

CASWELL COUNTY BOARD OF EDUCATION MINUTES

March 25, 2019

Work Session Minutes

The Caswell County Board of Education met in a work session on Monday, March 25, 2019, beginning at 3:30 p.m. in the Caswell County Schools Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chair Donna Hudson, Tracy Stanley, Mel Battle, Wayne Owen, Vennie Beggarly, and Ross Gwynn. Others present include Superintendent Dr. Sandra Carter. Connie Kimrey recorded the minutes.

I. A. CALL TO ORDER

The meeting was called to order at 3:30 p.m. Mel Battle moved, seconded by Tracy Stanley to call the meeting to order. The motion carried unanimously.

Chairman Gladys Garland reviewed the agenda.

- Board of Education Minutes / Closed & Regular Session

Closed Session Minutes

Mel Battle reviewed the current flow of closed session minutes and suggested going forward to receive only the personnel folder and review personnel and once Personnel Director Nicole McGhee leaves the closed session minutes will be handed out for review and approval. He felt this would dedicate time to review the minutes. Gladys Garland was in agreement and suggested the yellow folders be collected after approval.

Regular Session Minutes

Mel Battle shared he submitted this for the agenda noting that the accuracy of what is said in the meetings. He felt the content should not lose its meaning. He also noted that the last few meetings have been indicative of what he said.

Donna Hudson suggested that the regular session minutes be shared with all employees of Caswell County Schools through email. She noted that although they are posted, it is easier to open an email. She shared that we need to keep our staff informed of what takes place in the meetings and suggested sharing the agenda through email as well. Dr. Carter shared she would like to have time to review information with principals at the administrative meeting. The approved minutes will be shared with all staff.

- Procedure for Rescheduling of Board Meetings

Mel Battle shared input regarding possibly including something in policy or having a procedure to follow in the event that meetings are cancelled due to inclement weather. He suggested a 48-hour timeframe if board meetings are cancelled it would be automatic that the meeting would be held two days later. This would prevent having to poll the board. If this procedure was in place, board members would automatically know we would meet (weather permitting) two days after the originally scheduled meeting. Wayne Owen also agreed this would assist in planning and felt if the meeting is cancelled that the board should try and meet

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within 48-hours. Wayne Owen also shared that he felt if school is delayed for staff on the day of a board meeting that the board should follow the schedule of the school. Donna Hudson expressed concerns with absences with rescheduling and if there was not a quorum the board could not meet and would require polling of the board. Mel Battle shared that if board members were aware of a 48-hour timeframe they can call and inform the Superintendent or the Chairman if there is a conflict.

All were in agreement to plan on 48-hour timeframe as a standard to base rescheduling of meetings if needed.

- Staff Make-up Time / Inclement Weather

Dr. Carter shared information from North Carolina School Boards Policy # 7550 which indicates special circumstances. Dr. Carter also shared results of surrounding school systems when asked if employees could make up time at home. Dr. Carter discussed this with principals and they felt it would be very difficult to monitor actual time worked. Tracy Stanley shared that she constantly hears that teachers have to take work home. Wayne Owen expressed similar comments noting that we know teachers are doing a lot of work at home and felt we should be able to do something. Donna Hudson shared sentiments in it would be nice to do something; however, it would be difficult for the data managers and noted concerns with teacher assistants, cafeteria workers, and classified employees. Dr. Carter shared that employees are allowed to make up time or use comp. time and principals have worked with staff to make sure they have plenty of time to do so. Wayne Owen shared that as long as principals are allowing this to happen and being consistent that is fine. He also noted that when school is cancelled for students and employees have to report to one specific school that this is not beneficial to the teachers who would like to work. Ross Gwynn questioned how the make-up time is monitored. Dr. Carter shared that the data manager and the principal work it out. Dr. Carter shared she will reinforce this at the administration meeting with the principals.

