

CASWELL COUNTY BOARD OF EDUCATION MINUTES

February 11, 2019

The Caswell County Board of Education met in regular session on Monday, February 11, 2019, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Mel Battle, Ross Gwynn, Vennie Beggarly, Wayne Owen, and Tracy Stanley. Donna Hudson was absent. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Andrew Tyrrell, Amy Chandler, Emily Buchanan, Carol Boaz, David Useche, Nelson Showalter, Franchesca Gantt, Medina Jones, Skyler Cantrell, Sincere Willis, and David Gsell. Connie Kimrey recorded the minutes. (Note: Others may have been present but did not sign the roster).

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 Vennie Beggarly, to approve the work session minutes of the January 28, 2019 meeting as presented. Mel Battle shared he would like discussion added to the next work session regarding minutes noting that some things were not included in the minutes. Upon no further discussion, the motion carried unanimously.

Mel Battle moved, seconded by Wayne Owen, to approve the minutes of the January 28, 2019 regular meeting as presented. The motion carried unanimously.

Mel Battle moved, seconded by Wayne Owen, to approve the special called meeting of February 4, 2019, as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of agenda as presented with removal of Budget Amendment # 13 pulled from consent agenda and moved to Item # 4. Tracy Stanley moved, seconded by Mel Battle to approve the agenda as presented with changes as noted. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Emily Buchanan recognized Bartlett Yancey High School students Skyler Cantrell, Sincere Willis, and David Gsell. These students were part of the class that built the new board room table under the direction of Mr. Pete McKercher. The students were thanked for their craftsmanship. Other students who were involved but not present include: Quentin Barley, Jonathan Blackwell, Evan Durham, Tommy Rios, David Rodriguez, Barkley Wheeler, Sydnee Barton, Cody Barts, Tyshiem Grimes, and Elijah Humphries.

Dr. Carter shared that a plaque will be mounted to the table in recognition of their class.

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I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

Policy # 205 – Board of Education Meetings and Procedures

Mel Battle moved, seconded by Wayne Owen to remove Policy # 205, Board of Education Meetings and Procedures, from the table. The motion carried unanimously.

Discussion took place in regards to the updated paragraph regarding speaking in closed session. Mel Battle shared concerns and did not want the public to feel that they are not allowed to come and speak to the Board of Education. The five day time limit may present a problem if a situation needs immediate attention. Ross Gwynn shared similar sentiments and also felt that the public may not be aware of the policies and unfamiliar with giving a five day notice. Wayne Owen questioned if someone signs up for public comments can they not be questioned on the subject matter prior to the public comment portion of the meeting and also shared that the board can listen to them but not interact.

Attorney Ron Bradsher shared that wording could be included to state that the policy is “subject to exception” or that the “superintendent can waive the five days”.

Mel Battle moved, seconded by Ross Gwynn to table Policy # 205, Board of Education Meetings and Procedures until the next work session for further discussion. The motion carried unanimously.

Policy # 325 – Public Complaints

Mel Battle moved, seconded by Wayne Owen to remove Policy # 325, Public Complaints, from the table. The motion carried unanimously.

Upon no questions, Dr. Carter recommended approval to delete Policy # 325, Public Complaints, from the policy manual presented. Wayne Owen moved, seconded by Tracy Stanley to delete Policy # 325, Public Complaints as presented. The motion carried unanimously.

(Policy # 325 = deleted from policy manual)

Policy # 482 – Student Grievances

Mel Battle moved, seconded by Tracy Stanley to remove Policy # 482, Student Grievances, from the table. The motion carried unanimously.

Upon no questions, Dr. Carter recommended approval of Policy # 482, Student Grievances as presented. Wayne Owen moved, seconded by Ross Gwynn to approve Policy # 482, Student Grievances as presented. The motion carried unanimously.

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Policy # 482 - Student/Parent/Guardian Grievances

It is the policy of the Caswell County Board of Education that all students enrolled in the Caswell County Schools shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right. It is for this purpose that a grievance procedure is established for students. In the belief that any problem should be corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student does not process his/her grievance within the set time limit, it shall be considered settled and not open to appeal.

Definition of Terms -

- A. Grievance - A grievance is a claim that the student has been treated unjustly, a rule or policy has been improperly administered, or conditions exist which are detrimental to a positive educational environment.
- B. Day - The word "day" herein is defined as a regular scheduled school day, as reflected by the approved school calendar.

Confidentiality - Meetings for the purpose of discussing a grievance shall be private and attended only by authorized persons. Title IX, Section 504 Coordinators, program and instructional supervisors may be involved in grievance conference if their curriculum, program or instructional area is involved.

Procedures

- A. A student/parent/guardian may initiate the procedure for grievances when they believe that a violation, misapplication, or misinterpretation of board policy, or state or federal law or regulation, has occurred. Within fifteen (15) days of the event(s) causing grievance, a student, parent, or guardian wishing to invoke the grievance procedure shall submit a written statement to the principal describing the grievance, requesting a formal conference with the principal to discuss the grievance and seek resolution. The request shall name the specific policy, rule, or law believed to have been violated, describe the grievance, and the desired resolution to the issue raised in the grievance.
 - 1. Within five (5) days of receipt of the grievance, the Principal shall meet with the student to discuss the grievance.
 - 2. The principal's decision will be submitted in writing to the student within five (5) days after the meeting.
 - 3. If the student is not satisfied with the decision of principal in Step A above, and wants to advance the grievance further, he/she may appeal the grievance in writing to the Superintendent or his/her designee within five (5) days after receiving notification from the principal. The Superintendent or his/her designee(s) shall review the grievance within ten (10) school days following receipt of the appeal/grievance. The Superintendent may utilize a grievance committee to hear grievance concerns from student/parent/guardian and principal.
 - 4. The Superintendent will provide the student written notification of his/her decision within ten (10) school days following the review of the grievance

If the student is not satisfied by the superintendent's decision, he/she may appeal the decision to the Caswell County Board of Education. The student must notify the Superintendent in writing within ten (10) days of receipt of the Superintendent's decision if an appeal is desired.

- 1. The Superintendent shall place the student's grievance on the Board of Education agenda at a regularly scheduled Board meeting as soon as possible after the request.

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2. The Board of Education shall offer a final written decision within thirty (30) days after the board hearing. The decision of the Board of Education shall be final, unless the aggrieved student wishes to take the matter to the courts.

III. NEW BUSINESS

1. Consent Agenda
 - a. Budget Amendments # 14
 - b. Requests for Transfer
 - c. Additional Fundraising Requests

Dr. Carter recommended approval of the consent agenda as presented with Budget Amendment # 13 being pulled from the consent agenda and added to the agenda. Wayne Owen moved, seconded by Mel Battle to approve the consent agenda as presented. The motion carried unanimously.

CASWELL COUNTY SCHOOLS							BUDGET AMENDMENT # 14			
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	4	3200	120	000	000	00	Bus Lease Revenue		169,298.00	
	4	6550	120	551	000	00	LEA Financed School Buses	169,298.00		
								169,298.00	169,298.00	
Justification(s):										
1 DPI Allotment Revision #23 - budgeting for pass through of state bus funds.										
Funding Source: Capital Outlay										
								\$	520,610	
								\$	169,298	
								\$	689,908	

Requests for Transfer (2018-2019)

Mustelier-Dawkins, Aaliyah A.	Caswell	to	Guilford	9th grade
Rodriguez, Marco J. Moreno	Caswell	to	Guilford	4th grade

Additional Fundraising Requests

Bartlett Yancey High School:

Key Club (Holshouser/Mathis)	Baby Jars Competition	March-April
Key Club (Holshouser/Mathic)	Balloons	April-May

Stoney Creek Elementary

Popcorn March

2. Pierce Group Benefits Contract
 Mel Battle moved, seconded by Tracy Stanley to approve the contract with Pierce Group Benefits as presented.

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Wayne Owen questioned if the standard contract is five years? Dr. Carter shared that it is and this allows other organizations from coming into the schools. Pierce Group looks for the best deals for benefits and pricing.

Upon no further questions, the motion carried unanimously.

3. Memorandum of Understanding (MOU)

Dr. Carter shared updates to the Memorandum of Understanding (MOU) as highlighted. Discussion took place regarding updates. Concerns were shared on page 7 with the wording. Attorney Bradsher and Dr. Carter will revise the MOU with changes as discussed and present to the Board of Commissioners.

Mel Battle moved, seconded by Tracy Stanley to approve the Memorandum of Understanding as presented. The motion carried unanimously.

Wayne Owen questioned if the commissioners find changes in the MOU once it is presented to them is it possible to have two members from each board along with county manager and superintendent to meet in person to try and finalize this MOU. Dr. Carter shared once the MOU is presented she will share this with County Manager Bryan Miller.

4. Budget Amendment # 13

Dr. Carter recommended approval of Budget Amendment # 13. Mel Battle moved, seconded by Tracy Stanley to approve Budget Amendment # 13 as presented. The motion carried unanimously.

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, 2019.												
#	Account Code							Description	Debit	Credit		
1	1	3100	000	000	000	000	00	Allocations from State Public School Fund	220,962.00			
	1	5110	001	121	000	000	00	Salary-Teacher		121,850.00		
	1	5110	001	211	000	000	00	Employer Social Security		9,322.00		
	1	5110	001	221	000	000	00	Employer Retirement		22,981.00		
	1	5110	001	231	000	000	00	Employer Hospitalization		15,260.00		
	1	5110	003	162	000	000	00	Sub Pay		12,488.00		
	1	5110	003	211	000	000	00	Employer Social Security		955.00		
	1	5120	014	411	000	000	00	CTE Supplies	34.00			
	1	5110	027	142	000	000	00	Teacher Assistants		24,137.00		
	1	5110	027	211	000	000	00	Employer Social Security		1,847.00		
	1	5110	027	221	000	000	00	Employer Retirement		4,552.00		
	1	5110	027	231	000	000	00	Employer Hospitalization		6,104.00		
	1	5110	061	411	000	000	01	Instructional Supplies - Elementary		750.00		
	1	5110	061	411	000	000	02	Instructional Supplies - Secondary		750.00		
	1	3211	130	000	000	000	00	State Textbook Revenue	1,934.00			
	1	5110	131	415	000	000	00	State Textbooks		1,934.00		

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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, 2019.										
#	Account Code						Description	Debit	Credit	
2	1	3100	000	000	000	00	Allocations from State Public School Fund			71,439.00
	1	5110	046	180	000	00	Third Grade Reading Bonus	14,765.00		
	1	5110	046	211	000	00	Employer Social Security	1,130.00		
	1	5110	048	180	000	00	Test Result Bonus	34,000.00		
	1	5110	048	211	000	00	Employer Social Security	2,601.00		
	1	5120	048	180	000	00	CTE Bonus	1,651.00		
	1	5120	048	211	000	00	Employer Social Security	126.00		
	1	5260	048	180	000	00	AIG Bonus	1,701.00		
	1	5260	048	211	000	00	Employer Social Security	130.00		
	1	5110	045	180	000	00	Veteran Teacher Bonus	8,470.00		
	1	5110	045	211	000	00	Employer Social Security	649.00		
	1	5120	045	180	000	00	Veteran Teacher Bonus	1,155.00		
	1	5120	045	211	000	00	Employer Social Security	88.00		
	1	5130	045	180	000	00	Veteran Teacher Bonus	1,155.00		
	1	5130	045	211	000	00	Employer Social Security	88.00		
	1	5210	045	180	000	00	Veteran Teacher Bonus	1,925.00		
	1	5210	045	211	000	00	Employer Social Security	147.00		
	1	5810	045	180	000	00	Veteran Teacher Bonus	385.00		
	1	5810	045	211	000	00	Employer Social Security	30.00		
	1	5830	045	180	000	00	Veteran Teacher Bonus	1,155.00		
	1	5830	045	211	000	00	Employer Social Security	88.00		
								294,369.00	294,369.00	
Justification(s):										
1	Allotment Revision #28 - Best 1 of 2 ADM Decreases.									
2	Allotment Revision #28 - Third Grade Reading Bonuses, 4-5 Reading Bonuses, 4-8 Math Bonuses, AP/IB/AICS, CTE, Principal and Veteran Teacher Bonuses.									
Funding Source: State										
								Total appropriation in current budget:		\$ 20,858,977
								Amount of increase/(decrease) of amendment:		(151,457)
								Total appropriation in amended budget:		\$ 20,707,520

IV. REPORTS/UPDATES

Quarterly Reports were reviewed.

V. SUPERINTENDENT UPDATES

Dr. Carter shared an update regarding the Legacy Builders contract. Line Item for overhead and profit was questioned. This line item consists of the field superintendent's pay, bond costs, and office cost.

Dr. Carter shared she plans to write an article for the Caswell Messenger to give an update on the vestibules, handicapped accessible bathrooms, and the Memorandum of Understanding so the public can be informed.

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

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with legal counsel at 10:10 a.m. Vennie Beggarly seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Tracy Stanley made a motion to return to open session at. Ross Gwynn seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

Dr. Carter recommended approval of Angela Jones to Step 1 as of December 10, 2018. Tracy Stanley moved, seconded by Wayne Owen to approve Angela Jones to Step 1 effective December 10, 2018. The motion carried unanimously.

Dr. Carter recommended approval of the personnel listing as presented. Tracy Stanley moved, seconded by Ross Gwynn to approve personnel listing as presented. The motion carried unanimously.

Employment	
South Elementary	Holly Foust, Teacher Asst. = Eff. 2/12/19
Oakwood Elementary	Beverly Campbell, EC Teacher Asst./Bus Driver = Eff. 2/12/19
N.L. Dillard Middle	Heather Karney, 6 th grade Social Studies - Eff. 2/12/19
Substitute	Lachelle Allen = Eff. 2/12/19
	Zenaida Daniel (BYHS & Dillard) = Eff. 2/12/19
	Brenda Floyd = Eff. 2/12/19
	Felicia Randolph, Bus Aid Substitute = Eff. 2/12/19
Resignation	
Stoney Creek Elementary	Claire Daniel (Interim Art Teacher) - Eff. 2/6/19
	Rose Graves, 4 th grade teacher - Eff. 3/1/19
Leave Notification	Paul Overmann = Eff. 2/7/18 - 2/16/19

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Dr. Carter recommended termination of Ms. Julia Allen. Mel Battle moved, seconded by Tracy Stanley to approve termination of Julia Allen. The motion carried unanimously.

IX. COMMUNICATIONS

Wayne Owen questioned cost of the out of state field trip.

Gladys Garland shared lunch schedule and stated the board will visit schools as schedule allows.

Dr. Carter shared a request from Gordon Satterfield to receive board packet information that is public information. Dr. Carter asked for input from the board on how they would like to move forward. It was agreed that board minutes should not be sent out until they are approved. Any other documents that are public information can be shared with individuals who request the information.

Wayne Owen asked for follow-up on the balloon fundraiser. Dr. Carter also noted she will be following up on the basketball fundraisers in reference to Mr. Battle's comment on having too many.

X. BOARD MEMBER OBSERVATIONS

February 25, 2019 = Budget Work Session

Mel Battle requested a listing of items that will be discussed at the work session scheduled for February 25, 2019.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the meeting at 1:05 p.m., Tracy Stanley seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on February 25, 2019 at 6:30 p.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent