

CASWELL COUNTY BOARD OF EDUCATION MINUTES
November 22, 2021

The Caswell County Board of Education met in regular session on Monday, November 22, 2021 at 6:30 p.m. in the Administration Building of Caswell County Schools. Members present: Chairman Wayne Owen, Vice Chair Gladys Garland, Trudy Blackwell, Mel Battle, Vennie Beggarly, Tracy Stanley, and Donna Hudson. Others present included Superintendent Dr. Sandra Carter, Andrew Tyrrell, Carol Boaz, Medina Jones, Jennifer O'Briant, Lance Stokes, Brook Underwood, Kevin Lynn, Sherice Done, Sierra & Nicholas Ricciuto, Jerry Hatchett, and Board Attorney Ron Bradsher. Connie Kimrey recorded the minutes. Meeting was livestreamed via Zoom. *(others may have been in attendance, but did not sign in.)*

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, seconded by Vennie Beggarly, to approve the minutes of the November 8, 2021 regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

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

I. D. ANNOUNCEMENTS

Dr. Carter recognized Oakwood Elementary students who participated in the North Carolina School Board's Association (NCSBA) National Conference Art Contest. Alina-Marie Ricciuto, 3rd grade student, placed third in the contest. She will receive a certificate, ribbon, and an easel art set from the NCSBA. Honorable mention went to Elaina Newcomb (3rd grade), Lily-Jean Philpott (4th grade), and Harper Ellixson (4th grade).

Alina-Marie Ricciuto and Harper Ellixson were both present for the board meeting and acknowledged by Dr. Sandra Carter on behalf of the Board of Education for their artwork.

I. E. PUBLIC COMMENTS

None at this time.

II. UNFINISHED BUSINESS

Brady / ESSER Funds

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Kevin Lynn with Brady was on hand to review the Ventilation Assessment Summary Study that was conducted using ESSER Funds. A proposal and needs assessment review was shared which included Phase # 1, #2, and #3. Phase #1 includes replacing filters at each district school for 6 months with MERV 13 Filters. Phase # 2 includes sanitization of units and coils at all schools. The cost for Phase # 1 and # 2 will be \$245,000. Phase # 3 includes an engineering cost to develop a report for estimated cost for ventilation system (repair/replace/redesign) at all schools to begin in January 2022 and would include a 10-year plan.

Kevin Lynn answered questions from the board along with Maintenance Director Jerry Hatchett. It was shared that due to Covid and ESSER funding that many school districts are looking into these areas and the product demand is high. The cost for the MERV 13 Filters is anticipated to be higher than what we are currently using and may need to be changed more often. It was shared that all schools are safe regarding the ventilation and in prior Covid years the primary focus was on the comfort level. Covid has added additional safety layers for air quality to help reduce risk among students in the classroom.

Mr. Tyrrell will look into and share with the board the broken down cost for labor and materials.

Dr. Carter recommended approval of the proposed Brady Ventilation Assessments Summary Report as presented using ESSER funds. Tracy Stanley moved, seconded by Donna Hudson, to approve the Brady Ventilation Assessments Summary Report as presented using ESSER funds. The motion carried unanimously.

	Item	Information	Total Budget
#1	Replace Filters	Replacing filters at each district school for 6 months with MERV 13 Filters	\$245,000
#2	Unit & Coil Sanitization	Sanitization of units and coils at all schools	
#3	Ventilation System Engineer cost for ventilization system (repair/replacement for all schools)	Engineering cost to develop report for estimated cost for ventilation system (repair/replace/redesign) at all schools to begin in January 2022.	\$25,000
Total ESSER Funds			\$270,000

Dr. Carter will share a breakdown with the board once information is received from Brady. Plans are to begin during the holidays while there are no students inside the building and other timeframes are based upon lead-time on the filters.

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Policy Transition / North Carolina School Boards Association

Dr. Carter recommended removing from the table the policies as listed below. Mel Battle moved, seconded by Gladys Garland, to remove policies as listed below from the table. The motion carried unanimously.

- Policy # 2000 - Operational Goals of the Board
- Policy # 2010 - Board and Superintendent Relations
- Policy # 2100 - Board Member Legal Status
- Policy # 2110 - Board Member Elections
- Policy # 2115 - Unexpired Term Fulfillment
- Policy # 2116 - Removal From Office
- Policy # 2120 - Code of Ethics for School Board Members
- Policy # 2200 - Election of Officers/Organization of Board
- Policy # 2210 - Duties of Officers
- Policy # 2300 - Board Meetings
- Policy # 2310 - Public Participation at Board Meetings
- Policy # 2321 - Closed Sessions
- Policy # 2330 - Board Meeting Agenda
- Policy # 2340 - Parliamentary Procedures
- Policy # 2342 - Voting Methods
- Policy # 2400 - Board Policies
- Policy # 2410 - Policy Development
- Policy # 2420 - Adoption of Policies
- Policy # 2430 - Dissemination and Preservation of Policies
- Policy # 2440 - Policy Review & Evaluation
- Policy # 2450 - Suspension of Board Policies

Discussion took place regarding the policies as presented. Concerns were shared regarding Policy # 2300, # 2310, and # 2010. Upon review the board was in agreement to approve as the second read and review and discuss further at the January work session and amend them if needed at that time.

Based on that discussion, Dr. Carter recommended approval of the second reading of the policies as presented. Vennie Beggarly moved, seconded by Gladys Garland, to approve second reading of policies as presented. The motion carried unanimously.

Policies # 2300, 2310 and 2010 will be on the January work session agenda.

Dr. Carter recommended rescinding the policies listed below due to their amendment and alignment with NCSBA. Donna Hudson moved, seconded by Tracy Stanley, to rescind policies as listed below. The motion carried unanimously.

Rescind Policies (due to Policy conversion with NCSBA)

- Policy # 105, Overall Control and Supervision
- Policy # 200, Code of Ethics for School Board Members
- Policy # 205 Board of Public Education Meetings & Procedures
- Policy # 766 Confidential Information

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III. NEW BUSINESS

1. School Improvement Plans – Oakwood Elementary / Bartlett Yancey Sr. High School

Jennifer O'Briant, Principal at Oakwood Elementary and Lance Stokes, Principal at Bartlett Yancey Senior High School reviewed the School Improvement Plans for their respective schools. Upon review, Dr. Carter recommended approval of all School Improvement Plans for all schools. Gladys Garland moved, seconded by Vennie Beggarly, to approval all School Improvement Plans as presented. The motion carried unanimously.

IV. REPORTS

None at this time.

V. SUPERINTENDENT UPDATES

- Dr. Carter shared updates on recent bill the Governor signed into law included an approved State budget. This is a huge step in the right direction and we have not had an approved budget since 2018. Dr. Carter reviewed highlights that relates to the State side of the educational budget.
- Dr. Carter shared information on the ESSER funds linked to the HVAC. Mr. Battle had submitted a proposal of using the remaining balance of the ESSER funding and Dr. Carter turned the meeting over to him at this time.

Mr. Battle shared that after hearing the proposal from Brady and reviewing the remaining balance he proposed a one-time retention bonus of \$1500 to full time employees and \$750 to part time employees and if needed to look into fund balance for any remaining balance.

Discussion took place and the board was in agreement to approve. Concerns were shared regarding the amount of permanent substitute teachers that we have and if there is a possibility to compensate them in some way similar to what was done for the bus drivers. It was suggested to discuss this at the January work session.

Dr. Carter recommended approval of \$1500 retention bonus to all full time employees and a \$750 retention bonus to all part time employees (on the payroll in December) to be paid out in the December payroll using ESSER funds. Mel Battle moved, seconded by Trudy Blackwell, to approve a \$1500 retention bonus to all full time employees and a \$750 retention bonus to all part time employees (on the payroll in December) to be paid out in the December payroll using ESSER funds

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VI. CLOSED SESSION

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

VII. OPEN SESSION

Vennie Beggarly made a motion to return to open session. Gladys Garland seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

Dr. Carter recommended approval of the personnel listing as presented. Mel Battle made a motion, seconded by Donna Hudson to approve the personnel listing as presented. The motion carried unanimously.

Employment	
NL Dillard Middle School	Anthony Poindexter, Asst. Principal (11-month) = Eff. TBD
South Elementary	Frances Brooks, Child Nut. Asst. (currently serves as Interim CN Manager @ South) = Eff. 11/23/21
	Shenica Williams, Interim Child Nut. Mgr. (currently serves as CN Substitute) = Eff. 11/23/21
Oakwood Elementary	James Motley, Bus Driver = Eff. 11/23/21
Bartlett Yancey Sr. High School	Vivana Orozco, EC Teacher Asst. - Eff. 11/23/21
Central Office	Amy Chandler, Chief Financial Officer = Eff. TBD

XI. COMMUNICATIONS

Questions were asked regarding high school credits in reference to classes taken at the middle school. Dr. Carter will follow-up on grading scale.

It was shared that the North Carolina School Boards Association has withdrawn from the National School Association. It was also shared the annual conference was enjoyable and having it two days versus three was better although many left prior to the afternoon session on the second day and felt that was very disappointing.

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X. BOARD MEMBER OBSERVATIONS

Trudy Blackwell questioned if board observations could be moved up on the agenda prior to entering closed session. It was suggested to discuss this at the January work session.

Dr. Carter wished everyone a Happy Thanksgiving.

Vennie Beggarly thanked Administrative Assistant, Connie Kimrey, on the work she does as well as assistance to the Board of Education.

XI. ADJOURN

Vennie Beggarly made a motion to adjourn the meeting at 10:10 p.m., Donna Hudson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on December 13, 2021 at 9:00 a.m. in the Caswell County Schools Administration Building.

Wayne Owen
Chairman

Dr. Sandra Carter
Superintendent