- Board Attorney Invoices

Dr. Carter shared a copy for board members to review the invoices from the board attorney. She noted that the budget was \$50,000 this year and noted the previous year was \$54,000 and \$45,000 the prior year. Currently we are at 53%. Questions were asked noting the invoices that indicated the attorney called board member(s). Wayne Owen requested to see the invoices as they come in. Ross Gwynn questioned if the board can inquire on what the attorney called board members for. Dr. Carter shared that she felt it may have to do with the Memorandum of Understanding.

- Memorandum of Understanding

Dr. Carter shared that the Memorandum of Understanding (MOU) is included on the agenda for approval at the meeting later in the evening and felt that the agreement is non-negotiable.

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Mel Battle shared his concerns with article in the newspaper from Rick McVey, Chairman of the Board of Commissioners. Those include: renovating field house, refunds on sales tax, and what we can and cannot build. Mel Battle also questioned if we sign over the school, who will be responsible for worker's compensation, etc. and what is included in the Request for Quote (RFQ) for the architect. Dr. Carter shared she submitted information to be included in the RFQ and what we have utilized already. Wayne Owen shared that at the previous special called meeting the Board of Education was ready to vote and approve the MOU; however, he felt that Chairman Rick McVey had concerns with the agreement only listing one person as the project manager/monitor and agreed to take it back to the commissioners for review. Dr. Carter shared that a lease agreement would need to be made and both attorneys would need to review and this would take into consideration workers compensation issues, etc. Wayne Owen shared that during the hiring of the project manager/monitor that the Board of Education needs to be included and be a part of the hiring process.

Dr. Carter shared that the safety upgrades should begin soon. The Department of Public Instruction has requested a few more things in order to approve the sketches. Once this is taken care of we should be ready to go.

- Bus Drivers / CPR Training

Vennie Beggarly shared this was an item she requested for the agenda. Vennie Beggarly noted that she has concerns with drivers not being aware of students that have health issues. Dr. Carter shared cost information for training of all drivers which would result in approximate costs of \$7,420. If the board would like to pursue this the funding would need to be included in the budget and training could be a part of the back to school training for drivers.

Donna Hudson expressed that drivers should be aware of any issues. Vennie Beggarly indicated there are some drivers that have been told they cannot be made aware due to privacy issues. Donna Hudson shared that at one time the nurses shared this information. Wayne Owen suggested a waiver that parents could sign so we are not liable. Concerns included allergies, diabetes, medications. Mel Battle shared to make sure different things are checked noting religious beliefs. Dr. Carter will touch base with Assistant Superintendent Andrew Tyrrell and share concerns.

- Child Nutrition

Vennie Beggarly shared her concerns with information given at the last work session, by Child Nutrition Director Kim Mims, with the pricing on the costs of annual leave days. Vennie Beggarly requested a breakdown of the information to show how the final cost was tabulated. Discussion took place regarding cafeteria workers taking annual leave on inclement weather days.

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It was agreed that information will be brought back to the board for them to review and look at how to move forward in the future.

- Code of Conduct

Wayne Owen shared his concerns with the wording in the Code of Conduct handbook on page 17-18 and the discrepancy of wording for weapons at school and other weapons as well as suspensions. Wayne Owen shared the need for consistency and felt we need to take a look at this before sending out to parents. Dr. Carter asked board members to review the handbook and submit any suggestions to her within the next month. Mel Battle also shared that the school handbooks should match the information that is included in the Code of Conduct handbook. Donna Hudson shared that all the schools need to be more consistent with one another.

Chairman Gladys Garland reviewed dates for the next work session. It was agreed to meet on April 8, 2019 at 2:00 – 4:00 p.m. Other dates discussed including regular meeting dates of April 22nd and May 27th noting spring break and Memorial Day holiday consecutively. The board agreed to cancel these meetings.

Adjourn

Ross Gwynn moved, seconded by Wayne Owen to adjourn the work session meeting at 5:25 p.m. The motion carried unanimously.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent