

**CASWELL COUNTY BOARD OF EDUCATION MINUTES**

**July 26, 2021**

The Caswell County Board of Education met in regular session on Monday, July 26, 2021 at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Wayne Owen, Vice Chair Gladys Garland, Trudy Blackwell, Mel Battle, Donna Hudson, Tracy Stanley, and Vennie Beggarly. Others present include Superintendent Dr. Sandra Carter, Andrew Tyrrell, Amy Chandler, Carol Boaz, Carla Murray, Steve Evans, Jennifer O'Briant, Jerry Hatchett, Franchesca Gantt, and Board Attorney Ron Bradsher. Connie Kimrey recorded the minutes. Meeting was livestreamed via Zoom.

**I. A. CALL TO ORDER**

The meeting was called to order by Chairman Wayne Owen. A moment of silence was observed followed by the Pledge of Allegiance.

**I. B. APPROVAL OF MINUTES**

Gladys Garland moved, seconded by Donna Hudson, to approve the minutes of the June 28, 2021 regular meeting as presented. The motion carried unanimously.

**I. C. APPROVAL OF AGENDA**

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

**I. D. ANNOUNCEMENTS**

Dr. Carter shared she is still awaiting official information regarding the School Resource Officer grant and will update the board once it is official.

**I. E. PUBLIC COMMENTS**

None at this time.

**II. UNFINISHED BUSINESS**

None at this time.

**III. NEW BUSINESS**

1. Consent Agenda

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

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(APPROVED)

Request for Transfer

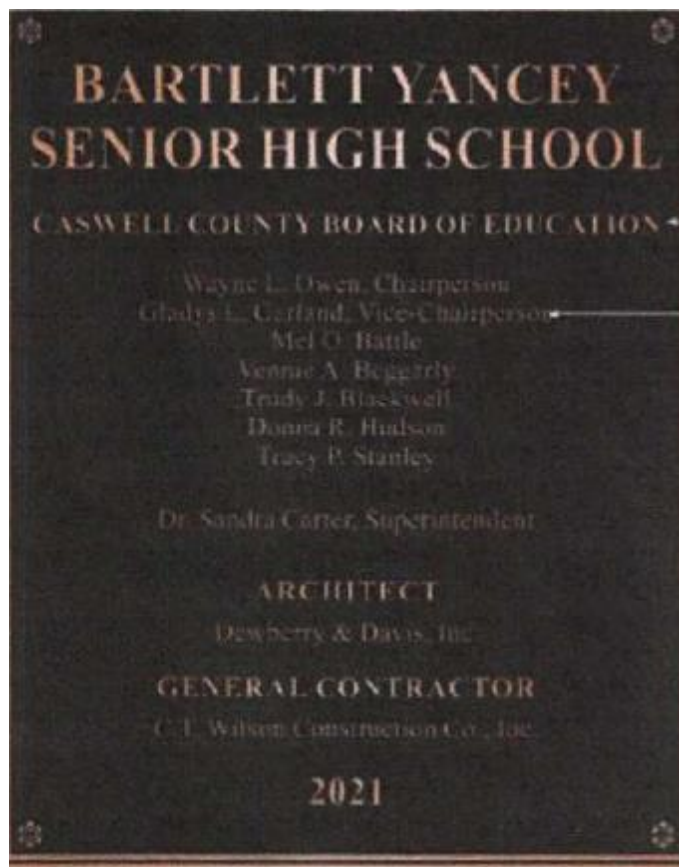
Malone, Gavin	Caswell	to	Person (6 <sup>th</sup> )
Yarbrough, Kayden	Caswell	to	Person (2 <sup>nd</sup> )

(DENIED)

Yates, William A.	Stoney Creek	to	Oakwood (5 <sup>th</sup> )
Yates, Joseph	Stoney Creek	to	Oakwood (1 <sup>st</sup> )

Plaque for Bartlett Yancey Senior High School

(polled for approval by Board of Education with confirmation of names and spelling).



iStation Reading and Math Bundle

istation Reading & Math Bundle	North	\$7,773.70
istation Reading & Math Bundle	Oakwood	7,773.70
istation Reading & Math Bundle	South	7,773.70
istation Reading & Math Bundle	Stoney Creek	4,504.40
Total:		\$27,825.50
Discount:		(\$5,565.10)
Customer Total:		\$22,260.40

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Funding:		
North	3.5330.050.418.334.000.00	\$6,218.96
Oakwood	3.5330.050.418.339.000.00	6,218.96
South	3.5330.050.418.342.000.00	6,218.96
Stoney Creek	3.5330.050.418.344.00.00	3,603.52

Cheshire Center (Speech Therapy Contract - Amended)

Cost - \$58/hr.

Estimated Annual Cost - \$231,768

Responsibilities - Cheshire Center provides the system with up to 5 speech therapists (full/part time) to serve students in pre-school settings, school settings, and home settings. They will provide direct speech/language instruction, complete evaluations, and develop/hold IEPs meetings.

(Amendment to this contract is due to the inability of Colleen Vest (independent contractor) to fulfill the contract previously approved for her in May. Cheshire (an already approved provider) was able to locate a therapist to fill this position for the district. The change is the increase of expense for the additional therapist).

Property Insurance

Office of State Fire Marshall -Risk Management

Policy # 21170 - Coverage Period: 7/1/21 to 7/1/22

Insured Value: \$110,999,715

Cost: \$51,976.00

Funding: Local Property Insurance Funds (2.6613.802.373.810.000.00)

2. Indoor Air Quality Needs Assessment - Brady

Andrew Tyrrell, Assistant Superintendent, reviewed contract with Brady to provide an indoor air quality needs assessment (Phase 1). Mr. Tyrrell shared this assessment will look into our school facilities and submit their recommendations. It was shared that dependent upon the scope of the work the findings will be brought back to the Board of Education for review. The timeframe will take approximately ten weeks; however, it may be longer as the high school areas will need to be included. It was shared that the old gym will definitely need improvement noting that a new heating system was recently added with the new construction. The heating system was a replacement of what was in place which did not include air conditioning.

Upon review, Dr. Carter recommended approval of the contract with Brady for Indoor Air Quality Needs Assessment as presented at a cost of \$47,750 using ESSER funding. Donna Hudson moved, seconded by Gladys Garland to approve the contract with Brady as presented.

Question was asked why there was no air conditioning included in the old gym. It was shared that on the redesign phase of the high school there were budget concerns and replacement, rather than expansion costs were utilized by the architect.

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Upon no further questions, the motion made by Donna Hudson, seconded by Gladys Garland, to approve contract with Brady for Indoor Quality Needs Assessment at a cost of \$47,750 using ESSER funds was approved unanimously.

### 3. NL Dillard Middle School Handbook

Assistant Superintendent Andrew Tyrrell reviewed changes to the middle school handbook as well as shared information that was based on the North Carolina Strong Toolkit. He noted that additional changes may take place based on the requirements from the State and these would be updated accordingly.

Upon review, Dr. Carter recommended approval of the NL Dillard Middle School handbook for 2021-2022 as presented. Mel Battle moved, seconded by Vennie Beggarly to approve the NL Dillard Middle School handbook as presented. The motion carried unanimously.

Question was asked regarding including work hours for teachers. Mrs. Gantt shared the end of the day for a teacher is 3:20 p.m. and will include this in the handbook.

Changes include:

- Wording to include: "Additional changes may be necessary based upon safety policies and procedures recommended by Governor's Executive Orders, NCDHHS, K-12 Strong Schools NC Toolkit, and the Caswell County Health Department. All changes and updates will be communicated in a timely manner."
- Updated Operating Schedule/Bell Schedule
- Remove verbiage for Plan B
- School Meal Program - Cafeteria Prices
- Covid-19 Information
- Title I - Parent Involvement

### 4. Elementary School Handbooks

Assistant Superintendent Andrew Tyrrell reviewed changes made to the elementary school handbooks which will also include changes based on the StrongSchoolsNC Toolkit.

Dr. Carter recommended approval of elementary school handbooks for 2021-2022 as presented. Donna Hudson moved, seconded by Gladys Garland, to approve the elementary school handbooks as presented for 2021-2022. The motion carried unanimously.

Changes based on the StrongSchoolsNC Public Health Toolkit K-12:

- Assembly Programs, Extra Curricular Activities, Field Day, Field Trips may be held based on NCDHHS requirements and the StrongSchoolsNC Toolkit K-12 recommendations.

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- Visitors may be approved based on school policies, NCDHHS recommendations and the StrongSchoolsNC Toolkit K-12 requirements.
- Volunteers/Guest Speakers/Community Resources – Caswell County Schools Board of Education Policy # 792 – The volunteer program may be altered based on NCDHHS recommendations and the StrongSchoolsNC Toolkit K-12 requirements.
- Other minor changes were reviewed for each elementary school.

5. Resolutions

Gladys Garland read aloud resolutions for former employees who recently passed away. Trudy Blackwell moved, seconded by Vennie Beggarly, to approve the resolutions as presented. The motion carried unanimously.

*Resolution in Memorial and Appreciation  
Of the Life of  
Mary Lou Duke*



**WHEREAS**, Mary Lou Duke, was born on October 4, 1943, and resided in Providence, NC, at the time of her death on June 29, 2021, and

**WHEREAS**, Mary Duke, was a faithful and loving wife, step-mother, sister, aunt, and friend and her family’s welfare was her major and constant concern; and

**WHEREAS**, Mary Duke was a member of Faith Christian Church, where her late husband, Cleveland Duke, served as the minister for many years. She was very active in the church and served as a pianist; and

**WHEREAS**, Mary Duke graduated from Campbell College with a Degree in Elementary Education and taught at Cobb and North Elementary School before retiring after 30 years of service; and

**WHEREAS**, Mary Duke will be remembered for 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 Mary Duke 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 26<sup>th</sup> day of July 2021.

\_\_\_\_\_  
Wayne Owen, Chairman

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Gladys Garland, Vice Chairman

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Mel O. Battle

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

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Trudy Blackwell

Donna R. Hudson

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Tracy P. Stanley

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Dr. Sandra Carter, Superintendent

*Resolution in Memorial and Appreciation  
Of the Life of  
Hildra B. Phillips*

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**WHEREAS**, Hildra B. Phillips, was born on December 1, 1937, and resided in Mebane, NC, at the time of her death on July 1, 2021, and

**WHEREAS**, Hildra Phillips, was a faithful and loving daughter, sister, aunt, and friend and her family's welfare was her major and constant concern; and

**WHEREAS**, Hildra Phillips was an active member of Sweet Gum Grove Missionary Baptist Church in Mebane, NC and served in many capacities including the Finance Committee, Sunday School Teacher, and Vacation Bible School Teacher; and

**WHEREAS**, Hildra Phillips graduated from the Caswell County School System and received her B.S. Degree in Education from Winston-Salem State University. She furthered her education at Duke University and later continued to study Education at North Carolina Central University and A&T State University; and

**WHEREAS**, Hildra Phillips was employed 34 years with Caswell County Schools serving as a teacher and also a librarian. She also used her education skills to tutor children that had problems in Math and Reading and also served as a Cub Scout leader for Troop 304 for many years. She will be remembered for 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 Hildra Phillips 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 26<sup>th</sup> day of July 2021.

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Wayne Owen, Chairman

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Gladys Garland, Vice Chairman

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Mel O. Battle

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Vennie Beggarly

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Trudy Blackwell

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Donna R. Hudson

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Tracy P. Stanley

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Dr. Sandra Carter, Superintendent

6. Federal Program Certification

Assistant Superintendent Andrew Tyrrell read aloud for the minutes the NC Prayer Certification and Single Set of Assurances that must be recorded in the Board of Education minutes as required by the Elementary and Secondary Education Act of 1965 and the Every Student Succeeds Acts of 2015. Compliance with these guidelines is mandated in order to receive Federal funding.

7. International Cultural Exchange Services

Assistant Superintendent Andrew Tyrrell reviewed request for an Exchange Student to attend Bartlett Yancey Senior High School. The application was received and has met all requirements through the International Cultural Exchange Services. Upon questioning regarding Covid vaccination, Mr. Tyrrell shared he will follow-up with the family who will be hosting regarding vaccinations and quarantine concerns once student arrives. The application met all requirements of the Board of Education Policy # 415 Foreign Exchange Students.

Mr. Tyrrell was asked to follow-up on how host families are chosen to sponsor an exchange student. It was noted in years past that this occurred frequently.

Dr. Carter recommended approval of application from the International Cultural Exchange Services as presented. Vennie Beggarly moved, seconded by Gladys Garland, to approve the application submitted by the International Cultural Exchange Services. The motion carried unanimously.

8. Mowing RFP/Lawn Mower Proposal

Dr. Carter reviewed information regarding the mowing contract and noted it was time to submit bids for the upcoming school year as the current contract is ending. Concerns were shared regarding the athletic grounds and who is responsible for upkeep. A new lawnmower was recently purchased for the high school as the current mower was in need of excessive repairs. The custodian at the high school is responsible for mowing the high school grounds and the athletic fields. Another mower is needed at NL Dillard Middle to provide coverage for the athletic fields during sport seasons. The mowing contract will include coverage for June, July, and August; however, it was shared that guidelines needs to be included in the upcoming request for proposal to list certain protocols on mowing the athletic fields at the middle school. Limited staff which would include the athletic director and a few other people would have authorization to use the new mower for the middle school.

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Dr. Carter recommended approval of a new mower for the middle school at a cost of \$8,646.75 using Capital Outlay Maintenance Equipment funds and approval of the request for proposal which will include an addition of three months (June, July, August) of the NL Dillard Middle School athletic fields. Mel Battle moved, seconded by Gladys Garland, to approve a new mower for the middle school at a cost of \$8,646.75 using Capital Outlay Maintenance Equipment funds and approval of the request for proposal which will include an addition of three months (June, July, August) of the athletic fields at NL Dillard Middle School. The motion carried unanimously.

Bids for mowing services will be brought back to the Board of Education for review and approval once received.

It was requested that once the proper personnel has been trained on mowing that the board would like to be updated so they can see how the fields look. Maintenance Director will look into the old mower from the high school to see if it is worth repairing and if so will make the proper updates so that it can be included in the surplus sale.

### 9. Sign-On Bonus Review

Dr. Carter shared that currently we offer a \$2000 sign-on bonus for Math/Science/EC teachers and \$1000 for other hard to fill teaching positions. \$45,000 is allotted in the budget line for Title II funds. Discussion took place regarding surrounding districts and supplements that are offered and the board was in agreement not to get rid of the sign-on bonus. The sign-on bonus will remain as currently offered.

## IV. SUPERINTENDENT UPDATES

- Summer School numbers for the second session were shared with the board.
- Dr. Carter requested clarification from the Board of Education regarding classified step-scale and when to pay out. Dr. Carter shared it makes a difference in the items included in the interim spending resolution. It was agreed that it should be implemented each July. Dr. Carter shared that due to payroll timeline for July that the step-scale will be paid out in August and retro pay for the month of July for classified employees.
- StrongSchoolsNC Public Health Toolkit (K-12) was reviewed by Assistant Superintendent Andrew Tyrrell. Mr. Tyrrell noted several changes that went from "required" to "should/should consider" or "strongly advise." Updated quarantine guidance and mask wearing are also included and the removal of all options related to "A, B, and C." Mr. Tyrrell shared that there may be difficulty in forcing the mask policy if not made as universal. Social distancing will change as last year there was not 100% of students in the building and this year it will be difficult to enforce six feet. It is recommended to social distance as manageable. Upon review Mr. Tyrrell shared he will draft something soon to send out to parents to update them on what is tentatively planned for the return to school for students. He plans to meet with the school nurses to review and discuss the advantages of universal masking. Other concerns include



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what will school open house look like along with transportation, cafeteria use, etc. All of these issues need to be addressed so information can go out to parents as soon as possible.

**V. REPORTS/UPDATES**

Questions regarding the second session of Summer School were asked. Carol Boaz followed up by sharing that the second session was not as high enrollment as the first which was expected. Adjustments were made with staff at each of the two sites to accommodate students based on class size.

**VI. CLOSED SESSION**

Vennie Beggarly 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. Vennie Beggarly seconded the motion. The motion carried unanimously.

**VIII. PERSONNEL LISTING**

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

<b>Resignation</b>	
Bartlett Yancey Sr. High School	Derrick Jones, 9-12 Social Studies Teacher = Eff. 8/20/21
Stoney Creek Elementary	Vada Thompson, K-5 Teacher = Eff. 7/15/21
<b>Employment</b>	
NL Dillard Middle School	Annette Gottuso, 6-8 Art Teacher = Eff. 8/13/21
Transportation	Steven McGowan, Substitute Bus Driver = Eff. 8/13/21

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Dr. Carter recommended for Dr. Carla Murray (Principal at North Elementary) to be held-harmless for the 2021-2022 school year. Tracy Stanley moved, seconded by Donna Hudson, to approve Dr. Carla Murray to be held harmless for the 2021-2022 school year. The motion carried unanimously.

Dr. Carter recommended naming Andrew Tyrrell as Interim Finance Officer and offering a \$1000 stipend per month until a new Finance Officer is hired. Tracy Stanley moved, seconded by Mel Battle, to approve Andrew Tyrrell as the Interim Finance Officer with a \$1000 stipend per month while serving in this capacity. The motion carried unanimously.

Dr. Carter recommended including principals in the 10% supplement as discussed in the special called meeting of July 21, 2021 using ESSER funds. Tracy Stanley moved, seconded by Trudy Blackwell, to approve including principals in the 10% supplement using ESSER funding. The motion carried unanimously.

**IX. COMMUNICATIONS**

- Master Board Training = July 28, 2021 @ 9:00 a.m.

**X. BOARD MEMBER OBSERVATIONS**

None at this time.

**XI. ADJOURN**

Vennie Beggarly made a motion to adjourn the meeting at 1:57 p.m., Tracy Stanley seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on August 9, 2021 at 9:00 a.m. in the Caswell County Schools Administration Building.

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Wayne Owen  
Chairman

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Dr. Sandra Carter  
Superintendent