

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

June 10, 2019

The Caswell County Board of Education met in regular session on Monday, June 10, 2019, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chair Donna Hudson, Mel Battle, Vennie Beggarly, Wayne Owen, Ross Gwynn, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Amy Chandler, Walter Montgomery, Emily Buchanan, Lisa Lassiter, Carol Boaz, Kathy Guill, Tonya Pleasant, Nelson Showalter, Jerry Hatchett, Laura Miles-Chandler. Connie Kimrey recorded the minutes. (*Note: Others may have been present but did not sign the roster or names were not legible*).

## 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

Donna Hudson moved, seconded by Wayne Owen, to approve the minutes of the May 13, 2019 regular meeting as presented.

A typo will be corrected to page one. Mr. Owen asked for follow-up on the Academically or Intellectually Gifted (AIG) Plan regarding the committee. Carol Boaz responded that the AIG plan was revised to reflect the change in committees. The Central Review Team will still exist as it has. However, in the case of a parent appeal, there will be additional members and it will be called the Central Appeals Review Team. It will consist of 5 members, 3 of which will not be from the school of the appeal.

Upon no further comments or questions the motion to approve the minutes of May 13, 2019 regular meeting was approved unanimously.

## I. C. APPROVAL OF AGENDA

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

## I. D. ANNOUNCEMENTS

Dr. Carter shared that graduation was well attended and appreciated all the work given in preparation from Bartlett Yancey High School. Dr. Carter also acknowledged the end of year banquet and extended thanks to Nicole McGhee and Teresa Myers. Teacher of the Year, Katie Louhoff, Principal of the Year, Carla Murray, and Classified Employee of the Year, Asenith Enoch, were acknowledged.

Dr. Carter shared that Emily Buchanan was nominated among her peers and voted on as CTE Regional Treasurer for 2019-20 with Piedmont Triad Education Consortium (PTEC) and has also been nominated to serve as PTEC CTE Administrator of the Year.

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Dr. Carter shared that Sheriff Durden presented checks in the amount of \$3,581.07 for fines and forfeitures.

Dr. Carter shared that testing went well and congratulated Medina Jones, Testing Director, on a job well done. Preliminary numbers look good and scores for math have been delayed until the fall.

Personnel Director Nicole McGhee introduced new employees: Laura Chandler-Miles, Receptionist at Central Office; Kathy Guill, Office Assistant Elementary Education; and Tonya Pleasant, Office Assistant for Exceptional Children.

**I. E. PUBLIC COMMENTS**

None at this time.

**II. UNFINISHED BUSINESS**

None at this time.

**III. NEW BUSINESS**

- 1. Consent Agenda
  - a. Requests for Transfer
  - b. Budget Amendments # 21 - #22
  - c. NC Errors & Omissions/General Liability Fund
  - d. NCSBA Annual PLC Update
  - e. NCSBA Membership Dues & Legal Assistant Fund Contribution

Dr. Carter recommended approval of the consent agenda as presented. Wayne Owen moved, seconded by Ross Gwynn, to approve the consent agenda as presented.

Dr. Carter also shared that she is reviewing DPI preliminary allotments and making sure everything is in place before approving any new transfer requests.

Transfer Requests:

Chilton, Madison	Caswell	to	Rockingham (K)
King, Ethan	Danville/Pitt. Co.	to	Caswell (North) (2 <sup>nd</sup> )

Budget Amendment # 21 - #23

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CASWELL COUNTY SCHOOLS							BUDGET AMENDMENT # 21			
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	00	Allocations from State Public School Fund		2,201.00	
	1	5110	003	162	000	00	Sub Pay	2,045.00		
	1	5110	003	211	000	00	Employer Social Security	156.00		
2	1	3100	000	000	000	00	Allocations from State Public School Fund		631.00	
	1	5110	015	411	000	00	Technology Supplies	631.00		
3	1	3211	130	000	000	00	State Textbook Revenue		19,951.00	
	1	5110	131	415	000	00	State Textbooks	19,951.00		
4	1	3100	000	000	000	00	Allocations from State Public School Fund		8,613.00	
	1	5860	078	311	000	00	Instructional Technology-Contracted Services	3,075.00		
	1	5860	078	462	000	00	Instructional Technology-Computer Equipment	5,538.00		
5	1	5120	013	121	000	00	Salary-CTE Teacher		1,754.00	
	1	5120	013	211	000	00	Employer Social Security		134.00	
	1	5120	013	221	000	00	Employer Retirement		331.00	
	1	5120	013	231	000	00	Employer Hospitalization		214.00	
	1	5120	014	411	000	00	CTE Supplies	2,433.00		
6	1	3100	000	000	000	00	Allocations from State Public School Fund		1,409.00	
	1	6550	056	316	000	00	Transportation Medical Exams	1,409.00		
								<b>35,238.00</b>	<b>35,238.00</b>	

**Justification(s):**

- 1 Allotment Revision #43 & #47 from State -Sub Pay
- 2 Allotment Revision #43 & #47 from State - January-April 2019 Interest
- 3 Allotment Revision #43 from State - Additional Textbook Allocation
- 4 Allotment Revision #45 from State - Digital Literacy Allotments
- 5 Allotment Revision #46 - ABC Transfer CTE Months of Employment (.35) to CTE Program Support
- 6 Allotment Revision #47 from State - Bus Driver Medical Exam Allotment Adjustment

Funding Source: State

Total appropriation in current budget:	<b>\$ 20,791,620</b>
Amount of increase/(decrease) of amendment:	<b>32,805</b>
Total appropriation in amended budget:	<b>\$ 20,824,425</b>

CASWELL COUNTY SCHOOLS							BUDGET AMENDMENT # 22			
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	9017	001	422	000	00	HVAC-Repair Parts	8,000.00		
	4	9017	001	326	000	00	HVAC-Contracted Repairs	22,000.00		
	4	9001	001	326	000	00	Plumbing-Contracted Repairs		15,000.00	
	4	9001	001	541	000	00	Plumbing-Equipment		15,000.00	
								<b>30,000.00</b>	<b>30,000.00</b>	

**Justification(s):**

- 1 Align budget for HVAC emergency repairs at Oakwood and Dillard

Funding Source: Capital Outlay

Total appropriation in current budget:	<b>\$ 520,610</b>
Amount of increase/(decrease) of amendment:	<b>\$ -</b>
Total appropriation in amended budget:	<b>\$ 520,610</b>

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CASWELL COUNTY SCHOOLS								BUDGET AMENDMENT # 23		
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	3	3600	115	000	000	000	00	ESEA Tit I-Targeted Support and Improvement (TSI)		50,000.00
	3	5330	115	163	000	000	00	TSI-SUB (Wrkshp ABS)	2,000.00	
	3	5330	115	196	000	000	00	Staff Development Participant Pay	4,500.00	
	3	5330	115	211	000	000	00	Employer Social Security	497.28	
	3	5330	115	221	000	000	00	Employer Retirement	884.70	
	3	5330	115	311	000	000	00	TSI-Contracted Services	5,358.53	
	3	5330	115	312	000	000	00	TSI-Workshop Exp/Allowable Travel	29,000.00	
	3	5400	115	312	000	000	00	TSI-School Leadership Workshop Exp	3,225.00	
	3	6940	115	312	000	000	00	TSI-Leadership Workshop Exp	2,580.00	
	3	8100	115	392	000	000	00	Indirect Cost	1,954.49	
									<b>50,000.00</b>	<b>50,000.00</b>
<b>Justification(s):</b>										
1	Allotment Revision #48 from Federal - ESEA Title I Targeted Support and Improvement Funding.									
Funding Source: Federal										
Total appropriation in current budget:									<b>\$ 2,393,454</b>	
Amount of increase/decrease of amendment:									<b>\$ 50,000</b>	
Total appropriation in amended budget:									<b>\$ 2,443,454</b>	

NC School Boards Trust/Errors & Omissions/General Liability Fund  
 (PO Box 97877, Raleigh, NC 27624)  
 2019-2020 EO/GL Fund Contribution = \$3,640.00  
 Funds: 2.6613.802.371.000.000.00 (Liability Insurance)

NCSBA 2019-2010 Annual PLS Update = \$2500.00  
 (PO Box 97877, Raleigh, NC 27624)  
 Funds: 2.6941.801.361.000.000.00 (Exec. Admin. Membership dues)

NCSBA Membership Dues = \$12,277  
 Legal Assistance Fund Contribution = \$1,500  
 Total = \$13,777  
 (PO Box 97877, Raleigh, NC 27624)  
 Funds: 2.6910.801.361.000.000.00 (BOE Memberships)

2. Saffelle, Inc.

Maintenance Director Jerry Hatchett answered questions from the board. Wayne Owen questioned how often Saffelle inspects. Mr. Hatchett responded inspections are held four times per year. Mr. Owen requested a copy of the inspection reports.

Dr. Carter recommended approval of contract with Saffelle, Inc. as presented. Wayne Owen moved, seconded by Vennie Beggarly to approve Saffelle, Inc. contract as presented. The motion carried unanimously.

Saffelle, Inc. / monthly fee of \$6,843.00 effective July 1, 2019 through June 30, 2020.

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3. Contracted Services for Exceptional Children for 2019-2020

Dr. Carter recommended approval of contracted services for Exceptional Children for 2019-2020 as presented. The motion carried unanimously.

Audiologist = John E. Sexton & Associates

Cost - \$555/month + travel from office and battery replacements (Est. Annual Cost = \$6,600)

Responsibilities – Sexton & Associates will conduct audiological evaluations for students that failed hearing screenings, provide training/supervision to our staff that conduct hearing screenings, monitor hearing equipment needs for our students, and develop summaries of their findings.

Educational Interpreter = Interpreting Services

Cost - \$42/hour (Est. Annual Cost = \$52,920)

Responsibilities – Interpreting Services will provide sign language interpreting and instructional support for a Deaf student at South. The service includes interpreting through ASL and teaching necessary signs as they occur. The interpreter will collaborate with the teacher throughout the day to support planning and introduction to appropriate visual cueing.

Physical Therapy = Ann Ramey Therapies

Cost - \$67/hour (Est. Annual Cost = \$12,500)

Responsibilities – Ann Ramey is a physical therapist that provides direct therapies for students with gross motor needs, supervision for the physical therapist assistant on a monthly basis, develops physical therapy goals and evaluations, and attends IEP meetings when necessary.

Physical Therapy = Rosie Kirby Physical Therapist Assistant

Cost - \$50/hr. (Est. Annual Cost = \$25,000)

Responsibilities – Rosie Kirby is a physical therapist assistant that works under the supervision of Ramey Therapies to provide direct therapies for students with gross motor needs.

Occupational Therapy = Cherie Fredericks

Cost - \$60/hr. (Est. Annual Cost = \$32,000)

Responsibilities – The provider will provide about 15 hours of support weekly. She will supervise our COTA, conduct evaluations, write reports, attend IEP meetings when necessary, and provide direct services.

Speech Therapy = Cheshire Center

Cost - \$52/hr. (Est. Annual Cost = \$207,792)

Responsibilities – The Cheshire Center provides the system with up to 6 speech therapists 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.

Vision Support Services = Invision, Inc.

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Cost - \$80/hr. (Est. Annual Cost = \$59,600)

For Direct Services, \$55/hr for Braille Production and \$125/hr. for Assistive Technology Evaluations. Responsibilities - Invision, Inc. provides specialized instruction for EC students with vision impairments with direct instruction on Braille and other visual supports, development of Visual materials, consultation with staff, participation in IEP meetings.

Orientation/Mobility Services

Cost - \$80/hr. (Est. Annual Cost = \$10,700)

For Direct Services \$55/hr. for Braille Production, and \$125/hr. for Assistive Technology Evaluations. Responsibilities - Invision, Inc. provides specialized instruction for EC students with vision impairments or other difficulties regarding the accessibility of daily functional mobility.

4. Career & College Promise 2019-2020

Emily Buchanan shared information on the 2019-2020 Career and College Promise and asked for approval of the agreement with Piedmont Community College. Dr. Carter recommended approval of the 2019-2020 Career and College Promise as presented. Mel Battle moved, seconded by Wayne Owen, to approve the 2019-2020 Career and College Promise as presented. The motion carried unanimously.

(Two typos will be corrected prior to the original document being signed.)

5. Local Application for Career and Technical Education Program 2019-2020

Emily Buchanan shared a brief recap of the Local Application for Career and Technical Education Program and also shared an updated version of allotments. Upon questions and discussion Dr. Carter recommended approval of the 2019-2020 Local Application for Career and Technical Education Program as presented. Wayne Owen moved, seconded by Tracy Stanley to approve the 2019-2020 Local Application for Career and Technical Education Program as presented.

6. Policy # 485

Dr. Carter shared an updated copy of Policy # 485, Child Abuse - Reports and Investigations noting recommendations from North Carolina School Boards Association.

Mel Battle voiced concerns referencing reporting to Social Services and to Principal noting that some are more diligent than others and shared concerns that can occur which may deter individual from reporting to Social Services. Mr. Battle requested that once approved this policy be shared with all staff and that they be made aware of the changes. Wayne Owen also shared that principals should give a hard copy to staff and

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review. Assistant Superintendent Andrew Tyrrell shared this would be shared with principals at the summer leadership conference and included in back to school documentation for teachers.

Upon no further comments, Dr. Carter recommended approval of first reading of Policy # 485, Child Abuse - Reports and Investigations as presented. Ross Gwynn moved, seconded by Tracy Stanley, to approve first reading of Policy # 485, Child Abuse - Reports and Investigations as presented. The motion carried unanimously.

7. Resolution

Vice Chair Donna Hudson read aloud the resolution for Linwood P. Graves. Tracy Stanley moved, seconded by Vennie Beggarly to approve the resolution for Linwood Graves as presented. The motion carried unanimously.

*Resolution in Memorial and Appreciation  
Of the Life of  
Linwood P. Graves*

**WHEREAS**, Linwood P. Graves, was born on July 16, 1928, and resided at 1086 Main Street, Yanceyville, NC, 27379, at the time of his death on May 11, 2019, and

**WHEREAS**, Linwood Graves, was a faithful and loving son, brother, uncle, and friend and his family's welfare was his major and constant concern; and

**WHEREAS**, Linwood Graves was a lifelong resident of Caswell County. He was a member of Graves Chapel Baptist Church; and

**WHEREAS**, Linwood Graves was an employee of Caswell County Schools as Custodian at N.L. Dillard Middle School prior to his retirement. He touched the lives of many students throughout his career by offering a kind smile or a 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 Linwood Graves 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 10<sup>th</sup> day of June 2019.

\_\_\_\_\_  
Gladys Garland, Chairman

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Donna R. Hudson, Vice Chairman

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Mel O. Battle

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

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Ross Gwynn, Jr.

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Wayne Owen

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Tracy P. Stanley

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Dr. Sandra Carter, Superintendent

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### IV. REPORTS/UPDATES

Dr. Carter shared information on a possible alternative program at the middle school location. She noted that Principal Gantt has experience with having this program at the middle school setting. Dr. Carter shared if this would move forward, it would be a pilot program this year. We are reviewing personnel final allotments from the state. Dr. Carter shared that benefits would provide the middle school students to hear announcements, and would remain at the middle school location.

Discussion took place regarding the need of having an additional program and concerns with staff positions. Donna Hudson noted that we have always had the ability to house the students and space has never been an issue in the past.

Donna Hudson suggested that continued conversation take place in closed session.

Dr. Carter shared information regarding school board policies and the numbering system. She was unsure if the board wanted to move forward with aligning the current policies with the policy numbering system of the North Carolina School Boards Association. Discussion was had and it was agreed to discuss this further in an upcoming work session.

Tracy Stanley questioned how many graduates were from the Career Academy. Dr. Carter will follow-up and provide the information.

### V. SUPERINTENDENT UPDATES

Dr. Carter shared that she recently spoke with County Manager Bryan Miller and he indicated they should be finalizing documents with the architect (Dewberry & Davis) soon. Once this is completed the Board of Education can tweak the inside plans of the drawing prior to construction bid process.

Dr. Carter informed the board that the money has been pulled down for the safety vestibules and our maintenance department will begin construction very soon.

Mel Battle questioned where we are noting the last commissioners meeting and the topic of rates. Dr. Carter shared that it may mean December or possibly as late as February to put the shovel in the ground. From information shared from the commissioners, Dr. Carter noted that they cannot lock in a rate until the contract is confirmed. Concerns were voiced with disrupting school in the middle of the school year. Wayne Owen questioned the timing of the mobile units. Dr. Carter shared that funding is not included to rent the mobile units for extended time outside of the actual construction. Considerations were to possibly move the administration to the Civic Center over the summer; however, they could be at that location for approximately six-months ahead of time.



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Tracy Stanley questioned if the vestibules would be ready prior to school opening? Dr. Carter responded that is the plan and possibly begin at Oakwood or Stoney Creek Elementary.

**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 with legal counsel. Vennie Beggarly seconded the motion. The motion carried unanimously.

**VII. OPEN SESSION**

Tracy Stanley made a motion to return to open session. Wayne Owen seconded the motion. The motion carried unanimously.

**VIII. PERSONNEL LISTING**

Dr. Carter recommended approval of the personnel listing as presented pending clearance of positive background checks with addition of Chuck Hudson as Transportation Director. Mel Battle moved, seconded by Donna Hudson, to approve personnel listing as presented pending clearance of positive background checks. The motion carried unanimously.

<b>Resignation</b>	
<b>South Elementary</b>	Anderlicia Glass, 3 <sup>rd</sup> grade teacher - Eff. 6/30/19
<b>N.L. Dillard Middle School</b>	Kristie McDowell, 6-8 PE teacher - Eff. 6/14/19
	Jessica Lunsford, 7 <sup>th</sup> grade Math - Eff. 6/14/19
<b>Transfer</b>	
<b>Oakwood Elementary</b>	Elaine McAdams - Receptionist from NL Dillard to Oakwood Elementary as Data Manager = Eff. 6/11/19
<b>Termination</b>	
<b>North Elementary</b>	David Chumley, Bus Driver = Eff. 5/8/19
<b>Employment</b>	
<b>N.L. Dillard Middle School</b>	Hannah Lynch, Media Specialist/Instructional Technology Facilitator (Currently serves as 6 <sup>th</sup> grade Science teacher) = Eff. 8/16/19
<b>Transportation</b>	Chuck Hudson, Transportation Director (currently serves as Asst. Principal / BYHS)

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**Summer Employment:**

- Shana LeGrant, Preschool Coordinator = up to 12 days of employment (summer support)
- Joe Bunch, School Psychologist = up to 8 days of employment (summer support)

**Plumlee Scholarship**

Dr. Carter recommended approval to sign agreement to close out the Plumlee Scholarship account effective June 10, 2019. Donna Hudson moved, seconded by Tracy Stanley to approve agreement to close out Plumlee Account as presented. The motion carried unanimously.

**IX. COMMUNICATIONS**

Chair Gladys Garland shared that a special called meeting of closed session will be held on June 24, 2019 at 9:00 a.m. for personnel issues. The next regular meeting will be held on June 27, 2019 at 6:30 p.m.

Tracy Stanley questioned how the animal science camp information was shared noting her child who is in elementary school did not receive anything.

**X. BOARD MEMBER OBSERVATIONS**

- Mel Battle shared his observations of the graduation program which listed top two students as # 1 and #2 and felt that represented Valedictorian and Salutatorian although those titles were done away with. Mr. Battle shared that some schools continue to recognize these honors. Donna Hudson noted that some schools have so many with the same grades; however, this was not the case this year. Dr. Carter shared that moving forward with the new grading system it will be more present in the near future.
- Tracy Stanley questioned how the Junior Marshalls are chosen for the graduation ceremony. Mr. Battle responded it is usually the Top 10 students of the Junior class. Dr. Carter noted she would follow-up and let the board know.

**XI. ADJOURN**

Tracy Stanley made a motion to adjourn the meeting at 1:13 p.m., Wayne Owen seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on June 27, 2019 at 6:30 p.m. in the Caswell County Schools Administration Building.

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Gladys Garland  
Chairman

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Dr. Sandra Carter  
Superintendent