

CASWELL COUNTY BOARD OF EDUCATION MINUTES

July 27, 2020

The Caswell County Board of Education met in regular session on Monday, July 27, 2020, at 9:00a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chair Wayne Owen, Ross Gwynn, Tracy Stanley, Vennie Beggarly, and Mel Battle. Others present include Superintendent Dr. Sandra Carter, HR Director Nicole McGhee and Debra Ferrell (Caswell Messenger). Chief Finance Officer Amy Chandler and Assistant Superintendent Andrew Tyrrell virtually attended the meeting. Donna Hudson was absent. Dr. Sandra Carter recorded the minutes.

I. A. CALL TO ORDER

The meeting was called to order by Chairman Garland. 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 minutes of the June 22, 2020 regular meeting and the July 13, 2020 special called meeting. The motion to approve the minutes carried unanimously.

I. C. APPROVAL OF AGENDA

Ross Gwynn moved, seconded by Mel Battle, to approve the agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Dr. Carter acknowledged the successful BYSHS Ground Breaking Ceremony that took place on Wednesday, July 22, 2020. Pictures and a video of the ceremony are posted on the district website. It was also shared that bricks from the demolition of BYSHS are available in the front of the Civic Center. Dr. Carter will share the opportunity for bricks with the public.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

None at this time.

III. NEW BUSINESS

1. Consent Agenda

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Dr. Carter recommended approval of the consent agenda. Tracy Stanley moved, seconded by Vennie Beggarly, to approve the consent agenda as presented. Concern was voiced regarding the lawn care service and to make certain that the debris as well as bushes are kept up, specifically at NLDMS. Other comments included Ms. Chandler sharing that the budget report for last quarter should be ready in August. Other questions regarding checking the address of a transfer request, verifying the copier costs, e-rate change and Hotspot device locations. Once the CARES Act funding is finalized, a list will be provided to the Board. When Hotspots are received and areas of greatest need are secured, Dr. Carter will share list with the Board as well as send information to parents. The motion to approve the consent agenda carried unanimously.

Transfer Request:
School year 2020-2021

Harris, Claire G.	Caswell	to	Person	(K)
Lunsford, Thomas	Caswell	to	Rockingham	(11)
Yarbrough, Kayden	Caswell	to	Person	(1)
Barringer, Robert	South Elem	to	North Elem	(2)
Williams, Joi	Alamance	to	Caswell	(6)

CASWELL COUNTY SCHOOLS										BUDGET AMENDMENT # 19										
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, 2020.																				
#	Account Code							Description	Debit							Credit				
1	1	7200	154	221	000	000	00	Food Purchases								48,786.00				
	1	5110	015	342	000	000	00	Postage	1,266.00											
	1	5860	154	462	000	000	00	Instr Technology-Computer Equipment	22,136.00											
	1	6540	154	411	000	000	00	Custodial Supplies	25,384.00											
2	1	7200	154	174	000	000	00	C/N Employees								38,308.60				
	1	7200	154	211	000	000	00	Employer Social Security								2,930.61				
	1	7200	154	221	000	000	00	Employer Retirement								7,546.79				
	1	8400	154	715	000	000	00	Interfund Transfer to Enterprise Fund	48,786.00											
3	1	7200	125	411	000	000	00	C/N Supplies								38,000.00				
	1	6550	125	187	000	000	00	Transportation Salary Differential	29,839.00											
	1	6550	125	211	000	000	00	Employer Social Security	2,283.00											
	1	6550	125	221	000	000	00	Employer Retirement	5,878.00											

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CASWELL COUNTY SCHOOLS								BUDGET AMENDMENT # 19				
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Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2020.												
#	Account Code							Description	Debit		Credit	
4	1	5110	019	315	000	000	00	Small Schools Copier Costs				15,000.00
	1	5110	019	411	000	000	00	Small Schools Supplies				18,000.00
	1	5110	019	332	000	000	00	Small Schools Travel				3,200.00
	1	5110	019	342	000	000	00	Small Schools Postage				4,000.00
	1	5110	019	411	000	000	00	Small Schools Supplies				2,500.00
	1	5404	019	116	000	000	00	Assistant Principal Salary				57,601.00
	1	5404	019	211	000	000	00	Employer Social Security				4,406.00
	1	5404	019	221	000	000	00	Employer Retirement				11,347.00
	1	6580	019	175	000	000	00	Maintenance Personnel Salary	91,130.00			
	1	6580	019	211	000	000	00	Employer Social Security	6,971.00			
	1	6580	019	221	000	000	00	Employer Retirement	17,953.00			
	1	5310	069	121	000	000	00	At Risk Teacher				22,136.00
	1	5310	069	142	000	000	00	At Risk Sub Pay				6,000.00
	1	5310	069	211	000	000	00	Employer Social Security				2,152.00
	1	5310	069	221	000	000	00	Employer Retirement				4,361.00
	1	5310	069	418	000	000	00	At Risk Computer Software				14,060.00
	1	5840	069	411	000	000	00	Health Services Supplies				2,918.00
	1	6540	069	173	000	000	00	At Risk-Custodian				9,655.00
	1	6540	069	211	000	000	00	Employer Social Security				739.00
	1	6540	069	221	000	000	00	Employer Retirement				1,901.00
	1	5420	069	116	000	000	00	At Risk Asst. Principal	50,194.00			
	1	5420	069	211	000	000	00	Employer Social Security	3,840.00			
	1	5420	069	221	000	000	00	Employer Retirement	9,888.00			
	1	5840	069	411	000	000	00	Health Services Supplies				
	1	5110	024	121	000	000	00	DSSF-Teacher Salary				2,587.00
	1	5110	024	211	000	000	00	Employer Social Security				198.00
	1	5110	024	221	000	000	00	Employer Retirement				510.00
	1	5110	024	312	000	000	00	DSSF Workshops				624.00
	1	5110	024	411	000	000	00	DSSF Supplies				3,264.00
	1	5330	024	198	000	000	00	DSSF Tutoring	5,640.00			
	1	5330	024	211	000	000	00	Employer Social Security	432.00			
	1	5330	024	221	000	000	00	Employer Retirement	1,111.00			
	1	5110	003	162	000	000	00	Sub Pay				40,873.00
	1	5110	003	211	000	000	00	Employer Social Security				3,127.00
	1	6200	003	151	000	000	00	EC Support Staff	29,599.00			
	1	6200	003	211	000	000	00	Employer Social Security	2,264.00			
	1	6200	003	221	000	000	00	Employer Retirement	5,831.00			
	1	6200	003	231	000	000	00	Employer Hospitalization	6,306.00			
									366,731.00		366,731.00	

Justification(s):

- 1 Align Budget for Coronavirus funding from the State for Postage, Computer Equipment, and Custodial Supplies.
- 2 Align Budget for Coronavirus funding-new guidance from State to report CN expenditures.
- 3 Align Budget for CN CARES Act funding to utilize funding to pay transportation employees to deliver meals.
- 4 Align Budget for utilization of state funds to avoid funding reversions.

Funding Source: State

Total appropriation in current budget:	\$ 20,201,896
Amount of increase/decrease of amendment:	\$ 0
Total appropriation in amended budget:	\$ 20,201,896

Passed by majority vote of the Caswell County Board of Education
on the 25th day of June 2020

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Xerox Additional Copier

Xerox Altalink C8045 (.045 color charge)
Base payment 59 @ \$192 (monthly charge)

E-rate Consulting Agreement

Clarity Solutions, Inc.
E-rate Consulting Agreement - Extension and Amendment for Funding Year
2021 Between Caswell County Schools and Clarity Solutions, Inc.

