

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**April 8, 2019**

The Caswell County Board of Education met in regular session on Monday, April 8, 2019, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Mel Battle, Vennie Beggarly, Wayne Owen, and Tracy Stanley. Vice Chair Donna Hudson and Ross Gwynn were absent. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Jessica Lunsford, Emily Buchanan, Franchesca Gantt, Keifer Wynn, Amy Chandler, David Useche, Nelson Showalter. Connie Kimrey recorded the minutes. (*Note: Others may have been present but did not sign the roster or names were not legible*).

**I. A. CALL TO ORDER**

The meeting was called to order and a moment of silence was observed followed by the Pledge of Allegiance.

**I. B. APPROVAL OF MINUTES**

Mel Battle moved, seconded by Wayne Owen, to approve the minutes of the March 25, 2019 regular meeting and March 25, 2019 work session minutes as presented. The motion carried unanimously.

**I. C. APPROVAL OF AGENDA**

Dr. Carter recommended approval of agenda as presented with addition of QAI (Quality Assurance Inventory) presentation under reports. Tracy Stanley moved, seconded by Wayne Owen, to approve the agenda as presented with the addition. The motion carried unanimously.

**I. D. ANNOUNCEMENTS**

Dr. Carter shared that they are monitoring the weather today and will most likely cancel after school activities due to the threat of storms.

**I. E. PUBLIC COMMENTS**

Public Comments will be discussed in Closed Session.

**II. UNFINISHED BUSINESS**

None at this time.

**III. NEW BUSINESS**

1. Consent Agenda
  - a. Requests for Transfer

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**April 8, 2019**

Due to questions regarding transfer request, the consent agenda will be discussed in closed session prior to approval.

**2. Budget Amendment # 16 & #17**

Dr. Carter shared that federal funds were used to pay for PTEC (Piedmont Triad Educational Consortium) dues and the budget amendment is putting the money back from where it originally came from.

Dr. Carter recommended approval of Budget Amendments # 16 & # 17. Tracy Stanley moved, seconded by Mel Battle to approve budget amendments as presented.

Mel Battle questioned if prior to PTEC the only dues that were paid were to the NCSBA (North Carolina School Boards Association). Dr. Carter confirmed and stated the dues to PTEC were \$16,200.

Mel Battle questioned what leadership services included. Finance Director Amy Chandler shared that a line was created for supplies and utilized for copies, etc. Mel Battle asked if every department does not already have a line item for supplies. Amy Chandler responded that they do; however, federal funds were transferred for PTEC. Tracy Stanley asked for confirmation that balance is \$1200. Amy Chandler confirmed that is correct.

Upon no further questions the motion carried 4-1 with Battle voting "No."

CASWELL COUNTY SCHOOLS							BUDGET AMENDMENT # 16			
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, 2019.										
#	Account Code						Description	Debit	Credit	
1	1	3100	000	000	000	00	Allocations from State Public School Fund		9,000.00	
	1	6550	056	541	000	00	Transportation Equipment	9,000.00		
2	1	3100	000	000	000	15	Allocations from State Public School Technology Fund		588.00	
	1	5110	015	411	000	00	Technology Supplies	588.00		
3	1	3100	000	000	000	00	Allocations from State Public School Fund		67,001.00	
	1	5350	016	121	000	00	Summer Reading Camp Teacher Salary	52,961.00		
	1	5350	016	211	000	00	Employer Social Security	4,052.00		
	1	5350	016	221	000	00	Employer Retirement	9,988.00		
4	1	3100	000	000	000	00	Allocations from State Public School Fund		9,000.00	
	1	5210	032	311	000	00	EC-Contracted Services	9,000.00		
								<b>85,589.00</b>	<b>85,589.00</b>	
<b>Justification(s):</b>										
1	Allotment Revision #37 - Funding Received from DPI for Stop Arm Camera System.									
2	Allotment Revision #37 - School Technology Fund Interest Oct-Dec 2018.									
3	Allotment Revision #40 - Funding received from DPI for Summer Reading Camp Allocations.									
4	Allotment Revision #40 - Funding received from DPI for Group/Foster Home Funding for EC.									
								Funding Source: State		
Total appropriation in current budget:									\$ 20,707,520	
Amount of increase/(decrease) of amendment:									85,589	
Total appropriation in amended budget:									\$ 20,793,109	

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**  
**April 8, 2019**

CASWELL COUNTY SCHOOLS								BUDGET AMENDMENT # 17		
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, 2019.										
#	Account Code							Description	Debit	Credit
1	2	6910	801	361	000	000	00	BOE-Memberships		15,000.00
	2	6940	801	411	810	000	00	Leadership Services-Supplies	15,000.00	
									15,000.00	15,000.00
<b>Justification(s):</b>										
1	To align budget with actual expenses including central office supplies such as copy paper, pens, filing cabinets, etc.									
<b>Funding Source: Local</b>										
Total appropriation in current budget:									\$	3,993,998
Amount of increase/(decrease) of amendment:									\$	-
Total appropriation in amended budget:									\$	3,993,998

3. Grant Application - Preparing Future Workforce in Coding & Mobile App Development

Emily Buchanan shared a request to submit an application to apply for the “Preparing Future Workforce in Coding and Mobile App Development” grant for up to \$80,000 to support the upcoming Computer Science initiative within the Career and Technical Education program. This grant is made available by the North Carolina Department of Public Instruction and the NC General Assembly. Emily Buchanan shared that she plans to request the full amount.

Wayne Owen questioned if there were any matching funds required. Emily Buchanan responded this is a straight grant so no matching funds are required. Tracy Stanley asked how long the grant would last. Emily Buchanan shared that she would have to reapply every year.

4. Blackboard Connect

David Useche, Technology Director, shared information on recommendation to contract with Blackboard for the website hosting. He shared that Blackboard was the best option as additional features are offered and in addition Blackboard currently provides the phone system alerts. By contracting with Blackboard a lower cost will be provided for the phone system feature.

Wayne Owen questioned if the \$29,205.85 included all the amounts shown. David Useche shared that other prices as listed will be included. Mel Battle questioned the status of the current website contract. David Useche shared that School-in-Sites was contracted for five years and the contract ends this year. The contract with Blackboard Connect will be for five years. If Blackboard Connect is selected a discount on the mass notification system will be offered for the length of the contract.

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**April 8, 2019**

Dr. Carter shared that Blackboard Connect is used by many schools across the State and appears to be much more user friendly. This should assist with teachers and other staff using the system more frequently.

Upon no further questions, Dr. Carter recommended approval of the contract with Blackboard Connect as presented. Wayne Owen moved, seconded by Vennie Beggarly, to approve the contract with Blackboard Connect for a five year period as presented. The motion carried unanimously.

Funds:

PRC 015 (Technology)

Total =	\$35,494.00
Discount =	\$ 6,288.15 (applied to the mass notification system)
Total Cost =	\$29,205.85 (after savings on mass notification)

Mass Notification System (PRC 019 – Small County Supplemental Funding)

Annual Cost:

\$3,900.00 (Mass Notification current cost \$5,157.63 annually)

Total 5-year cost = \$19,500.00

One time fees:

\$1,500.00 (Mass Notification implementation & PowerSchool integration)

\$ 765.00 (MN Upgrade training)

**IV. REPORTS/UPDATES**

Emily Buchanan, Secondary Curriculum Director, shared an overview of a Quality Assurance Inventory (QAI) visit. Principal at N.L. Dillard Middle School, Franchesca Gantt and teachers Sonia Granado (7<sup>th</sup> Grade ELA) and Jennifer Lunsford (7<sup>th</sup> Grade Math) also assisted Emily Buchanan with the report.

Tracy Stanley inquired on the “Fist to Five.” Emily Buchanan shared that this is a strategy to check and list response. Mel Battle shared sentiments in which he understood the theme; however, he felt you do not want to see “few/most” but should see “many.”

Dr. Carter shared that funding is allocated for resources and suggestions for improvement. Data is at the top of discussions.

Mrs. Granado and Mrs. Lunsford both shared their enthusiasm on the QAI visits and would like to be a part of the team/process in the future. Emily Buchanan shared in conclusion that she felt this as a point of pride and uses this as a point of strategy with other districts.

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**April 8, 2019**

**V. SUPERINTENDENT UPDATES**

Dr. Carter shared information on summer hours and requested a four-day work week beginning June 14<sup>th</sup> and ending August 9<sup>th</sup>. Offices will be closed on Friday. Mel Battle questioned if all schools will follow the same schedule. Dr. Carter shared that Personnel Director Nicole McGhee checked into the law on taking a lunch and North Carolina does not require employees to take a 30-minute lunch so employees can work straight through if they choose. Dr. Carter stated staff can have the option of taking a 30-minute lunch and if so they will need to clock out. Dr. Carter will share information with staff and make sure there is coverage at the schools and everyone understands.

Wayne Owen moved, seconded by Vennie Beggarly, to approve summer hours for employees. The motion carried unanimously.

Dr. Carter also shared information on recent bills being filed at the State level that are noteworthy.

**VI. CLOSED SESSION**

Tracy Stanley 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. Mel Battle seconded the motion. The motion carried unanimously.

**VII. OPEN SESSION**

Tracy Stanley made a motion to return to open session. Vennie Beggarly seconded the motion. The motion carried unanimously.

**VIII. PERSONNEL LISTING**

Dr. Carter recommended approval of the personnel listing as presented pending clearance of positive background checks. Mel Battle moved, seconded by Wayne Owen, to approve personnel listing as presented pending clearance of positive background checks. The motion carried unanimously.

<b>Leave Notification</b>	
<b>N.L. Dillard Middle School</b>	Rachel Manning, 6 <sup>th</sup> grade Science = Eff. April 1 - June 13, 2019)
<b>South Elementary</b>	Kandice Stanfield-Ceparano, Pre-K Teacher Effective May 2 - June 13, 2019

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**April 8, 2019**

<b>Resignation</b>	
<b>North Elementary</b>	Linda Fuller, Bus Aide = Eff. 3/29/19
<b>North &amp; Oakwood Elementary</b>	Brent Long, PE Teacher = Eff. 6/13/19
<b>N.L. Dillard Middle</b>	Darin Height, Custodian = Eff. 4/15/19
<b>Stoney Creek Elementary</b>	Monica Zupancich, K Teacher = Eff. 6/13/19
<b>Retirement</b>	
<b>Oakwood Elementary</b>	Johnny Mitchell, PE Teacher = Eff. 7/1/19
	Helen Moore, 2 <sup>nd</sup> grade teacher = Eff. 7/1/19
<b>Employment</b>	
<b>Bartlett Yancey High School</b>	JaWanda Moore, Bus Driver = Eff. 4/9/19

**Transfer Requests**

Dr. Carter recommended approval of the request for transfers as presented. Tracy Stanley moved, seconded by Vennie Beggarly, to approve transfer requests as presented. The motion carried unanimously.

Ellis, Paige	Caswell	to	Rockingham (1 <sup>st</sup> )
Ellis, Parker	Caswell	to	Rockingham (7 <sup>th</sup> )
Ellis, Ryan	Caswell	to	Rockingham (4 <sup>th</sup> )
Lunsford, Thomas	Caswell	to	Rockingham (10 <sup>th</sup> )
Walker, Emily Rae	Caswell	to	Alamance-Burlington (11 <sup>th</sup> )
Storm, Jackson	Caswell	to	Guilford (K)

**Superintendent Goals**

Tracy Stanley moved, seconded by Vennie Beggarly, to approve Superintendent Goals for 2019. The motion carried unanimously.

**IX. COMMUNICATIONS**

None at this time.

**X. BOARD MEMBER OBSERVATIONS**

- Vennie Beggarly questioned status of custodian mowing the grass at high school and middle school.
- Wayne Owen questioned if there will be discussion on the mobile units as he felt they need to be in place this summer to avoid disruptions for students and staff.
- Gladys Garland asked that board members be informed of the date and time of the baccalaureate service.
- Vennie Beggarly volunteered to serve on the Teacher of the Year/Classified of the Year committee for 2019.
- NC Scholars Lunch is Thursday, April 18, 2019 at 12:00 noon at the Civic Center.
- Next board meeting is scheduled for May 13, 2019 at 9:00 a.m.

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**  
**April 8, 2019**

**XI. ADJOURN**

Tracy Stanley made a motion to adjourn the meeting at 1:00 p.m., Wayne Owen seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on May 13, 2019 at 9:00 a.m. in the Caswell County Schools Administration Building.

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Gladys Garland  
Chairman

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Dr. Sandra Carter  
Superintendent