

CASWELL COUNTY BOARD OF EDUCATION MINUTES

January 28, 2019

Work Session Minutes

The Caswell County Board of Education met in a work session on Monday, January 28, 2019, beginning at 3:30 p.m. in the Caswell County Schools Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Tracy Stanley, Mel Battle, Wayne Owen, Vennie Beggarly, and Ross Gwynn. Others present include Superintendent Dr. Sandra Carter. Connie Kimrey recorded the minutes. Donna Hudson was absent.

I. A. CALL TO ORDER

The meeting was called to order at 3:30 p.m.

Chairman Gladys Garland reviewed the agenda.

- Procedures for Closed Session

Discussion took place regarding current board Policy # 205 that does not include specifics for public comments in closed session. Dr. Carter shared a draft of a new paragraph to be included at the end of Policy # 205. If this is agreeable, Dr. Carter suggested deleting Policy # 325 altogether.

Mel Battle shared that it is important to make sure everyone understands the grievance process and that the chain of command is followed.

Upon no other discussion, Dr. Carter suggested adding this to the agenda to the board meeting to follow later in the evening as first reading.

Dr. Carter suggested changing the title to Policy # 482 and retitle to reflect "Student/Parent/Guardian". There were no objections.

Wayne Owen suggested once the policies were updated and approved that they be posted in the schools so that parents can read it and understand it.

- BOE Manual

A draft copy of a board manual was shared with the board members. Input was requested on items to be included. Gladys Garland shared this will be a useful tool for the board to use. Other items will be included and given back to the board once complete.

- Future work session dates and topics were on the agenda for review. It was agreed to have a budget work session on February 25, 2019 beginning at 3:30 p.m.

- Staff Morale and Involvement

Tracy Stanley questioned a teacher assistant position at South Elementary and why a teacher assistant position was cut at Stoney Creek.

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Wayne Owen shared he would like to review the possibility of staff making up time, due to inclement weather, at home. When delayed openings or early dismissals occur it would be nice to allow teachers to document their hours worked at home and show what they were working on. He felt this would be a good policy to look into as this would increase morale for teachers as well as provide a positive incentive. Discussion took place regarding timekeeper and concerns. Dr. Carter shared there are lots of variables to consider but will follow-up with principals for their input.

Regarding staff involvement, Mr. Owen questioned if staff, specifically teachers, are included when new program selections are being looked at and when decisions are made.

Wayne Owen had questions regarding the calendar committee and revisions to the calendar. Dr. Carter shared that the past committee consisted of a very large group. This year she plans to have the principal and one teacher representative. A copy of the guidelines and a blank calendar will also be provided to take back to their school for suggestions and input from staff and School Improvement Teams, which includes a parent representative.

- Bus Drivers/Recruitment/Concerns

Vennie Beggarly shared concerns that bus drivers not being made aware of students who have medical conditions. There is no emergency plan in place and drivers do not know how to perform CPR. Other concerns included students who continuously misbehave and continue to ride the bus.

Dr. Carter shared information from Transportation Director Anthony Leak as follows:

- GPS system is updating every minute.
- Mrs. Lipscomb can provide CPR training to bus drivers at a cost of \$50/driver. There is no money in transportation and funding would need to come from local budget. Drivers would also have to be paid while being trained.
- Emergency drills are in the planning stages for next year at the back to school meeting.
- Phones can be used only for assigned numbers and a message was sent out to drivers before Christmas break.
- Early morning calls are channeled through Mr. Leak and his assistant. Issues only occur when the phone system has internet problems.
- All drivers have Mr. Leak's cell phone number.
- Mr. Leak felt that the additional office support position will help.

Continued discussion took place on how to improve discipline on the bus. Principals should be sharing the form that was created to alert the driver that incidents have been reviewed.

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- Instructional Coaches (how are they helping our children)

Discussion took place regarding the support instructional coaches provide to teachers in schools.

- Approval of Invoices

Mel Battle questioned how payment is handled for the board attorney. Dr. Carter shared he is paid by the hour. Mr. Battle reviewed budget numbers for the attorney and noted this year \$50,000 was allotted. Dr. Carter shared that an invoice was recently paid and she can share it with the board for informational purposes.

- Rescheduling Board Meetings

Mel Battle reviewed recent meetings missed or rescheduled due to inclement weather and expressed that he felt a procedure needs to be in place in order to plan ahead. Wayne Owen also shared the same sentiments. Chairman Garland and Dr. Carter will create a plan for the board to review.

- Consent Agenda

Mel Battle shared that he felt the consent agenda was included to expedite meetings. He noted that some boards include board meeting minutes, joint meeting minutes, etc.

- Closed Session Minutes

Mel Battle shared that he felt we are rushed when reviewing closed session minutes and expressed the need for an allotted time to read and review the minutes.

- Child Nutrition / Annual Leave

Vennie Beggarly shared concerns regarding child nutrition employees not being allowed to use annual leave days when inclement weather occurs. She stated she had reviewed all board policies as well as other policies and could not find anything to support this. She was concerned if the child nutrition staff can accrue annual leave days why they cannot take them for makeup time when school is closed or delayed. Dr. Carter shared she had spoken with Kim Mims, Child Nutrition Director, and she is checking; however she indicated this has been the protocol that has been used dating back to the 1960's. One concern is the cost control and if the decision is made to change the procedures the board would most likely need to allocate funding to support a negative operating balance. Child nutrition employees are paid for their annual leave days upon retirement.

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Continued discussion took place on this topic. It was agreed that Dr. Carter would talk with Mrs. Mims to provide information to the board to show what the cost could be and if this is something the board would like to pursue. If changes are to be made, the budget would need to be reflective to support this change.

Adjourn

Ross Gwynn moved, seconded by Tracy Stanley to adjourn the work session meeting at 5:30 p.m. The motion carried unanimously.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent