

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

The Caswell County Board of Education met in regular session (rescheduled from Monday, January 14, 2019) on Friday, January 18, 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. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Andrew Tyrrell, Carol Boaz, Tasha Perkins, Amy Chandler, Emily Buchanan, and Kim Mims. Connie Kimrey recorded the minutes. (Note: Others may have been present but did not sign the roster). Donna Hudson was absent.

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

Tracy Stanley moved, seconded by Mel Battle, to approve the minutes of the December 17, 2018 regular meeting, December 17, 2018 joint meeting with commissioners, and December 20, 2018 joint meeting with commissioners as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of agenda as presented. Wayne Owen moved, seconded by Tracy Stanley to approve the agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Tasha Perkins was introduced to the Board of Education. Ms. Perkins is a part-time coach through the NC State Wolfpack Grant.

Dr. Carter shared that Mrs. Hudson's mother is in the hospital and to continue to keep her in your thoughts and prayers.

Dr. Carter commented on the beautiful handcrafted board table and noted that students in Mr. McKercher's classroom will be at the next morning meeting in February for recognition.

Dr. Carter shared that checks in the amount of \$11,468.11 were received from Sheriff Durden from the Fines and Forfeitures.

Dr. Carter recognized board members with certificates from the North Carolina School Boards Association for the following:

Tracy Stanley, Certificate of Achievement
Donna Hudson, Certificate of Achievement
Ross Gwynn, Award of Excellence
Mel Battle, Award of Distinction
Gladys Garland, Diploma of Honor

I. E. PUBLIC COMMENTS

None at this time.

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

II. UNFINISHED BUSINESS

Mel Battle moved, seconded by Vennie Beggarly to remove Policy # 316 (Prohibition of Drugs & Alcohol) from the table. The motion carried unanimously.

Dr. Carter recommended approval of the changes to Policy # 316 (Prohibition of Drugs & Alcohol) as presented. Mel Battle moved, seconded by Wayne Owen to approve second reading of Policy # 316 (Prohibition of Drugs & Alcohol) as presented. The motion carried unanimously.

Tracy Stanley moved, seconded by Wayne Owen to remove Policy # 413 (Homeless Students) from the table. The motion carried unanimously.

Dr. Carter recommended approval of the changes to Policy # 413 (Homeless Students) as presented. Tracy Stanley moved, seconded by Vennie Beggarly to approve second reading of Policy # 413 (Homeless Students).

Wayne Owen questioned the word "and" on page 2. Mr. Tyrrell noted that word should not be included in the sentence.

Upon no further questions, the motion carried unanimously.

Tracy Stanley moved, seconded by Ross Gwynn to remove Policy # 711 (Code of Ethics, Standards of Conduct & Staff Responsibilities) from the table. The motion carried unanimously.

Dr. Carter recommended approval of the changes to Policy # 711 (Code of Ethics, Standards of Conduct & Staff Responsibilities) as presented. Mel Battle moved, seconded by Tracy Stanley to approve second reading of Policy # 711 (Code of Ethics, Standards of Conduct & Staff Responsibilities) as presented. The motion carried unanimously.

Wayne Owen moved, seconded by Vennie Beggarly to remove Policy # 733 (Voluntary Shared Leave) from the table. The motion carried unanimously.

Dr. Carter recommended approval of the changes to Policy # 733 (Voluntary Shared Leave) as presented. Mel Battle moved, seconded by Wayne Owen to approve second reading of Policy # 733 (Voluntary Shared Leave). The motion carried unanimously.

Policy # 316, Prohibition of Drugs and Alcohol

The Board prohibits the possession or consumption of alcoholic beverages, including beer, malt liquor, and wine, on property owned or occupied by the school system. Any person who possesses, consumes, uses, or appears to be under the influence of alcoholic beverages or illegal drugs will be asked to leave the school property or event immediately and, if he or she fails to do so, may be arrested and prosecuted for criminal trespass, disorderly conduct, or any other charge that may be appropriate.

Student conduct is further governed by policy 470, Illicit Drug and Alcohol Use, Possession of Other Drugs. Employee conduct is further governed by policy 735, Drug Free Workplace.

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

Legal References: 21 U.S.C. 812; 21 C.F.R. 1300.01-.04 and 1308.11- .15; G.S. 18B - 301; 90-89 to -94; 115C - 36, - 40, - 47; G.S. 18B -103, -301; 115C-36, -40, -47

Policy # 413, Homeless Students

The Board of Education is committed to providing a free appropriate education for all students enrolled in the school system. In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, the board will make reasonable efforts to identify homeless children and youth of school age within the area served by the school system, encourage their enrollment, and eliminate barriers to their receiving an education which may exist in school system policies or practices. Based on individual need, homeless students will be provided services available to all students, such as preschool, free or reduced school meals, services for English learners, special education, career and technical education (CTE), academically or intellectually gifted (AIG) services, and before- and after-school care.

The provisions of this policy will supersede any and all conflicting provisions in board policies that address the areas discussed in this policy.

A. Definition of Homeless Students

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term “homeless student” will also be deemed to include the term “unaccompanied youth” which includes a youth who is not in the physical custody of a parent or guardian. Homeless children and youth include those students who are as follows:

1. sharing the house of other persons due to loss of housing, economic hardship, or a similar reason;
2. living in motels, hotels, transient trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
7. living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular, and adequate nighttime residence.

B. Homeless Liaison

The Superintendent or the Superintendent’s designee will appoint and train a school employee to serve as the homeless liaison. The homeless liaison’s duties include, but are not limited to, the following:

1. ensuring that school personnel identify homeless children and youth;
2. ensuring school/pre-school enrollment of and opportunities for academic success for homeless children and youth;
3. ensuring that homeless families and children have access to and receive educational services for which they are eligible;
4. ensuring that homeless families and children receive referrals to healthcare, dental, mental health and substance abuse, housing, and other appropriate services;
5. informing parents or guardians and any unaccompanied youth of available transportation services and helping to coordinate such services;
6. ensuring that public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians and unaccompanied youth;
7. informing parents or guardians of educational and related opportunities available to their children and ensuring that parents or guardians have meaningful opportunities to participate in their children’s educations;
8. helping to mediate enrollment disputes including ensuring that a homeless child or youth is enrolled immediately pending final resolution of the dispute;

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

9. informing unaccompanied youth of their status as independent students and assisting in verifying such status for the purposes of the Free Application for Federal Student Aid;
10. ensuring that school personnel providing services to homeless students receive professional development and other support;
11. working with school personnel, the student, parents or guardians and/or other agencies to obtain critical enrollment records, including immunization and medical records, in a timely manner; and
12. working with the Superintendent or his/her designee to identify board policies or procedures that might serve as a barrier to enrollment of homeless students, including those related to immunization records, medical records, uniforms or dress codes, school fees, and school admission.

C. Access to Student's Records

Homeless students transferring into the school district may provide cumulative and other records directly to the school system. The school system will not require that such records be forwarded from another school system before the student may enroll. However, school personnel will immediately request the official records from the previous school.

School personnel will immediately enroll homeless students, even if they do not have proof of residency, school and immunization records, birth certificates, or other documents; have missed application or enrollment deadlines during a period of homelessness; have outstanding fees; or are not accompanied by an adult. The homeless liaison will assist the students and parents or guardians in securing appropriate records or otherwise meeting enrollment requirements.

Information regarding a child or youth's homeless situation must be treated as a student record and protected accordingly.

D. Enrollment

A homeless student (or the student's parent or guardian) may request to attend his/her school of origin or any public school that other students living in the same attendance area are eligible to attend. The school of origin is defined as the school the student attended before losing permanent housing or the school in which the student was last enrolled, including a preschool. When a student completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools. Unless not in the student's best interest, a homeless student who continues attending the school of origin will remain enrolled in the school of origin for the entire time the student is homeless and until the end of any academic year in which the student moves into permanent housing.

The Superintendent shall designate the Student Services Department or other appropriate personnel to decide, in consultation with the homeless liaison, which school a homeless student will attend. The decision will be based upon the student's best interests. The Superintendent's designee must presume that keeping the student in the school of origin is in the student's best interest unless contradicted by the student's parent or guardian or the unaccompanied youth. The Superintendent's designee must consider student-centered factors related to the student's best interest, including factors concerning the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or the unaccompanied youth.

If the Superintendent's designee determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian or unaccompanied youth, he/she must provide a written explanation of the reasons for the determination to the parent or guardian or unaccompanied youth, along with information regarding the right to appeal the placement decision.

E. Enrollment Dispute Resolution

The school system will implement an enrollment dispute resolution process that is consistent with the process required by the State Board of Education in the North Carolina Administrative Code, 16 N.C.A.C.6H.0112.

1. Initiation of the Dispute and Stay Put

If a dispute arises over school selection or enrollment in a school for a homeless student, the following will occur:

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

- a. The homeless student shall be immediately admitted to the school in which enrollment is sought, shall receive all services for which he/she is eligible and shall be allowed to participate fully in school activities, pending resolution of the dispute.
- b. The unaccompanied youth or parent/guardian of the student shall be provided a written explanation of the school's decision regarding the enrollment, including the right to appeal the decision. Such information must be provided in a language that the parent/guardian or unaccompanied youth can understand. The information shall inform them of:
 1. contact information including telephone number and address of the homeless liaison and of the State coordinator for homeless education, with a brief description of their roles;
 2. the right to initiate the dispute resolution process either orally or in writing;
 3. a simple form that parents or guardians or unaccompanied youth can complete and submit to the homeless liaison to initiate the dispute resolution process;
 4. a step-by-step description of how to dispute the school's decision;
 5. notice of the right to enroll immediately in the school of choice or remain in the school of origin with transportation provided pending resolution of the dispute;
 6. notice that immediate enrollment includes full participation in all school activities; and
 7. notice of the right to obtain assistance of advocates or attorneys.
- c. The student or parent/guardian shall be referred to the school system's homeless liaison who will carry out the appeal process as expeditiously as possible after receiving notice of the dispute.

2. Homeless Liaison Review

- a. Any parent/guardian or student parent/guardian or student initiating an enrollment dispute (hereinafter "complainant") is encouraged to attempt to resolve the dispute informally through discussion with the homeless liaison. If the dispute cannot be resolved informally, the complainant may present a formal complaint orally or in writing to the homeless liaison either directly or through the principal of the school at which enrollment is sought.
- b. The complaint should include the date of the filing, a description of the disputed enrollment action, the name of the person(s) involved and a description of the relief requested. The complainant must be informed of the right to provide supporting written or oral documentation and to seek the assistance of an advocate or attorney.
- c. Within five school days after receiving the complaint, the homeless liaison will provide a written decision, including the reasons for the decision, to the complainant and the Superintendent.

3. Appeal of the Liaison's Decision

- a. All appeals of the liaison's decision will follow the Caswell County Schools grievance procedure as outlined in the Caswell County Schools Code of Student Conduct.
- b. In the appeal process, the Caswell County Schools Board of Education will constitute the final decision of school system.
- c. If the complainant is dissatisfied with the action taken by the board of education, he/she may file an appeal with the State coordinator for homeless education, who will issue a final decision on the complaint. Within 5 school days following a request from the State coordinator, the homeless liaison shall provide the record of complaint and a copy of the board's decision along with any other information requested regarding issues in the appeal.

F. Transportation

The Board of Education will provide homeless students with transportation services comparable to those of other students. In addition, at the parent/guardian's request (or at the request of the homeless liaison for unaccompanied youth), the board will provide transportation services to/from the school of origin. The Superintendent or designee and the homeless liaison will coordinate homeless students' transportation needs, based on the child's best interest. In situations where a student attends school in this system but his/her temporary housing is in another system (or vice versa), the Superintendent or designee will work with the other system to share the cost and/or responsibility for transportation. If an agreement cannot be reached between the school systems, the cost of such transportation will be divided evenly.

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

If a homeless student becomes permanently housed and chooses to remain in his/her school of origin, the board will provide transportation to the student for the remainder of the school year.

G. Title I

Homeless students are automatically eligible for Title I services. The homeless liaison and the Title I director will collaborate to identify the needs of homeless students.

Legal References: McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431](#), *et seq.*; *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016); [G.S. 115C-366\(a2\)](#); [16 N.C.A.C. 6H .0112](#); State Board of Education Policy [SPLN-000](#)

Policy # 711, Code of Ethics, Standards of Conduct & Staff Responsibilities

The highest standards of honesty, integrity, and fairness must be exhibited by each employee when engaging in any activity concerning the school system; particularly in relationships with vendors, suppliers, students, parents, the public and other employees. Employee conduct should be such as to protect the person's integrity and/or reputation and that of the school system. Employees shall perform their jobs in a competent and ethical manner without violating public trust, applicable laws, policies, procedures or approved practices covering specific areas of activity. The absence of law, policy, or regulation covering a particular situation does not relieve an employee from the responsibility to exercise the highest ethical standards at all times.

For students to succeed, all school employees must approach their responsibilities conscientiously, always remembering that the ultimate responsibility of the school system is to provide students with the opportunity to receive a sound basic education.

A. All school employees shall:

1. Be familiar with, support, comply with and, when appropriate, enforce Caswell County Schools (CCS) Board policies, administrative procedures, school rules and applicable laws;
2. Attend to the safety and welfare of students, including the need to provide appropriate supervision;
3. Demonstrate integrity respect and commitment to the truth through attitudes, behavior and communication to others;
4. Accept responsibility for both the integrity and consequences of his or her actions;
5. Address or appropriately direct any complaints concerning school employees, the school program or school operations;
6. Support and encourage good school community relations in all interactions with students, parents and members of the community;
7. Faithfully and promptly attend work;
8. Maintain and protect school property; and
9. Maintain the confidentiality of student and personnel records and information as required by law.

Employees of Caswell County Schools who willfully violate the regulations, statutes, and policies (federal, state, and local) will be subject to disciplinary action implemented by the Caswell County Board of Education, or their designee, up to and including dismissal. Copies of CCS Board of Education Policy Manual are available on the district website.

- B. All employees shall notify the Director of Human Resources if they are arrested for, charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) other than a minor traffic violation (i.e., speeding, parking or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the Director of Human Resources no later than the next scheduled business day following the arrest, charge or conviction, unless the employee is hospitalized or incarcerated, in which case the employee must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee must report the disposition and pertinent facts in writing to the Director of Human Resources no later than the next

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

business day following the adjudication. Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.

In addition, all driver education instructors must immediately report to the Director of Human Resources any conviction that results in three or more points, and any conviction that could cause suspension or revocation of the driver's license in any state. The board will notify the Department of Public Instruction when an instructor loses his or her privilege to drive in North Carolina or any other state.

Failure by an employee to provide timely notice as described above may lead to disciplinary action up to, and including, dismissal.

Policy # 733, Voluntary Shared Leave

The purpose of voluntary shared leave is to provide economic relief for employees who, by reason of prolonged absence caused by serious medical conditions, are likely to suffer financial hardship. This policy allows employees to voluntarily donate leave so as to provide assistance to a fellow employee affected by a medical condition that requires absence from duty for a prolonged period of time.

Permission for an employee to receive shared leave will be granted by the Superintendent or his/her designee in response to a request from the employee, which includes an explanation of the serious medical condition(s) substantiated by a doctor's statement.

The desire of an employee to donate leave to another employee with an approved request for voluntary shared leave is to be communicated to the Superintendent by a letter, memorandum, or form signed and dated by the donating employee. The Superintendent or his/her designee will provide authorization to the Payroll Department for the transfer of leave if the donating employee meets the appropriate criteria as listed in the Department of Public Instruction Employee Benefits Manual:

1. Only permanent full-time and permanent part-time employees are eligible to receive/donate leave.
2. Donations of leave are made to a specific employee with an approved application for shared leave (no banks).
3. Donations of leave can be accepted only by employees with an approved application for shared leave as a result of a serious medical condition of self or immediate family. IMMEDIATE FAMILY for the purpose of eligibility for application is defined as spouse, children (including step relationships), parents or other dependents residing in the employee's household.
4. Donated leave can be used by an eligible employee only after the employee has exhausted all available leave. The twenty (20) days of extended sick leave are not to be included in the count of available leave to be exhausted.
5. Annual leave may be donated by any eligible employee to any eligible employee in the same School System.
6. Annual leave may be donated by any eligible employee to an immediate family member in the same or another LEA. IMMEDIATE FAMILY for the purpose of donating annual leave is defined as spouse, parents, children, brother, sister, grandparents and grandchildren, and also included are the step, half and in-law relationships.
7. Sick leave may be donated to a nonfamily member in the same or another LEA under the following provisions:
 - i. The donor shall not donate more than five days of sick leave per year to any one nonfamily member;
 - ii. The combined total of sick leave donated to a recipient from a nonfamily member donor shall not exceed 20 days per year;
 - iii. Donated sick leave shall not be used for retirement purposes.
8. A donor may not reduce his sick or annual leave balance below one-half to be earned in a year. A donor may not donate annual leave in an amount in excess of the amount that could be earned in one year.

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

- 9. Unused donated leave in excess of forty (40) hours at the expiration of the medical condition will be returned to the donors on a pro rata basis.

Questions should be directed to the Personnel Department.

Participation in shared leave is on a voluntary basis. The donating employee may not receive compensation in any form for the donation of leave. Any employee found guilty of giving or receiving compensation may be subject to dismissal.

III. NEW BUSINESS

1. Consent Agenda

Dr. Carter recommended approval of the consent agenda as presented. Mel Battle moved, seconded by Tracy Stanley to approve the consent agenda as presented. The motion carried unanimously.

- a. Early Graduates 2018-2019
- b. Request for Transfer

Student Name

Alcon, Landon
Barksdale, Ny-A’Nte
Beggary, Austin
Brandon, Alexander
Dixon-Streater, Matasia
Engle, Destiny
Hopson, Dakota
Hughes, Dashaun
Hughes, Dayonna
Irby, Gregory
Jay, Terika
Jones, Isaac
Jones, Stuart
Lewis, Aaron
Lipford, Marcus
Long, Casey
Mangrum, Holden

Student Name

Mason, Robert
McLaughlin, Lavendar
Miles, Tyshawn
Miner, Billings
Norton, Alexandria
Oakley, Hunter
Poteat, Jalen
Reavis, Nicholas
Russell, Marcus
Sales, Ryan
Slade, Shawn
Smith, Bryce
Thaxton, Ta’Shaun
Webster, Julie
Willard, Meghan
Wilson, Tahiyah
Wray, Dalton

Request for Transfer

Urias, Avery Ann South to Oakwood (2nd grade)

2. SRO Invoice

Dr. Carter recommended approval of the SRO (School Resource Officer) invoice as presented. Tracy Stanley moved, seconded by Wayne Owen to approve the SRO invoice as presented in the amount of \$49,000.00. The motion carried unanimously.

Funding will be as follows:

\$33,333 = 1.5850.039.311.000.000.00 (State Safety Grant – SRO Contracted Services)
\$15,667 = 1.5850.069.311.000.000.00 (State At-Risk SRO Contracted Services)

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

3. Resolution

Chairman Gladys Garland read aloud resolution for Catherine Lipscomb. Mel Battle moved, seconded by Wayne Owen to approve the resolution as presented. The motion carried unanimously.

*Resolution in Memorial and Appreciation
Of the Life of
Catherine Lipscomb*

WHEREAS, Catherine Lipscomb was born on September 16, 1943, and resided at 331 Parkway Drive, Yanceyville, NC, 27379, at the time of her death on December 20, 2018, and

WHEREAS, Catherine Lipscomb, affectionately known as Cat or Ms. Kitty Cat, was a faithful and loving wife, mother and friend and her family's welfare was her major and constant concern; and

WHEREAS, Catherine Lipscomb graduated from Caswell County High School and later furthered her education at Piedmont Community College, and

WHEREAS, Catherine Lipscomb was a member of High Rock Baptist Church and remained a faithful steward until her death. She was known for her sweet and gentle demeanor as well as being an independent woman with a huge sense of humor. She dedicated her life to her family and loved her children and grandchildren with all her heart; and

WHEREAS, Catherine Lipscomb was and employee of Caswell County Schools until her retirement and will be remembered by her Community and Board of Education for 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 Catherine Lipscomb 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 18th day of January 2019.

Gladys Garland, Chairman

Donna R. Hudson, Vice Chairman

Mel O. Battle

Vennie Beggarly

Ross Gwynn, Jr.

Wayne Owen

Tracy P. Stanley

Dr. Sandra Carter, Superintendent

IV. REPORTS/UPDATES

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

Dr. Carter shared that Maintenance Director Jerry Hatchett had touched base with Legacy Builders and was informed that there would be no increase from the sub-contractors. Dr. Carter shared that the delay in bringing this information to the board was due to the bond referendum which included safety. Dr. Carter stated she did not think it would look good to focus on the central office project when we needed to put safety first in our schools. At the last meeting, Mr. Hatchett mentioned to the board to consider a 20% contingency; however, no vote was taken. Upon further discussion with Mr. Hatchett a 10% contingency (which is normal) is recommended although it may not be needed.

Dr. Carter recommended a 10% contingency to the contract amount with Legacy Builders. Tracy Stanley moved, seconded by Vennie Beggarly to approve the 10% contingency to the contracted amount of \$399,000.

Mel Battle confirmed that we will stay at the \$399,000 plus \$39,990 and will not go beyond this amount. Dr. Carter confirmed this is correct.

Upon no further discussion, the motion carried unanimously.

Dr. Carter shared information noting the recent weather in which school was cancelled for students for two additional days. Dr. Carter shared that she has met with the elementary principals, Mr. Leak, Mrs. Mims and curriculum directors and reviewed a make-up plan. This plan will increase the instructional hours in the elementary and middle classrooms by 15 minutes. By adding these additional minutes this will cover the time missed due to the inclement weather. Plans have been discussed and made to make sure adequate breakfast time is provided for students. Minor changes will be needed for the bus routes and plans are to work with car riders if there are any issues. Instruction will begin at 8:15 a.m. in elementary schools. The high school already has enough time in their schedule which will allow the days missed to be forgiven. As of now with these recent decisions the calendar will not need to be revised and will indicate "no school" on those days that were missed.

Discussion took place on the start and end times as well as going forward. Dr. Carter stated that the increased instructional time will begin on January 28 and continue through the remainder of the year. Plans will be to look at including this in the school day for next year.

V. SUPERINTENDENT UPDATES

Dr. Carter indicated there is ongoing communication with County Manager Bryan Miller and the County Commissioners. A meeting was delayed due to the weather and has been rescheduled for Tuesday, January 22, 2019, to review the Memorandum of Understanding. Upon discussion, it appears that the commissioners do not feel the need for a committee and felt all are ready to move forward. The need for a project manager has been discussed. The commissioners will need to put out a Request for Quotation (RFQ) for the architectural firm. The feasibility and cost study will be submitted to support the needs of the high school. As of now we are in limbo but things look positive.

Dr. Carter also shared that Mr. Hatchett is ready to begin the security vestibules. He has a call into the Department of Public Instruction to confirm if the design needs to be submitted for Stoney Creek. We are ready to move forward and hope to have the documents on the handicap bathroom and paperwork for lottery funds at the January 28, 2019 meeting.

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

Ross Gwynn questioned if the commissioners seek architectural bids will this affect anything we have done. Dr. Carter stated that the USDA says they have to put it out for bids but did not see this being an issue. Mr. Gwynn questioned if there is any cost for this and will the Board of Education be responsible to pay this? Dr. Carter responded “no” and noted this needs to be shared with the commissioners.

Mel Battle shared input on the grant money received and stated clarity needs to be made on what the grant funds will pay for. Dr. Carter shared that a call was made to the Department of Public Instruction and she spoke with the lead architect. He indicated that the grant would not be pulled back due to a timing issue and the decreased time should not be a problem. She also stated that State Superintendent Mark Johnson stated that grants were awarded to projects that could begin within one year.

Dr. Carter shared she is meeting with County Manager Bryan Miller every week.

Dr. Carter also shared a copy of a survey from Connect Caswell 20/20. This survey is to support the need for broadband service/coverage in Caswell County. A copy of the survey will be sent home to students on Tuesday of next week if no objections from the board.

Ross Gwynn questioned what the outcome was regarding a meeting with the commissioners a few years ago and the need for internet service. Dr. Carter shared as far as she understood nothing ever came from it.

Dr. Carter also shared that Kim Mims with School Food Services is watching the budget due to the government shutdown.

Dr. Carter reviewed excessive testing is an issue that State Superintendent Mark Johnson is looking at to possibly assist in this area.

Dr. Carter shared she met with Nate Hall in regards to EPIC Caswell and they are looking at having an event in July around the square in Yanceyville. He inquired on using tables and chairs. Dr. Carter and the Board of Education reviewed the non-profit pricing for Civic Center tables and also suggested offering the old tables and chairs in the Whitley Building at no charge. If he chooses to use the tables from the Civic Center the non-profit rate would apply.

Dr. Carter shared an update on a meeting she attended along with Mr. Tyrrell on Tuesday at Caswell Pines. Many organizations and community members were in attendance to share what is occurring. A major focus was on health and Mr. Tyrrell shared an update of what the school system is doing. A “Fast Fact Sheet” was created by the curriculum directors and this was also shared at the meeting. Dr. Carter also shared that Vennie Beggarly and Mel Battle both attended.

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

**CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)**

record (NC General Statute 143-318.11(a)(1) and to confer with legal counsel at 9:55 a.m. Vennie Beggarly seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Wayne Owen made a motion to return to open session at 11:15 a.m. Tracy Stanley 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 Ross Gwynn to approve personnel listing as presented. The motion carried unanimously.

Resignation	
Oakwood Elementary	Jeri Jones, EC Teacher Asst./Bus Driver - Declined Position
N.L. Dillard Middle School	Jeremy Miller, Social Studies Teacher - Declined Position
South Elementary	Mitzi Smith, Teacher Asst. - Eff. January 1, 2019
Leave Notification	
North Elementary	Shirley Shive, EC Teacher = Eff. Jan. 3, 2019
Stoney Creek Elementary	Logan Webb, 3 rd Grade Teacher = Eff. Feb. 27-May 20, 2019
Employment	
South Elementary	Antonia Henderson, Child Nut. Mgr. = Eff. Jan. 15, 2019
South/Stoney Creek Elementary	Emma Burke, Music Teacher = Eff. Jan. 15, 2019
	Claire Daniel, Interim Art Teacher = Eff. Jan. 15, 2019 - June 13, 2019
Substitute	
District	Latisha Brown = Sub. Teacher = Eff. 1/15/19
South Elementary	Antonia Henderson = Before/After School Coord. Substitute = Eff. 12/14/18
Child Nutrition	Eva Neal, Child Nut. Sub. = Eff. 1/1/19
Bartlett Yancey High School	Elise Price, Bus Aide Sub. = 11/20/18
Central Office	Sheila Wilkinson, Admn. Asst. Sub. = 1/15/19
District	Jerome Wilson, Sub. Teacher = Eff. 1/15/19

IX. COMMUNICATIONS

- Gladys Garland asked for board members to fill out the sheet at their place indicating which date works best for an upcoming work session and to include topics or concerns.

CASWELL COUNTY BOARD OF EDUCATION MINUTES
January 18, 2019 (rescheduled from January 14, 2019)

- Mel Battle questioned if a decision could be made today regarding the date of the meeting. All were in agreement for January 28, 2019 beginning at 3:30 p.m. to 5:30 p.m.
- Mel Battle questioned what is a BOE manual? Gladys Garland responded that it will include a calendar of monthly events, provide aid for board members, budget codes, weather codes, etc.
- Mel Battle shared that he would like to discuss procedures for cancelling or rescheduling board meetings. Currently we have no procedure in place and would like this added to the work session agenda.
- Tracy Stanley shared she had lunch at Stoney Creek and saw that Olivia Talbert was filling in for the receptionist (who was out that day) and was very excited to be working in the school system.
- Dr. Carter shared that the extended day will begin on January 28th and plans have been reviewed at the school levels.
- Spelling Bee is scheduled for February 5, 2019 at 7:00 p.m. at the Caswell County Civic Center.
- Schools will be closed on January 21, 2019 in observance of Martin Luther King, Jr. Day.

X. BOARD MEMBER OBSERVATIONS

Ross Gwynn questioned where the plaque is for Mr. Whitley and if the building is still referred to as the Whitley Administration Building. It was shared that the plaque is still located in the Whitley Building and the building is still referenced as the same.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the meeting at 11:25 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 28, 2019 at 6:30 p.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent