adoption**

- a. 1310/4002 Parental Involvement
  - b. 1510/4200/7270 School Safety
  - c. 1720/4030/7235 Title IX Nondiscrimination on the Basis of Sex
  - d. 2125/7315 Confidential Information
  - e. 2302 Remote Participation in Board Meeting
  - f. 3225/4312/7320 Technology Responsible Use
  - g. 3410 Testing and Assessment Program
  - h. 3420 Student Promotion and Accountability
  - i. 3460 Graduation Requirements
  - j. 4050 Children of Military Families
  - k. 4120 Domicile or Residence Requirements
  - l. 4152 Unsafe School Choice Transfer
  - m. 4300 Student Behavior Policies
  - n. 4316 Student Dress Code
  - o. 4400 Attendance
  - p. 4700 Student Records
  - q. 4720 Student Surveys
  - r. 5020 Visitors to the Schools
  - s. 5022 Registered Sex Offenders
8. 2021 Fall Policy Update - 1st Reading
- a. 5210 Distribution & Display of Non-School Material

- b. 6305 Safety & Student Transportation Services
- c. 6320 Use of Student Transportation Services
- d. 6340 Transportation Services/Vehicle Contracts
- e. 7100 Recruitment & Selection of Personnel
- f. 7130 Licensure
- g. 7262 Communicable Diseases - Employees
- h. 7340 Employee Dress & Appearance
- i. 7510 Leave
- j. 7530 Military Leave
- k. 7820 Personnel files
- l. 8305 Federal Grant Administration
- m. 8310 Annual Independent Audit
- n. 9000 Planning to Address Facility Needs

**J. Information Items**

1. Work Session - January 20, 2022- Knapp Professional Learning Center, 4:00 p.m.
2. Board of Education Meeting - January 20, 2022 - Historic Currituck County Courthouse, 6:30 p.m.

**K. Board Members & Superintendent Comments**

**L. Adjourn Meeting (Action)**

Motion made by: Kelly Williams Peters

Motion seconded by: Janet Rose

Voting:

Unanimously Approved