Lawn Maintenance Contract

Custom Cuts Outdoor Maintenance
(741 Rudd Ridge Road, Yanceyville, NC 27379)
Contact: Larry Butts

Included Properties: South, North, Stoney Creek, Oakwood, NL Dillard and Central
Office

Basic Lawncare:

Grass will be mowed on a weekly basis, April through October, or as needed
(per maintenance director).
Trimming will be done each mowing (all non-moweable areas)
Edge all walkways and sidewalks
Herbicide spraying - parking lots/walks/bedding areas (materials included)
All walkways and parking lots will be blown off after each mow

Shrub/Bedding Maintenance

All bedding areas will be maintained weekly, herbicide applied as needed to
maintain clean bedding areas
Shrubs trimmed twice yearly or as needed, can be scheduled by maintenance
director at any time during year

Leaf Removal

Leaves removed on a weekly basis until clean
Includes all grounds/walks/and parking lots

Insurance (KB Hamlett Insurance)

Workers Compensation (The Sentinel Insurance Company)
Commercial General Liability (Hartford)

Contract Terms

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Custom Cuts will furnish all labor, materials and equipment to perform and complete work required for the lawn maintenance services in an efficient and workmanlike manner. All lawn maintenance will be completed after regular school hours or during the weekend. The initial term of this contract shall commence on the effective start date and expire ONE YEAR to date. Contract can be terminated, with a 30 day notice, by either party if service terms or compensation terms are not satisfactory.

Compensation

Compensation is due to Custom Cuts in 12 payments (monthly) of \$3,833.00 with a year total of \$45,996.00. Payments are to begin the month of effective start date.

Amendment (Per Board Attorney - Ron Bradsher)

Custom Cuts Outdoor maintenance shall indemnify and hold the Caswell County School System harmless from any and all liability, damage, loss, claim, cause of action, etc. arising out of or in any way associated with any operation, action, or omission of Custom Cuts Outdoor Maintenance, its employees, agents, subcontractors, assigns, licenses, etc.

Sessions Consulting, Inc. (Sales & Use Tax Claim Contract)

Sales & Use Tax Claim Contract Fiscal Year 2019/2020, 2020/2021 and 2021/2022

Office of State Fire Marshall - Property Insurance

NC Dept. of Public Instruction / Budget Code: 0805-434600-610166650

Insurable Value: \$120,386,331

Property(\$49,730.00) / Terrorism (\$1,000.00) / Amount Due = \$50,730.00

Requests for Transfer

Harris, Claire	Caswell	to	Person (5 th)
Lunsford, Thomas	Caswell	to	Rockingham (11 th)
Yarbrough, Kayden	Caswell	to	Person (1 st)
Barringer, Robert	South	to	North (2 nd)**
Williams, Joi	Alamance	to	Caswell
			NL Dillard (6 th)**

**Employee of School System

CARES Act Funding (Hot Spots)

(PRC 128) Home & Community WiFi / CARES Act Funding for Hot Spots
Funding up to \$23,798 (approximately 92 Hot Spots)

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Cost per device \$256.56 per year out the door (\$20.00 per month plus \$1.38 in taxes for a total of \$21.38 x 12 month contract = \$256.56)

2. Resolutions

Wayne Owen read the Resolution for John Cannon. Gladys Garland read the Resolution for Harlean Hill. Tracy Stanley made the motion to approve the Resolutions, seconded by Wayne Owen. The motion carried unanimously.

*Resolution in Memorial and Appreciation
Of the Life of
John Henry Cannon*

WHEREAS, John Henry Cannon, was born on October 8, 1946, and resided at 3813 Allison Road, Pelham, NC, 27311, at the time of his death on April 2, 2020, and

WHEREAS, John Cannon, was a faithful and loving husband, father, brother, and friend and his family's welfare was his major and constant concern; and

WHEREAS, John Cannon, attended Caswell County High School and worked at Goodyear Tire and Rubber Company for 30 years. After his retirement in 2009, he drove buses for the Caswell County School System and was an active servant of the community offering to help anyone he could; and

WHEREAS, John Cannon, was a faithful and loving member of Mineral Springs Baptist Church where he served as a Trustee and sang in the Male Chorus; and

WHEREAS, John touched the lives of many throughout his career and the staff of Caswell County Schools will miss his kind smile and friendly hello. He will be remembered by his Community and Board of Education for his leadership and his commitment to education; and being known for his 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 John Cannon and expresses its sympathy to his 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 27th day of July 2020.

Gladys Garland, Chairman

Wayne Owen, Vice Chairman

Mel O. Battle

Vennie Beggarly

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Ross Gwynn, Jr.

Donna R. Hudson

Tracy P. Stanley

Dr. Sandra Carter, Superintendent

*Resolution in Memorial and Appreciation
Of the Life of
Harlean Bigelow Hill*

WHEREAS, Harlean Bigelow Hill, was born in 1938, and resided in Yanceyville, NC, at the time of her death on June 27, 2020, and

WHEREAS, Harlean Hill, was a faithful and loving wife, mother, and friend and her family's welfare was her major and constant concern; and

WHEREAS, Harlean Hill was a faithful and dedicated member of Pearson Chapel AME Church where she sang in the Senior Choir, served as a Class Leader, participated on the hospitality committee, and attended Sunday School regularly until health challenges made it too difficult; and

WHEREAS, Harlean Hill was born in New York and lived and attended school in Red Bank, New Jersey. Harlean moved to Yanceyville, North Carolina in her youth and attended Caswell County Training School graduating with the Class of 1955; and

WHEREAS, Harlean Hill was employed with Caswell County Schools for over 34 years. She began her career as a cafeteria worker, library assistant and spent most of her years serving as a teacher's assistant at Stoney Creek Elementary. Harlean was one of the first teacher's assistant to serve in the kindergarten classrooms for Caswell County Schools. She truly enjoyed working with young students. As a mature, compassionate educator she often offered wisdom and encouragement to younger teachers and staff. After retirement she joined the Retired School Personnel Association and enjoyed fellowship with other school retirees. Harlean was a special individual and the former students of Stoney Creek Elementary will always treasure her caring and compassionate personality. 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 Harlean Hill 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 27th day of July 2020.

Gladys Garland, Chairman

Wayne Owen, Vice Chairman

Mel O. Battle

Vennie Beggarly

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Ross Gwynn, Jr.

Donna R. Hudson

Tracy P. Stanley

Dr. Sandra Carter, Superintendent

3. LT Consulting, LLC Contract

Dr. Carter shared that the contract with LT Consulting is coming before the Board due to the recommendation of USDA. As the financing entity, USDA has requested for budget purposes that a “not to exceed” amount for LT Consulting be included in the budget. After discussion with Bryan Miller and approval from their attorney, Brian Ferrell, the contract recommendation is coming before the Board. If approved, the contract will then go before the Commissioners. If approved by the Commissioners, it will then go to USDA to finalize their requirements for financing the project. It was discussed that originally, the estimated cost for the owner’s representative was not to exceed \$50,000, at which time the county would also have a representative for the project. Once Bill Powell (LT Consulting) was approved by the Board of Education, he also met the requirements of needs for the County and then was approved for represent both Boards. There was also the need for Mr. Powell to secure additional insurance, as the owner’s representative. This increase in requirements resulted in additional time and hourly rates. Upon discussion, Ross Gwynn made the motion to approve the contract for LT Consulting, which was seconded by Tracy Stanley and carried unanimously.

LT Consulting, LLC Contract Dated Feb 17, 2020
Amendment # 1 - July 15, 2020
Establishing a Not-To-Exceed Project Budget

Based on the contracted scope of Owner Representative services on the Bartlett Yancey Senior High School project, and as requested by USDA per Contract Paragraph 21, LT Consulting LLC has considered the current needs on the project and recommends a Not-To-Exceed budgeted fee for this project over two years estimated as below:

The estimated is based on averaging 2-8 hour days a week at the agreed unit prices plus travel and mileage expenses.

Weekly estimated cost	\$1,500 per week
Weeks per year	x 50 week
2 Years	x 2 years

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Total budget of estimated cost \$150,000

NOT TO EXCEED TOTAL FEE \$150,000 over 24 months

The above budget breakdown of the estimated fees includes unit rates and estimated quantities. Invoices will be prepared per the 2-17-2020 contract monthly, based on the actual amount of time expended. However, the above budgeted cost can be considered a Not-To-Exceed fee based on the proposed scope of work and we will not exceed this amount without Owner prior approval. It should be noted that LT Consulting's actual amount of time on-site will be based heavily on the contractors' efficiency, construction schedule and such other factors as weather, delays, postponements, and Owner requested services. Given these variables, this cost estimate should only be considered approximate.

IV. REPORTS/UPDATES

None at this time.

V. SUPERINTENDENT UPDATES

1. BYSHS Construction Updates

Dr. Carter shared that the Board is invited to walk through the Temporary Classroom Building on Tuesday, July 28, 2020 at 4:00pm with Bill Powell, owners' representative. Board members are required to wear protective gear, as discussed.

2. Stoney Creek Elementary School Enclosure

Dr. Carter shared that Seven Oaks Hardware is scheduled to complete the enclosure corridor at Stoney Creek Elementary School at the end of next week. Once completed, the maintenance crew will finalize the project. (The project had been delayed due to the request of Seven Oaks based on COVID-19.)

3. Other

In additional updates, Dr. Carter relayed that the Board's decision to begin the 2020-2021 School Year under Plan C, remote learning, has been shared with parents and staff. Now that Plan C has been decided, Dr. Carter asked the Board

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for input on staff requirements, specifically the teaching assignment location under Plan C.

Discussion took place regarding accessibility, communication, materials and supplies, structure as well as safety procedures and protocols. After much discussion and an emphasis on re-entry under very specific safety protocols and procedures, Dr. Carter made the recommendation that all staff work their daily schedule at school (not in a remote location). Tracy Stanley made the motion, seconded by Vennie Beggarly. The motion carried unanimously that all staff work their regular work hours at their assigned school location.

Discussion also took place regarding child care for staff. Concerns were shared regarding monitoring, liability, and that finding childcare are also concerns for all parents. After much discussion, Tracy Stanley made the motion, seconded by Vennie Beggarly that children of staff are not allowed to accompany them to school each day. The motion carried 4-2 with Ross Gwynn and Wayne Owen voting "NO."

VI. CLOSED SESSION

Ross Gwynn 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. Wayne Owen seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Mel Battle made the motion to go into Open Session, seconded by Vennie Beggarly. The motion carried unanimously.

VIII. PERSONNEL

Mel Battle made a motion to approve the Personnel Agenda, seconded by Wayne Owen. The motion carried unanimously.

Vennie Beggarly. The motion carried unanimously.

Resignation	
Stoney Creek Elementary	Samantha Crews, K-5 Teacher = Eff.

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	8/21/2020
North Elementary	Tina Hall, K-5 Teacher Asst., = Eff. 7/29/2020
Oakwood Elementary	Robbin Harris, K-5 Teacher = Eff. 8/18/2020
Bartlett Yancey Sr. High School	Karen Holshouser, 9-12 Science = Eff. 8/18/2020
Transportation	Annie Paschal, Office Support III, Cost Clerk = Eff. 7/23/2020
Employment	
NL Dillard Middle	LaShawn Parker, 8 th Grade Science = Eff. 8/7/2020
Bartlett Yancey Sr. High School	Chelsie Pierce, 9-12 English Language Arts = Eff. 8/7/2020
Substitute	Geneva Pinckney, Sub. For District = Eff. 8/2020

IX. COMMUNICATIONS

None at this time.

X. BOARD MEMBER OBSERVATIONS

Questions were asked as to where feeding sites will be located under Plan C. Dr. Carter shared that Ms. Mims is working to finalize the sites which adhere with state and federal guidance. Dr. Carter relayed that there had been concerns regarding the lack of a feeding sites in some areas of the county, such as the South Elementary School and the Stoney Creek Elementary School areas. Dr. Carter shared that feeding site locations are approved at the state level and align with federal regulations for eligibility. Some areas do not quality for eligibility as a feeding site location.

Discussion was also held regarding high school athletics. With the NCHSAA determination that high school sports was suspended until Sept. 1st, the Board will resume discussion on the future of high school athletics at BYSHS in August. This will allow any additional information from the NCHSAA to be considered.

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Once Re-entry plans are finalized, Dr. Carter will mail a letter to all parents with information. Schools will also provide back-to-school information to parents.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the meeting at 11:15a.m., Wayne Owen seconded the motion, carrying unanimously. The next regular meeting of the Board of Education is on August 10, 2020 at 9:00a.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent