

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

December 16, 2019

The Caswell County Board of Education met in regular session on Monday, December 16, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chair Donna Hudson, Wayne Owen, Ross Gwynn, Vennie Beggarly, Mel Battle, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Amy Chandler, Andrew Tyrrell, Medina Jones, Alice Robinson, Paul Robinson, Lisa Lassiter, Kim Mims, Nelson Showalter, Jerry Hatchett, Carol Boaz, Nicole McGhee, Zaria Coble, Kyrie Siddle, Madison Lockemy, Caydrian Slade, Matthew Roberts. 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 by Chairman Gladys Garland and a moment of silence was observed followed by the pledge of allegiance.

## **I. B. REORGANIZATION OF THE BOARD**

Superintendent Dr. Carter asked for nominees for Board Chair. Tracy Stanley nominated Gladys Garland as chairman, Ross Gwynn nominated Mel Battle as chairman. A written ballot was collected by Board Attorney Ron Bradsher. Gladys Garland was elected as Chair with a vote of 4-3.

Chairman Gladys Garland asked for nominees for Vice Chair. Donna Hudson nominated Wayne Owen as Vice Chair. There were no other nominations. Wayne Owen was elected unanimously as Vice Chair.

A brief five-minute recess was taken.

## **I. C. APPROVAL OF MINUTES**

Mel Battle moved, seconded by Vennie Beggarly, to approve the minutes of the November 25, 2019 regular meeting as presented. The motion carried unanimously.

## **I. D. APPROVAL OF AGENDA**

Dr. Carter recommended approval of agenda as presented. Donna Hudson moved, seconded by Ross Gwynn, to approve the agenda as presented. The motion carried unanimously.

## **I. E. ANNOUNCEMENTS**

Dr. Carter shared several recognitions that include:

- Medina Jones and Lisa Lassiter recognized students at Bartlett Yancey High School who received credentials in the ServSafe program. Those include: Zarie Coble, Rayna Mims, Matthew Roberts, Kyrie Siddle, Madison Lockemy, Caydrian Slade, and Jacob Scales.
- Coach Brumfield and the Bartlett Yancey High School football team were recognized on a wonderful and record setting season.
- Dr. Carter shared that students who participated in the art contest for the North Carolina School Boards Association annual conference will be recognized in January.

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- Dr. Carter shared that she, along with Medina Jones and David Useche, recently met with Danville Regional Foundation on obtaining a grant to revitalize the arts and community at the Caswell County Civic Center. They met with Clark Casteel and he was very supportive. He also suggested seeking a grant for a consultant to assist with grant details. More information will be shared.

### I. F. PUBLIC COMMENTS

Alice Robinson and Paul Robinson, 5973 Hwy 86, Yanceyville, NC 27379

Mr. and Mrs. Robinson addressed the board as a community advocate and noted she has taught in every school except for Stoney Creek Elementary. She shared they are involved in the Community Outreach Ministry and have received many concerns and noted the negativity on social media. She expressed that negativity breed's negativity and would like to encourage the board by reading 1 Peter 4:12. She asked that the board serve as the board member they promised to be when campaigning. If you are not aware of what is going on you are failing the community. Mr. Robinson shared the importance of a quality education and with the concerns in the community he expressed they would like to have a prayer vigil for the school system on December 28, 2019 at 12:00 noon at the Civic Center. Mrs. Robinson shared they would like to secure the use of the Civic Center if possible and would like the entire school system to be notified of this event.

### II. UNFINISHED BUSINESS

Policy # 440, Student Records

Mel Battle moved, seconded by Wayne Owen to remove Policy # 440, Student Records, from the table. The motion carried unanimously.

Mr. Tyrrell clarified questions from the previous meeting noting it is incumbent on the student to bring information to the school. Mr. Tyrrell noted this may need to be included in the Code of Conduct if the student wishes to exercise their rights. Information on records included that we must retain a permanent copy of a child's record. We can purge, but we do need to maintain and noted the reason that school systems are doing this digitally. Clarification on videos and student records included if the school system uses it, it will become a part of the record, i.e., parent sent a picture of two students fighting and it was used to discipline, the pictures would be included in the investigation report.

Upon no further comments, Dr. Carter recommended approval of Policy # 440, Student Records, as presented. Donna Hudson moved, seconded by Tracy Stanley to approve second reading of Policy # 440, Student Records, as presented. The motion carried unanimously.

Policy # 440, Student Records

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review, and

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release of student records retained at the school. For purposes of this policy “student records” or “student education records” are those records, files, documents, and other materials that contain information directly related to the student that are maintained by the school system or by a party acting for the school system.

### A. ANNUAL NOTIFICATION OF RIGHTS

The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student’s education records and the procedure for exercising this right;
2. the right to request amendment of the student’s education records that the parent or eligible student believes to be inaccurate, misleading, or in violation of the student’s privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student’s name, address, and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school system uses contractors, consultants, volunteers, or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and
9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English.

### B. DEFINITION OF PARENT AND ELIGIBLE STUDENT

1. Parent

For purposes of this policy, the term “parent” includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student

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are separated or divorced, both parents have the right to access the student's records as provided in this policy, unless the school system has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes these rights.

### 2. Eligible Student

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the system wishes to inspect and review the student's records, he or she must provide information verifying that the student is a dependent for federal income tax purposes.

A student under age 18 may have access to student records only upon the consent of his or her parents.

## C. CLASSIFICATION AND MAINTENANCE OF RECORDS

### 1. Student Education Records

Student education records may be separated into several categories, including, but not limited to, the following.

#### a. Cumulative Records

The cumulative record is the official record for each student. The cumulative record includes student identification information, such as the student's name, address (or a homeless student's living situation), sex, race, birthplace, and birth date; family data including the parents' names, addresses, work and home telephone numbers, and places of employment; academic work completed; grades; standardized test scores; health screenings and immunization documentation; attendance records; withdrawal and reentry records; discipline records; honors and activities; class rank; date of graduation; and follow-up records.

#### b. Discipline Records

Student discipline records are part of the student's official record and must be maintained and reviewed pursuant to Code of Student Conduct. Discipline records must be expunged and forwarded pursuant to the requirements of law and the procedures of Code of Student Conduct.

#### c. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act and policy 620, Special Programs. Records for a student identified as a student with a disability are considered part of the student's official records and must be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A

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list of all approved personnel having access to these restricted files will be updated as needed, and a current, dated list will be posted in the student records location.

d. Records Received from the Department of Social Services

The Department of Social Services may disclose confidential information to the school system in order to protect a juvenile from abuse or neglect. Any confidential information disclosed under these circumstances must remain confidential and may only be redisclosed for purposes directly connected with carrying out the school system's mandated educational responsibilities.

e. Juvenile Records

Juvenile records include documentation or information regarding students who are under the jurisdiction of the juvenile court. These records may be received from local law enforcement and/or other local agencies authorized to share information concerning juveniles in accordance with G.S. 7B-3100. These records also may include notice from the sheriff to the board that a student has been required to register with the sheriff because the student has been found to be a danger to the community under G.S. Chapter 14, Part 4. Such documents must not be a part of a student's official records but must be maintained by the principal in a safe, locked storage area that is separate from the student's other records. The principal shall not make a copy of such documents under any circumstances.

Juvenile records will be used only to protect the safety of or to improve the educational opportunities for the student or others. The principal may share juvenile records with individuals who have (a) direct guidance, teaching, or supervisory responsibility for the student and (b) a specific need to know in order to protect the safety of the student and others. Persons provided access to juvenile records must indicate in writing that they have read the document(s) and agree to maintain confidentiality of the records.

The principal or designee must destroy juvenile documents if he or she receives notification that a court no longer has jurisdiction over the student or if the court grants the student's petition for expunction of the records. The principal or designee shall destroy all other information received from an examination of juvenile records when he or she finds that the information is no longer needed to protect the safety of or to improve the educational opportunities for the student or others. If the student graduates, withdraws from school, transfers to another school, is suspended for the remainder of the school year, or is expelled, the principal shall return all documents not destroyed to the juvenile court counselor. If the student is transferring, the principal shall provide the juvenile court counselor with the name and address of the school to which the student is transferring.

f. Other Student Records

School system personnel may also keep other student records but must review such records annually and destroy them when their usefulness is no longer apparent or when the student leaves the school system.

2. Records Not Considered Education Records (Sole Possession, Employment, and Law Enforcement Records)

Student education records do not include, and release of information under this policy does not

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apply to:

- a. records made by teachers, counselors, and administrators that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- b. employment records of student employees if those records relate exclusively to the student in his or her capacity as an employee and are not made available for any other use; and
- c. records created by a law enforcement unit of the school system if created for a law enforcement purpose and maintained solely by the law enforcement unit of the school system. However, a law enforcement record containing information that was obtained from a student's confidential file or other education record must be treated as an education record and may be released only in accordance with this policy.

### **D. RECORDS OF STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS CONFIDENTIALITY PROGRAM**

Students or parents enrolled in the North Carolina Address Confidentiality Program (NCACP) must provide a valid NCACP authorization card to the school principal if they wish to keep their home address confidential. The school system will maintain a confidential record of the actual home address for admission and assignment purposes only and will not release that address except as provided by law. With the exception of such specially-maintained records, student records will include only the substitute address provided by the NCACP and not the actual home address of any students or parents for whom a valid NCACP authorization card is on file.

When transferring the record of a student participating in the North Carolina Address Confidentiality Program to a school outside of the system, the transferring school may send the files to the Address Confidentiality Program participant (parent or guardian) via the substitute address provided by the Address Confidentiality Program.

### **E. RECORDS OF MISSING CHILDREN**

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of the disappearance of a child who is currently or was previously enrolled in the school, school officials shall flag the record of that child. If the missing child's record is requested by another school system, the principal shall provide notice of the request to the superintendent and the agency that notified the school that the child was missing. The principal shall provide the agency with a copy of any written request for information concerning the missing child's record.

Any information received indicating that a student transferring into the system is a missing child must be reported promptly to the superintendent and the North Carolina Center for Missing Persons.

### **F. RECORDS OF MILITARY CHILDREN**

School administrators shall comply with any regulations pertaining to the records of military children developed by the Interstate Commission on Educational Opportunity for Military Children.

In addition, children of military families are entitled to the following.

1. For Students Leaving the School System

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In the event that official education records cannot be released to the parents of military children who are transferring away from the school system, the custodian of records shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission.

When a request for a student's official record is received from the student's new school, school officials shall process and furnish the official records to the student's new school within 10 days or within such time as is reasonably determined by the Interstate Commission.

### 2. For Students Enrolling in the School System

Upon receiving an unofficial education record from the student's previous school, school administrators shall enroll the student and place him or her in classes as quickly as possible based on the information in the unofficial records, pending validation by the official records.

Simultaneous with the enrollment and conditional placement of the student, school administrators shall request the student's official record from his or her previous school.

## G. REVIEW, RELEASE OF RECORDS TO PARENT OR ELIGIBLE STUDENT

### 1. Review by Parent or Eligible Student

A parent or eligible student may access the student's education records upon proper request. The principal or guidance office personnel of the student's school shall schedule an appointment as soon as possible but no later than 45 days after the request by the parent or eligible student. The parent or eligible student may formally review the student's complete education records only in the presence of the principal or a designee competent to explain the records. School personnel shall not destroy any education records if there is an outstanding request to inspect or review the records.

### 2. Review of Video or Audio Recordings and Photographs

#### a. Parent's Right to Review

Upon request, a parent or eligible student may inspect and review a video or audio recording or photograph that is determined to be an education record of the student. Individuals acting on behalf of a parent or eligible child, such as advocates or attorneys, will not be permitted to review a video or audio recording or photo unless accompanied by the parent or eligible student.

#### b. Status as Education Record

A video or audio recording or photo will be deemed an education record of the student if it is directly related to the student and is maintained by the school system or its agent, as provided by law. A photo, video, or audio recording (such as a surveillance video), that is created and maintained by a law enforcement unit for a law enforcement purpose, is not an education record; however, a copy of such photo, video, or audio recording provided to the school for disciplinary or other school purposes may be an education record if it is directly related to a student and is maintained by the school system.

#### c. Records of More Than One Student

If the recording or photo is an education record of multiple students, the school system shall make reasonable efforts to redact or segregate out the portions of the recording or photo directly related to other students before providing the parent or eligible student access, provided doing so would not destroy the meaning of the record. If redaction or segregation of the recording or photo cannot reasonably be accomplished or would destroy the meaning of the record, then the parent of each student to whom the

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recording or photo directly relates or such eligible students themselves shall be permitted to access the entire record.

d. Copies of Recordings and Photos

A copy of a video or audio recording or photo will be provided to a parent or eligible student only (1) if circumstances effectively prevent the parent or eligible student from exercising the right to inspect the recording or photo, such as when the parent no longer lives within commuting distance of the school system; (2) when directed by a court order or subpoena; or (3) when otherwise required by law.

3. Request to Amend the Education Record

A parent or eligible student has the right to challenge an item in the student education record believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The principal shall examine a request to amend a student record item and respond in writing to the person who challenges the item. Subsequent steps, if necessary, will follow the student grievance procedures as provided in policy 482, Student/Parent/Guardian Grievances. If the final decision is that the information in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the principal shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school system.

### H. RELEASE OR DISCLOSURE OF RECORDS TO OTHERS

Before releasing or disclosing education records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

1. Release/Disclosure with Parental Consent

School officials shall obtain written permission from a parent or eligible student before releasing or disclosing student records that contain personally identifiable information, except in circumstances where the school system is authorized by law to release the records without such permission. The written permission must specify the records to be released, the purpose of the release, and the party(ies) to whom they are to be released.

2. Release/Disclosure without Parental Consent

School system officials shall promptly release student records when a student transfers to another school. The records custodian may release or disclose records with personally identifiable information without parental permission to the extent permitted by law, including to other school officials who have a legitimate educational interest in the records.

Personally identifiable information from a student's record may be released or disclosed to someone other than a parent or eligible student without prior written consent of the parent or eligible student only as specifically provided by federal law. Except as otherwise permitted by federal law, when personally identifiable information from a student's record is released or disclosed to someone other than a parent or eligible student without their written consent, the party to whom the information is released must agree not to disclose the information to any other party without the prior written consent of the parent or eligible student.

The superintendent shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those education records in which they have legitimate educational interests.

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### 3. Release of Directory Information

Permission of the parent or eligible student is not required for the release of information that is designated as directory information by the board, provided that the parent or eligible student has been given proper notice and an opportunity to opt out. (See Code of Student Conduct – Maintenance, Review, and Release of Student Information.)

- a. The board designates the following student record information as directory information:
  - (1) name;
  - (2) address;
  - (3) telephone listing;
  - (4) electronic mail address;
  - (5) photograph or digital image, including still or video images of a student engaged in ordinary school activities;
  - (6) date and place of birth;
  - (7) participation in officially recognized activities and sports;
  - (8) weight and height of members of athletic teams;
  - (9) dates of attendance;
  - (10) grade level;
  - (11) diplomas (including endorsements earned), industry credentials/ certifications, and awards received; and
  - (12) most recent previous school or education institution attended by the student.
- b. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released except as required by law.
- c. Information about a homeless student's living situation is not considered directory information and will not be released.
- d. As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information is designated directory information by the school system. Students or their parents, however, may request that the student's name, address, and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made.
- e. All requests for directory information must be submitted to the superintendent or designee for approval. The superintendent is directed to establish regulations regarding the release of directory information. At a minimum, the regulations must:
  - (1) specify the types of organizations that are eligible to receive directory information and for what purposes;
  - (2) provide for equal disclosure to organizations that are similar in purpose; and
  - (3) authorize access to directory information to recruiters of military forces of the state or United States for the purpose of informing students of educational and career opportunities available in the military to the same extent that such information is made available to persons or organizations that inform students of occupational or educational options.

### 4. Records of Students with Disabilities

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Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.

**5. Disclosure of De-Identified Information**

Education records may be released without consent of the parent or eligible student if all personally identifiable information has been removed. Personally identifiable information includes both direct and indirect identifiers that, alone or in combination, would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Unless specifically permitted by law, records that have been de-identified must not be released without the consent of the parent or eligible student if school officials reasonably believe that the person requesting the information knows the identity of the student to whom the education record relates.

**I. WITHHOLDING RECORDS**

School system administrators shall not withhold records upon a valid request by a parent, eligible student, or school to which the student is transferring for any reason, including in order to collect fines assessed to the parent or student.

**J. RECORD OF ACCESS AND DISCLOSURE**

The principal or designee shall maintain a record in each student's file indicating all persons who have requested or received personally identifiable information from a student's record and the legitimate reason(s) for requesting or obtaining the information. This requirement does not apply to requests by or disclosure to parents, eligible students, school officials, parties seeking directory information, a party seeking or receiving the records under a court order or subpoena that prohibits disclosure, or those individuals with written parental consent.

**K. DESTRUCTION OF STUDENT RECORDS**

School officials shall only destroy student records in accordance with state and federal law and the *Records Retention and Disposition Schedule for Local Education Agencies*. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

**L. LONGITUDINAL DATA SYSTEM**

School system administrators will comply with the data requirements and implementation schedule for the North Carolina Longitudinal Data System (NCLDS) and will transfer designated student record data to the system in accordance with the NCLDS data security and safeguarding plan and all other requirements of state law, provided that doing so does not conflict with the requirements of FERPA.

*Legal References: Family Educational Rights and Privacy Act, [20 U.S.C. 1232g, h, 34 C.F.R. pt. 99](#); Individuals with Disabilities Education Act, [20 U.S.C. 1411et. seq.](#); Elementary and Secondary Education Act, [20 U.S.C. 7908](#); McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431et seq.](#); [G.S. 7B-302, -3100, 14-208.29; 115C-47\(26\), 109.3, -402, -403, -407.5; 116E-6](#); *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources, Division of Archives and*

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History (1999), available at <https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules#localschedules>; General Records Schedule for Local Government Agencies, N.C. Department of Natural and Cultural Resources (2019), available at <https://archives.ncdcr.gov/documents/general-records-schedule-local-government-agencies>.

## Policy # 740, Drug & Alcohol Testing of Commercial Motor Vehicle Operators

Wayne Owen moved, seconded by Tracy Stanley to remove Policy # 740, Drug & Alcohol Testing of Commercial Motor Vehicle Operators, from the table. The motion carried unanimously.

Wayne Owen questioned, as mentioned by Vennie Beggarly at the previous meeting, if the word “drug” was used in other sections. Mr. Tyrrell noted it would be used in the appropriate sections as needed. Upon no further comments Dr. Carter recommended approval of second reading of Policy # 740, Drug & Alcohol Testing of Commercial Motor Vehicle Operators, as presented with addition of the word “drug” as needed. Tracy Stanley moved, seconded by Mel Battle to approve second reading of Policy # 740, Drug & Alcohol Testing of Commercial Motor Vehicle Operators, as presented with addition of the word “drug” as needed. The motion carried unanimously.

### Policy # 740, Drug & Alcohol Testing of Commercial Motor Vehicle Operators

The purposes of this policy are to help ensure the safe operation of school vehicles and to comply with federal law and regulations by establishing a comprehensive program for the drug and alcohol testing of school bus drivers and all other commercial motor vehicle operators employed by the board of education.

#### **A. APPLICABILITY**

This policy applies to any driver which, for purposes of this policy, is defined as any employee, volunteer, or independent contractor who operates a commercial motor vehicle in the course of his or her duties for the board of education, including anyone who regularly or intermittently drives a school bus, an activity bus, a vehicle designed to transport 16 or more people (including the driver), or any other vehicle that meets the definition of commercial motor vehicle under federal law or regulation. Employees who operate vehicles for inspection, service, or maintenance purposes are included in this definition.

#### **B. PROHIBITED ACTS**

No driver may:

1. operate any school bus or school activity bus while consuming alcohol or while alcohol remains in the driver’s body, in violation of G.S. 20-138.2B;
2. use alcohol while performing safety-sensitive functions;
3. perform safety-sensitive functions within four hours after using alcohol;
4. report for or remain on duty requiring the performance of safety-sensitive functions when the driver uses any Schedule I drug or substance; or
5. report for or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other federal schedules of controlled drugs, unless such use is pursuant to the instructions of a licensed medical

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practitioner who is familiar with the driver's medical history and has advised the driver that use of the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Safety-sensitive functions include, but are not limited to, inspecting, servicing, or conditioning any commercial motor vehicle; operating any commercial motor vehicle; participating in or supervising the loading or unloading of a commercial motor vehicle; and repairing, obtaining assistance for, or remaining in attendance upon a disabled vehicle.

In addition, drivers and anyone who supervises drivers must not commit any act prohibited by federal law, including "Controlled Substances and Alcohol Use and Testing" (49 C.F.R. pt. 382, hereinafter referred to as Part 382), or by policy 735, Drug-Free Workplace.

### C. TESTING

The human resources office will carry out pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing for drugs and alcohol as required by Part 382.

Federal regulations prohibit a driver who is tested under the provisions of this section and found to have an alcohol concentration of at least .02 from performing safety-sensitive functions for at least 24 hours following administration of the test. Drivers who are tested under the provisions of this section and found to have any alcohol in their system are subject to additional discipline under this policy, including dismissal.

### D. PRE-EMPLOYMENT INQUIRY

All applicants who would be subject to this policy if employed by the board must consent in writing to the release of any information gathered pursuant to Part 382 by any of the applicant's previous employers.

Before employing any applicant subject to this policy or Part 382, the administration shall obtain, pursuant to the applicant's written consent, all records maintained by the applicant's previous employer of prohibited acts committed by the applicant in the two years prior to the inquiry date.

### E. TRAINING AND EDUCATION

Each driver and supervisory employee, including principals and assistant principals, must be provided with educational materials that inform the employees of drug testing procedures, prohibited acts, consequences, and other aspects of Part 382, this policy, and any accompanying administrative procedures. The information also will identify a school system employee who is responsible for providing information on substance abuse. Each employee must sign a statement certifying his or her receipt of these materials.

Each supervisor who is responsible for overseeing the performance of drivers, including principals and assistant principals, must undergo at least one hour of training concerning alcohol misuse and one additional hour of training concerning drug abuse.

### F. REFERRALS

Each driver who commits acts prohibited by Part 382 or G.S. 20-138.2B, other than provisions governing pre-employment testing, will be provided with information concerning resources available for evaluating and resolving drug or alcohol misuse. This information will include the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. Before any driver who has committed a prohibited act under Part 382 or G.S. 20-138.2B will be allowed to drive again, he or

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she must be evaluated by a substance abuse professional and must satisfactorily complete any appropriate treatment that the substance abuse professional designates.

## G. PENALTIES

Employees who have committed a prohibited act; refused any test required by this policy; or otherwise violated this policy, G.S. 20-138.2B, or Part 382 will be subject to disciplinary action, up to and including dismissal.

## H. PROCEDURES

All procedures for collection and testing provided in the Federal Highway Administration's "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" (49 C.F.R. pt. 40) and all requirements in Part 382, including testing, reporting, record retention, training, and confidentiality, will be followed. Copies of these federal regulations will be readily available. The superintendent shall develop any other procedures necessary to carry out these regulations.

*Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 7B-101, -301, -302, -309, -3100; 8-53.4; 14-318.2; 110-90.2, -105.3, -105.4, -105.5; 115C-400, -402; 126-5; 16 N.C.A.C. 6C .0312; State Board of Education Policy LICN-007, State Board of Education Regulation LICN-020-R(1)*

## III. NEW BUSINESS

### 1. Consent Agenda

Dr. Carter recommended approval of consent agenda as presented. Mel Battle moved, seconded by Donna Hudson.

Wayne Owen questioned if the information for mowing was advertised anywhere other than the website. Maintenance Director Jerry Hatchett shared that it was only advertised online and he did not have funding for advertisement. Mr. Hatchett noted it was only advertised online last year as well. Mr. Hatchett noted he received one phone call expressing interest; however, there were concerns with mowing after hours. Mr. Owen shared he felt it may be better to get the word out to receive more interest and to be fair sharing that, in his opinion, not too many may look at the website. Mr. Hatchett stated he will include this next year when seeking bids. Mr. Owen shared that at least we will show that we made the effort.

Vennie Beggarly questioned where the information was listed on the website. Mr. Hatchett shared it was listed on the maintenance page. It was noted that the new website it not user friendly and is difficult to find things. Mrs. Beggarly shared that she was informed that some mowing was done during the school day while students were on the playground.

Wayne Owen questioned if the high school is included in this contract. Mr. Hatchett shared the high school is not included. An additional person works at Bartlett Yancey for mowing and for the athletic fields.

## CASWELL COUNTY BOARD OF EDUCATION MINUTES

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Upon no further questions or comments the motion carried unanimously to approve the consent agenda.

Custom Cuts Outdoor Maintenance  
741 Rudd Ridge Road, Yanceyville, NC 27379

### Terms

- Mowing weekly or as needed (per maintenance director)
- Trimming all non-mowable areas
- Edging all walkways and sidewalks
- Spraying herbicide-parking lots/bedding areas (materials included)
- Trim all shrubbery twice yearly
- Leaf removal in fall where needed

*Custom Cuts has all insurance covered, including workers comp, and all herbicide licenses.*

### Compensation

12 monthly payments of \$3833.00 / Yearly total \$45,996.00

Mr. Hatchett noted that due to the timing of the contract it will begin in January; however, he will come back in June for the contract to be resigned as it runs on fiscal year to fiscal year and it is easier to keep up with the financial aspect.

## **2. Budget Resolution**

Dr. Carter expressed thanks to Finance Director Amy Chandler and her department. At this time Mrs. Chandler reviewed the budget information. Mrs. Chandler noted that the information usually is shared with the board in July or August; however, due to the fact that the State has not passed a budget as of yet, the information is being shared later. Based on several mini budget bills that have passed which include safety, retirement/hospital and step increase teachers/principal, the budget information was presented.

Mrs. Chandler reviewed each section of the budget and answered questions of the board.

Upon review of the information Vennie Beggarly requested a listing of the supplies purchased for the athletic supplies and a listing of the workshop dates for child nutrition.

One concern noted by Mel Battle included the last page of the resolution and quarterly reports. He felt that the wording needs to be cleared up and should be one way or the other. All board members were in favor of the wording to include quarterly reports.

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Upon review, Dr. Carter recommended approval of the budget resolution as presented with changes noted to wording on last page. Tracy Stanley moved, seconded by Mel Battle to approve the budget resolution as presented with wording to be changed on last page. The motion carried unanimously.

CASWELL COUNTY SCHOOLS  
BUDGET RESOLUTION  
2019-2020

**BE IT RESOLVED** by the Board of Education of the Caswell County Schools:

**Section 1.** The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

5100 Regular Instruction Services	\$134,500
5200 Special Population Services	25,273
5300 Alternative Programs and Services	65,142
5400 School Leadership	25,000
5500 Co-Curricular Services – Athletics	135,000
5800 School Based Support Services	28,000
6100 Support & Development Services	38,478
6400 Technology Support	22,585
6500 Operational Support Services	1,646,334
6600 Financial & Personnel Services	335,985
6700 Accountability Services	69,247
6900 Policy, Leadership, & Public Relations Services	381,541
7100 Community Services	61,915
8100 Charter Schools	210,000
8500 Contingency	7,000

**Total Local Current Expense Fund Appropriations** **\$3,186,000**

**Section 2.** The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Sales & Use Tax	30,000
Medicaid Reimbursement	45,000
County Appropriations	2,655,000
Tuition & Fees	3,000
Fines & Forfeitures	75,000
Civic Center Rental	35,000
Civic Center Labor	6,000
Interest Earned	75,000
Activity Bus	25,000
Driver's Ed	12,500
Misc. Revenue	12,500

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Indirect Costs	90,000
Fund Balance Appropriated	<u>122,000</u>

**Total Local Current Expense Fund Revenue** **\$ 3,186,000**

**Section 3.** The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

5100 Regular Instruction Services	\$11,518,054
5200 Special Population Services	1,726,690
5300 Alternative Programs Support Services	395,770
5400 School Leadership	1,441,615
5800 School Based Support Services	1,487,970
6100 Support & Development Services	113,336
6200 Special Population Support and Development	70,977
6400 Technology Support	237,143
6500 Operational Support Services	1,940,101
6600 Financial & Personnel Services	254,959
6700 Accountability Services	122,979
6900 Policy, Leadership, and Public Relations	261,646
7200 Nutrition Services	<u>46,913</u>

**Total State Public School Fund Appropriations** **\$ 19,618,153**

**Section 4.** The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2019 and June 30, 2020.

State Funds	\$19,160,140
Textbook Allocation	<u>458,013</u>

**Total State Public School Fund** **\$19,618,153**

**Section 5.** The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

5100 Regular Instruction Services	\$196,387
5200 Special Population Services	536,526
5300 Alternative Programs Support Services	1,030,794
5400 School Leadership	3,257
5800 School Based Support Services	10,000
6100 Support & Development Services	260
6200 Special Population Support	70,895
6300 Alternative Programs Support Services	54,550
6550 Transportation Services	62,456
6600 Financial & Human Resource Services	34,722
6900 Policy, Leadership, and Public Relations	3,257

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8100 Non Programed Charges	90,994
8200 Unbudgeted Carryover	<u>127,609</u>

**Total Federal Grant Fund Appropriations** **\$ 2,221,707**

**Section 6.** The following revenues are estimated to be available to the Federal Grant Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

**Total Federal Fund** **\$ 2,271,707**

**Section 7.** The following amounts are hereby appropriated for the operation of the schools administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

5110 Furniture & Equipment	\$15,000
5500 Co-Curricular Services – Band	1,000
6300 Admin Furniture	5,000
6500 Operational Support Services	42,711
7200 Child Nutrition Equip	10,000
9000 Capital Outlay	494,500
9100 Building Improvement	<u>1,498,675</u>

**Total Capital Outlay Appropriations** **\$ 2,066,886**

**Section 8.** The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Local Funds – County Appropriation	\$ 465,000
Miscellaneous	103,211
Lottery Proceeds	1,397,275
Fund Balance Appropriated	101,400

**Total Capital Outlay Revenue** **\$ 2,066,886**

**Section 9.** The following amounts are hereby appropriated for the operation of the schools administrative unit in the Child Nutrition Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

7200 Nutrition Services	\$1,609,221
8100 Payments to Other Gov. Units	<u>120,500</u>

**Total Child Nutrition Fund Appropriations** **\$ 1,729,721**

**Section 10.** The following revenues are estimated to be available to the Child Nutrition Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

3250 Sales Tax Revenue	\$ 1,500
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3811 USDA Grants	1,235,000
4311 Breakfast Sales	5,000
4314 Lunch Sales	80,000
4318 Supplemental Sales	124,000
4322 Catered Lunches	11,000
4341 State Reimb.-Breakfast	800
4450 Interest Earned	12,000
4880 Indirect Cost	120,500
4910 Fund Balance Appropriated	93,008
4921 Transfer from SPSF	<u>46,913</u>
<b>Total Child Nutrition Fund</b>	<b><u>\$ 1,729,721</u></b>

**Section 11.** The following amounts are hereby appropriated for the operation of the schools administrative unit in the Before & After School Care Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

7100 Community Services	<u>\$ 69,200</u>
<b>Total Before &amp; After School Care Fund Appropriations</b>	<b><u>\$ 69,200</u></b>

**Section 12.** The following revenues are estimated to be available to the Before & After School Care Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

4210 Tuition & Fees	\$ 68,000
4450 Interest	<u>1,200</u>
<b>Total Before &amp; After School Fund</b>	<b><u>\$ 69,200</u></b>

**Section 13.** The following amounts are hereby appropriated for the operation of the schools administrative unit in the Grant Revenue Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

5100 Regular Instruction Services	\$ 107,734
5200 Special Population Services	373,083
5300 Alternative Programs and Services	255,000
5800 School-Based Support Services	200,000
6400 Technology Support	284,194
6900 Policy, Leadership, and Public Relations	<u>3,000</u>
<b>Total Grant Revenue Fund Appropriation</b>	<b><u>\$ 1,223,011</u></b>

**Section 14.** The following revenues are estimated to be available to the Grant Revenue Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

3200.007 School Nurse Revenue	\$ 200,000
3200.413 NC Pre-K Revenue	255,000
3700.306 Medicaid Fee for Service Revenue	150,000
4910.306 Medicaid Fee for Service Fund Balance	223,083
4420.517 Student Laptop Rental	2,000

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4430.524 American National Bank Grant	3,000
4890.425 Wolfpack Works Interventionist Grant	30,000
4910.516 Technology Fund Balance	284,194
4910.518 DRF STEM Lab Fund Balance	<u>75,734</u>
<b>Total Grant Revenue Fund</b>	<b><u>\$ 1,223,011</u></b>

**Section 15.** All appropriations shall be paid first from revenues restricted as to use, and secondly from general unrestricted revenues.

**Section 16.** The Superintendent is hereby authorized to transfer appropriations within a fund under the following conditions:

- A. He/she may transfer amounts between sub-functions and objects of expenditures within a function without limitations with a report to the Board of Education being required quarterly.
- B. He/she may transfer amounts not to exceed \$5,000 between functions of the same fund with a report on such transfers being required quarterly.
- C. He/she may transfer amounts not to exceed \$5,000 from any contingency appropriation within a fund with a report on such transfers being required quarterly.

**Section 17.** Copies of the Budget Resolution shall be immediately furnished to the Superintendent and Finance Officer for direction in carrying out their duties.

Budget Resolution  
Adopted by the Caswell County Schools Board of Education  
December 16, 2019

\_\_\_\_\_  
Gladys Garland, Board Chair

\_\_\_\_\_  
Dr. Sandra Carter, Superintendent

**3. Resolution for Betty Sartin**

Vice Chair Wayne Owen read aloud the resolution for former Board of Education member, Betty Sartin, who recently passed away. Donna Hudson moved, seconded by Vennie Beggarly, to approve the resolution for Betty Sartin. The motion carried unanimously.

*Resolution in Memorial and Appreciation  
Of the Life of  
Betty English Motley Sartin*



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*WHEREAS, Betty English Motley Sartin, was born on January 23, 1937, and resided in Providence, NC, at the time of her death on December 1, 2019, and*

*WHEREAS, Betty Sartin, was a faithful and loving mother, wife, grandmother, aunt, and friend and her family’s welfare was her major and constant concern; and*

*WHEREAS, Betty Sartin graduated from George Washington High School and continued her education at Woman’s College, University of North Carolina Greensboro earning a Bachelor of Science Degree in Business Education; and*

*WHEREAS, Betty Sartin was a life-long educator, teaching elementary and middle school in Danville Public Schools for 25 years. She was nominated by Herman Moore and named NFL Teacher of the Year in 1999. She continued her dedication to education by serving the community of Caswell County by serving on the Caswell County Schools Board of Education for 15 years. Betty Sartin served on the Community Foundation Board of Directors, was a member of the Wednesday Club and later Chairperson, the Danville Braves Association, and often volunteered with the Providence Fire & Rescue. She was an advocate for all children and her devotion she displayed while serving on the Caswell County Board of Education will be remembered as well as her leadership and her commitment to education; and being known for her benevolence and servant’s heart to children; and*

**NOW THEREFORE BE IT RESOLVED** that the Caswell County Board of Education wishes to honor the memory of Betty Sartin and expresses its sympathy to her family by causing a copy of this Resolution to be spread upon the official minutes of the Board of Education and a copy forwarded to the family.

*This the 16<sup>th</sup> day of December 2019.*

\_\_\_\_\_  
*Gladys Garland, Chairman*

\_\_\_\_\_  
*Wayne Owen, Vice Chairman*

\_\_\_\_\_  
*Mel O. Battle*

\_\_\_\_\_  
*Vennie Beggarly*

\_\_\_\_\_  
*Ross Gwynn, Jr.*

\_\_\_\_\_  
*Donna Hudson*

\_\_\_\_\_  
*Tracy P. Stanley*

\_\_\_\_\_  
*Dr. Sandra Carter, Superintendent*

**IV. REPORTS**

None at this time

**V. SUPERINTENDENT UPDATES**

Dr. Carter shared updates on the following:

- The commissioners approved the \$50,000 educational grant and they have requested a meeting to look at creating a foundation and discussing it further. Dr. Carter shared the commissioners requested two board members to serve and two commissioners. Tracy Stanley and Wayne Owen volunteered to serve on the committee. Jeremiah Jefferies and Sterling Carter will serve for the commissioners.
- A construction meeting with Dewberry & Davis and Alan Burchette was held. Discussion took place regarding securities, landscaping, teaching/subject areas. The commissioners are meeting today and Dr. Carter is hopeful they will

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approve the contract for Quality Construction for the field house. Dr. Carter noted there is a lot of planning taking place.

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 after a five-minute break. Tracy Stanley seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Tracy Stanley made a motion to return to open session. Donna Hudson seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

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

<b>Resignation</b>	
NL Dillard Middle School	Rachel Manning, 6 <sup>th</sup> Grade Science Teacher
	James Richardson, 7 <sup>th</sup> Grade Math Teacher
<b>Bartlett Yancey High School</b>	Taylor Paschal, Social Studies/Psychology Teacher
<b>Employment</b>	
<b>Bartlett Yancey High School</b>	Brittany Post, 9-12 Science Teacher
<b>NL Dillard Middle School</b>	Marshall Tony Hankins, Custodian (12-month position)
<b>South Elementary</b>	Morgan Mitchell, Office Support I: Receptionist (10-month position)
<b>Substitutes</b>	
	Virginia Hopson = Eff. 12/17/19

IX. COMMUNICATIONS

None at this time.

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**X. BOARD MEMBER OBSERVATIONS**

Mel Battle shared that Alamance-Burlington School System included observations as a regular part of their agenda. Gladys Garland shared this may need to be discussed at a work session and we may want to look at changing.

Ross Gwynn questioned when the next 6:30 p.m. meeting will be held. The date will be January 27, 2020.

Time did not allow for the board to have lunch at Stoney Creek Elementary as planned.

**XI. ADJOURN**

Ross Gwynn made a motion to adjourn the meeting at 12:05 p.m., Tracy Stanley seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on January 13, 2020 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