

CASWELL COUNTY BOARD OF EDUCATION MINUTES

June 8, 2020

The Caswell County Board of Education met in regular session on Monday, June 8, 2020, at 9:00a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chair Wayne Owen, Donna Hudson, Ross Gwynn, Tracy Stanley, Vennie Beggarly, and Mel Battle. Others present include Superintendent Dr. Sandra Carter, Attorney Ron Bradsher, Andrew Tyrrell and Debra Ferrell, Caswell Messenger. Chief Finance Officer Amy Chandler and HR Director Nicole McGhee virtually attended the meeting. Dr. Sandra Carter recorded the minutes.

I. A. CALL TO ORDER

The meeting was called to order by Chairman Garland. A moment of silence was observed followed by the Pledge of Allegiance.

I. B. APPROVAL OF MINUTES

Tracy Stanley moved, seconded by Donna Hudson, to approve the minutes of the May 11, 2020 regular meeting and the May 15, 2020 special called meeting. Minor corrections were made to the minutes. The motion to approve the minutes carried unanimously.

I. C. APPROVAL OF AGENDA

Mel Battle moved, seconded by Wayne Owen, to approve the agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Dr. Carter shared congratulations to Principal Lance Stokes and the BYSHS staff for efforts in planning and organizing the drive-by graduation on Saturday, June 6th and other recognitions to the BYSHS senior graduates. All 173 seniors met the requirements for graduation. A large percentage, 155 seniors, participated in the drive-by graduation.

Discussion took place regarding the positive comments received from parents and the community regarding the drive-by graduation ceremony and the extensive work that occurred to make the ceremony a special occasion to our graduates.

Dr. Carter also shared important dates: June 9th last day of school for students; June 11th last day of school for 10-month staff; and June 16th as the date for report cards to be mailed to students.

Dr. Carter also shared the upcoming summer book give-away to encourage reading with elementary school students. Through a partnership between Caswell County Schools, Scholastic, Caswell County Partnership for Children, Community Foundation

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and Title I grant funds, 6,416 books have been purchased to give to students in grades K-5 to strength summer reading.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

None at this time.

III. NEW BUSINESS

1. Consent Agenda

Dr. Carter shared a clarification of the consent agenda, specifically Budget Amendment #13, which is a Wal-Mart grant for \$1,000 that Social Worker Ms. Teetor, wrote and received to assist high needs families with food.

Dr. Carter recommended approval of the consent agenda. Mel Battle moved, seconded by Wayne Owen, to approve the consent agenda as presented. The student transfer request form was discussed and the need to change the wording indicating that out-of-county transfers “will be” charged tuition, rather than “may owe” tuition as on the current form. The motion to approve the consent agenda carried unanimously.

a. Invoice - NCSBT Errors & Omissions/General Liability

North Carolina School Boards Trust / Errors & Omissions/Gen. Liability Fund
2020-2021 = EO/GL Fund Contribution = \$3,684.00

b. Invoice - NCSBA Membership Dues

Membership Class/2020-2021 NCSBA Membership Dues = \$12,277
Legal Assistance Fund Contribution (2020-2021) = \$1,500
Total = \$13,777
(North Carolina School Boards Association)

c. Student Transfers

Adams, Meredith	Caswell	to	Person (5 th)
Barker, Maci	Caswell	to	Alamance-Burlington (9 th)
Goots, Gavin	Caswell	to	Rockingham (8 th)
Goots, Guy	Caswell	to	Rockingham (11 th)
Herndon, Carley	Caswell	to	Alamance-Burlington (5 th)
Herndon, Hailey	Caswell	to	Alamance-Burlington (9 th)

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CASWELL COUNTY SCHOOLS

BUDGET AMENDMENT # 11

Caswell County Board of Education made the following resolution:

Be it resolved that the following amendments be made to the
 Budget Resolution for the fiscal year ending June 30, 2020

#	Account Code	Description	Debit	Credit
1	2 4910 000 000 000 000 00	Fund Balance Appropriated		70,000.00
	2 6558 056 171 000 000 00	Bus Driver Salary	27,483.00	
	2 6558 056 211 000 000 00	Employer Social Security	2,102.00	
	2 6558 056 221 000 000 00	Employer Retirement	5,415.00	
	2 7208 035 174 000 000 00	CN Salary	23,584.00	
	2 7208 035 176 000 000 00	CN Manager Salary	3,899.00	
	2 7208 035 211 000 000 00	Employer Social Security	2,102.00	
	2 7208 035 221 000 000 00	Employer Retirement	5,415.00	
			70,000.00	70,000.00

Justification(s):

- 1 Appropriate Fund Balance for local portion of time and half for bus drivers and child nutrition employees.

Funding Source: Local

Total appropriation in current budget:	\$3,186,000
Amount of increase/(decrease) of amendment:	\$70,000
Total appropriation in amended budget:	\$3,256,000

CASWELL COUNTY SCHOOLS

BUDGET AMENDMENT # 12

Caswell County Board of Education made the following resolution:

Be it resolved that the following amendments be made to the
 Budget Resolution for the fiscal year ending June 30, 2020.

#	Account Code	Description	Debit	Credit
3	8100 060 339 000 000 00	Unbudgeted Carryover	127,608.60	
3	8200 060 339 000 000 00	Unbudgeted Carryover		127,608.60
			127,608.60	127,608.60

Justification(s):

- 1 Correct Budget Amendment #9-Account number for Unbdgeted Carryover was incorrect.

Funding Source: Federal

Total appropriation in current budget:	\$2,285,440
Amount of increase/decrease of amendment:	\$0
Total appropriation in amended budget:	\$2,285,440

Passed by majority vote of the Caswell County Board of Education
 on the 8th day of June 2020

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CASWELL COUNTY SCHOOLS				BUDGET AMENDMENT # 13	
Caswell County Board of Education made the following resolution:					
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2020.					
#	Account Code	Description	Debit	Credit	
1	8 4430 527 000 000 000 00	Walmart Community Grant		1,000.00	
	8 7200 527 459 000 000 00	Walmart Community Grant-Other Food Purchases	1,000.00		
			1,000.00	1,000.00	
Justification(s):					
1 Align budget to reflect funding from Walmart Community Grant Received.					
Funding Source: Grant					
Total appropriation in current budget:				\$	1,223,011
Amount of increase/(decrease) of amendment:				\$	1,000
Total appropriation in amended budget:				\$	1,224,011
Passed by majority vote of the Caswell County Board of Education on the 8th day of June 2020					
Chairman, Board of Education			Secretary, Board of Education		

2. 2020-2021 Revised Calendar

Dr. Carter shared the revised 2020-2021 school calendar draft and the positive feedback received regarding the draft. State guidelines for the calendar were discussed which includes scheduling of remote learning days and August 17th as the first day of school for students. It was pointed out that under this calendar, high school exams will occur the week prior to winter break and the last day of school for students is the Friday before Memorial Day.

The need to include the date of BYSHS graduation on the calendar was discussed, which will be added before distribution. Ross Gwynn made the motion to approve the calendar, which was seconded by Mel Battle. The motion carried unanimously. (The graduation date has been added to this copy.)

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**BOE Approved
CALENDAR**

**Caswell County Schools
Academic Calendar
2020-2021**

Calendar Revisions required due to Aug. 17 start date
Approved **CALENDAR 06/08/2020**

"Engaging all students in learning that will foster academic excellence, responsible citizenship, and life-long learning."

		July 2020							January 2021											
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S					
6-Jul	Independence Day Holiday						1	2	3	4										
		5	H		7	8	9	10	11											
		12	13	14	15	16	17	18												
		19	20	21	22	23	24	25												
		26	27	28	29	30	31													
		August 2020							February 2021											
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S					
7-Aug	Optional Teacher Workday	2	3	4	5	6	O	8	1	2	3	4	5	6						
8/10-8/14	Required Teacher Workdays	9	R	R	R	R	R	15	7	8	9	10	11	12	13					
17-Aug	Day 1 School Students	16	Day	18	19	20	21	22	14	15	16	R	R	R	20					
		23	24	25	26	27	28	29	21	22	23	24	25	26	27					
		30	31						28											
		September 2020							March 2021											
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S					
7-Sep	Labor Day Holiday	6	H		8	9	10	11	12	7	8	9	10	11	12	13				
		13	14	15	16	17	18	19	14	15	16	R	R	R	20					
17-Sep	Student Interim Reports	20	21	22	23	24	25	26	21	22	R	24	25	26	27					
		27	28	29	30				28	29	30	31								
		October 2020							April 2021											
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S					
7-Oct	Remote Learning Day	4	5	6	7	8	9	10	4	5	6	7	8	9	10					
14-Oct	End of Grading Period	11	12	13	14	15	16	17	11	12	13	14	15	16	17					
22-Oct	Report Cards Issued	18	19	20	21	R	23	24	18	19	20	21	22	23	24					
28-Oct	Early Release	25	26	27	R	29	30	31	25	26	R	28	29	30						
29-Oct	Parent Teacher Conference																			
		November 2020							May 2021											
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S					
11-Nov	Veterans Day Holiday	1	2	3	4	5	6	7	2	3	4	5	6	7	8					
16-Nov	Student Interim Reports	8	9	10	H	12	13	14	9	10	11	12	13	14	15					
25-Nov	Optional Teacher Workday	15	R	17	18	19	20	21	16	17	18	19	20	21	22					
11/26-11/27	Thanksgiving Holidays	22	23	24	O	H	H	28	23	24	25	26	27	R	29					
		29	30						30	H										
		December 2020							June 2021											
		S	M	T	W	TH	F	S	S	M	T	W	TH	F	S					
12/14-12/18	High School Exams	6	7	8	9	10	11	12	6	7	8	9	10	11	12					
18-Dec	Elementary & Middle School Student Early Release 12:30	13	14	15	16	17	18	19	13	14	15	16	17	18	19					
12/21 - 1/1	Christmas Break/No School	20	O	A	H	H	H	26	20	21	22	23	24	25	26					
21-Dec	Optional Teacher Workday	27	A	A	A	A			27	28	29	30								
	Teacher Annual Leave Days - 12/22 & 12/28 - 12/31 & Holidays 12/23-25																			
<p>Inclement Weather Plan Calendar is subject to change due to weather conditions or other disruptions. In instances of calendar disruptions, calendar revisions will be made. To make up for missed instructional time, calendar revisions may include a plan to add additional minutes and/or make-up days. Remote Learning Days could be moved due to inclement weather or other calendar disruptions. Please be aware that ER days as well as OWD/RWD could be utilized for make-up days.</p>		<p>Calendar Legend</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Holiday Annual Leave Day Optional Teacher Workday Required Teacher Prof. Dev./Workday Student Early Release/Required Prof. Dev. End of Grading Period </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Semester Begins / Semester Ends Student Early Release Day 12:30 Interim Reports Issued - Dates Subject to Change Report Cards Issued - Dates Subject to Change Early Release w/Parent Teacher Conferences High School Graduation/Rain Date (Max. June 7th) </td> </tr> </table>		<ul style="list-style-type: none"> Holiday Annual Leave Day Optional Teacher Workday Required Teacher Prof. Dev./Workday Student Early Release/Required Prof. Dev. End of Grading Period 	<ul style="list-style-type: none"> Semester Begins / Semester Ends Student Early Release Day 12:30 Interim Reports Issued - Dates Subject to Change Report Cards Issued - Dates Subject to Change Early Release w/Parent Teacher Conferences High School Graduation/Rain Date (Max. June 7th) 															
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3. Policy 335 (Title I Parent Involvement) – First Read

Dr. Carter shared a revised title for Policy 335, based on the recommendation of the Title I Program Administrator. The recommendation is to add “and Family Engagement” to the current policy title. No additional changes to the policy were recommended (*page one of Policy 335 was provided to the Board since only title change*).

Wayne Owen made motion to make the recommended title change to Policy 335 for first read. It was seconded by Vennie Beggarly. The motion carried unanimously.

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CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>SCHOOL/COMMUNITY RELATIONS</u> <u>Title I Parent and Family Engagement</u>	335
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The Caswell County Board of Education recognizes the value of family engagement in a child’s academic success and believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents and other family members are their children’s first teachers; therefore, the continued involvement of parents and family members in the educational process is most important in fostering and improving educational achievement. School system officials shall strive to support parents and provide parents and family members with meaningful opportunities to become involved in the programs offered by the Title I schools. The board encourages parents and family members to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the school system’s Title I program in helping students meet state and local achievement standards.

A. DEFINITION OF PARENT AND FAMILY ENGAGEMENT

For the purposes of this policy, the term “parent and family engagement” means the participation of parents, guardians, and other family members in regular, two-way, and meaningful communication involving student learning and other school activities, including ensuring the following:

1. that parents and family members play an integral role in assisting their child’s learning;
2. that parents and family members are encouraged to be actively involved in their child’s education at school;
3. that parents are full partners in their child’s education and parents and family members are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
4. that the school system utilizes activities to support parent and family engagement in the Title I programs.

B. PURPOSE AND OPERATION OF TITLE I PROGRAM

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they receive an equitable, high-quality, well-rounded education and meet the school system’s challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program.

4. Federal Program Certification

Dr. Carter read for the minutes the NC Prayer Certification and Single Set of Assurances that must be recorded in the Board minutes as required by the Elementary and Secondary Education Act of 1965 and the Every Student Succeeds Act of 2015. Compliance with these guidelines is mandated in order to receive federal funding.

IV. REPORTS/UPDATES

Chief Finance Officer Amy Chandler gave a third quarter financial report to the Board. Several clarifying questions were answered by Ms. Chandler, upon which Dr. Carter commended Ms. Chandler and the Finance Department for their outstanding work.

V. SUPERINTENDENT UPDATES

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1. BYSHS Construction Updates

Dr. Carter shared that BYSHS construction is moving along as scheduled. The Local Government Commission (LGC) approved the County's financing plan on June 2nd. The final budget, as of this date, was provided to the Board members. A preconstruction meeting was held on June 4th with the contractor. It is anticipated that the contract will be executed by all parties and construction/demolition begin in the next few weeks.

The timing of a ground breaking ceremony was discussed. Dr. Carter will follow-up after contacting the county for input.

The Stoney Creek Elementary School enclosed corridor is in the process of completion. To date, the storm drain system is installed and the contractor should have the walls installed over the upcoming weeks. Once the walls are installed, the maintenance department will complete the project with painting and fixtures.

2. New COVID-19 LAWS

Dr. Carter shared that funding from the CARES Act, based on the Elementary and Secondary Schools Emergency Relief Funding has been received. Prior to receipt, a needs based budget was submitted which included two priority areas for the \$772,912. Those two areas are Safety and Remote Learning. The budget includes funding for safety materials and supplies and two part-time (one year) nurses so that every school employs a nurse next school year to oversee the ongoing health and safety needs of students and staff. The funding also supports virtual learning professional development and planning for staff and the purchase of additional Chromebooks for students and staff. The funding also purchases "Hot Spots" to strengthen mobile communication and accessibility to technology in areas of Caswell County. While increased broadband continues to be a need throughout the county, the "Hot Spots" will assist with areas that have broadband but no internet accessibility.

Dr. Carter provided additional information on the use of Chromebooks. She stated, that unlike more expensive computers, a Chromebook uses "cloud" storage, which is purchased through Google. Google only provides the opportunity to purchase a five-year license, which cannot be renewed (Google has allowed the current license to be an additional year for one time only due to COVID-19.) Once the license runs out, Google no longer provides computer updates so the computer doesn't run to its capacity, which is extremely important on a learning and testing device for students and staff.

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The CCS Feeding Program over the past couple months has been very successful, expanding eleven locations throughout the county. Dr. Carter thanked the Board for approving 1 ½ pay for the Feeding Program staff during this time. She relayed that of the \$70,000 allowed from Fund Balance to support the estimated extra pay, there should be approximately 1/3 remaining that will be returned to Fund Balance.

Now that the school year has ended for 10-month employees, the current feeding program will end on June 9th. After this date, the Child Nutrition Department staff will close out the current school year. The regular yearly Summer Feeding Program for students will begin later in June in fewer locations, as in past years. An update regarding these new sites will be forthcoming from the Child Nutrition Department. Dr. Carter shared that the Summer Feeding program requires fewer employees. She recommended that due to the continued concern with COVID-19, that Feeding Program employees continue with the additional ½ pay and recommended that up to \$6,000 be approved from Fund Balance for this purpose. She further stated that there cannot be an ongoing continuation of pay from Fund Balance, but felt the Summer Feeding Program staff needed this additional amount. Discussion took place regarding the additional monies as well as the money returned to Fund Balance. It was discussed that the upcoming summer Feeding Program will end the 1 ½ pay. Ross Gwynn made the motion to approve \$6,000 from Fund Balance for 1 ½ pay for the Summer Feeding Program staff and that after the summer feeding program, all future time would go back to regular pay. Mel Battle seconded the motion and it carried 6 - 1 with Vennie Beggarly voting "No."

Dr. Carter shared with the Board the planning currently taking place including Re-entry plans, Remote Learning Plans, and Summer Jumpstart Plans. Up until this week, there has not been a lot of guidance from the state level. However, more information is coming out this week that should provide more support. Nevertheless, CCS is planning for various scenarios for the upcoming school year to make certain our staff and students are safe and continue with their teaching and learning. Discussion followed as to what other counties have reported and following safety guidelines is a priority.

Dr. Carter shared discussions underway that Nicole McGhee and she are having with the education department at Greensboro College. The discussions include a partnership with their student teaching program which could provide additional support for classroom instruction as well as potential future employees.

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The current partnership with Wolfpack Works that provides new teachers in K-2 grades with literacy training and support has been extended for two additional years. The current program has received very positive feedback from staff.

Dr. Carter reminded the Board that the current elementary SRO grant expires June 30th. Mr. Tyrrell and Ms. Jones are in the process of writing and submitting another grant for the upcoming school year. As the current grant, it requires a 2:1 local match of funding. The local match is included in the current budget request to the Commissioners.

Mr. Useche has written a grant and received four AT&T Hotspots for use throughout the county for the upcoming school year. There is a cost for service, but the Hotspots are at no cost. They will be placed in high needs areas.

VI. CLOSED SESSION

Mel Battle made a motion to go into closed session for the purpose of considering a personnel action that involves an officer or employee of this Board (NC General Statute 143-318.11(a)(6); and for the purpose of discussing information that is privileged, confidential or not a public record (NC General Statute 143-318.11(a)(1) and to confer with legal counsel. Tracy Stanley seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Ross Gwynn made a motion to return to open session. Vennie Beggarly seconded the motion. The motion carried unanimously.

VIII. PERSONNEL

Dr. Carter recommended approval of the personnel agenda as presented. Ross Gwynn made a motion to approve the personnel agenda as presented, seconded by Vennie Beggarly. The motion carried unanimously.

Retirement	
Bartlett Yancey Sr. High School	June Akers, EC Teacher = Eff. 7/1/20
Oakwood Elementary	Elizabeth Brown, K Teacher = Eff. 6/11/20
NL Dillard Middle School	James Johnson, Custodian = Eff. 7/1/20
North Elementary	Karen Self, Elem. Curr. Coach, Eff. 7/1/20

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Resignation	
Stoney Creek Elementary	Marceai Foster, 5 th Grade Teacher = Eff. 6/11/20
	Logan Webb, 3 rd Grade Teacher = Eff. 6/11/20
NL Dillard Middle School	Hannah Lynch, 6 th Grade Science - Eff. 6/11/20
Transfer	
Location TBD	Seth Hancock, EC Teachers Asst. (from BYSHS to Location TBD) - Eff. 8/2020
Location TBD	Antonia Henderson, Child Nut. Manager to Child Nut. Asst. = Location TBD = Eff. 8/2020
Bartlett Yancey Sr. High School	Morgan Mitchell, Office Support Guidance Receptionist (moving from Office Support Receptionist @ South Elem.) - Eff. 8/2020
South Elementary	Julie Sladky, K Teacher @ Stoney Creek Elem. to EC Teacher @ South = Eff. 8/2020
Employment	
Bartlett Yancey Sr. High School	Emily Brown, 9-12 Spanish Teacher = Eff. 8/2020
	Kirstie Bryan, 9-12 English LA = Eff. 8/2020
	Bailey Gray, 9-12 Science = Eff. 8/2020
	Derrick Jones, 9-12 Social Studies = Eff. 8/2020
	Samuel Roche, 9-12 Music/Band = Eff. 8/2020
	Syeda Smith-Williams, Asst. Principal = Eff. 8/1/2020 (10-month position)
NL Dillard Middle School	Taylor Bradsher, 6-8 Science Teacher = Eff. 8/2020
	Taylor Gannaway, 6-8 Math Teacher = Eff. 8/2020
	Leslie Gehris, 6-8 CTE Animal/Environmental Science = Eff. 8/2020
Oakwood Elementary	Nicole Cole, K Teacher = Eff. 8/2020
Stoney Creek Elementary	Lutisha Pyles-Rone, 3 rd Grade Teacher = Eff. 8/2020
South Elementary	Nathaniel Rosenberg, Custodian

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	Substitute = Eff. 6/9/2020
District	Kelley Fitzgerald, Preschool Coordinator/Itinerant PK Teacher = Eff. 8/2020

Contracted Services

Dr. Carter recommended the approval of contracted support services for math consultant, Martha Ray at \$50/hr until the end of the current school year with funding from Title IV federal funds. She also recommended the contract of support services for math consultant, Martha Ray at \$50/hr for the 2020-2021 school year using federal funds as well as support services of educational consultant Marilyn Foley for the 2020-2021 school year using federal funds. Mel Battle made the motion as recommended by Dr. Carter, which was seconded by Donna Hudson. The motion carried unanimously.

IX. COMMUNICATIONS

Dr. Carter shared post-graduation plans of the 2020 BYSHS graduating senior as provided by Principal Lance Stokes. Of the class of 2020:

Post-Graduation Plans	Number of BYSHS Graduates
Four-Year NC Public University/College	32
Four-Year NC Private University/College	9
Four-Year Out of State Private University/College	9
Two-Year NC Public College	65
Two-Year Out of State Public College	8
Military	8
Job Corp	1
Mission with Religious Organization	1
Trade School	1
Prep School	3
Job Force	35
Undecided	1
Total Graduating Seniors	173

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X. BOARD MEMBER OBSERVATIONS

Ross Gwynn thanked administration and staff for the planning and work that went into making the BYSHS Drive-By Graduation special and was one of the best graduations he had seen.

Mel Battle asked for clarification on when grades were calculated for the honor recognition at graduation. Dr. Carter shared the last day prior to COVID-19, stay-at-home order, was the cut-off.

As in prior years, the Board will meet once in July. The July 13th meeting is cancelled and the Board will hold its regular meeting on July 27, 2020 at 9:00am.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the meeting at 11:55a.m., Tracy Stanley seconded the motion, carrying unanimously. The next regular meeting of the Board of Education is on June 22, 2020 at 6:30p.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent