

CASWELL COUNTY BOARD OF EDUCATION MINUTES

October 12, 2020

The Caswell County Board of Education met in regular session on Monday, October 12, 2020, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chair Wayne Owen, Ross Gwynn, Tracy Stanley, Donna Hudson, Vennie Beggarly, and Mel Battle. Others present include Superintendent Dr. Sandra Carter, HR Director Nicole McGhee, Debra Ferrell (Caswell Messenger), Finance Officer Amy Chandler, Allen Smith, Shane Bracken, Harry Boswell, Shannon Gammon, Jamie Buchanan. Connie Kimrey 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

Vennie Beggarly moved, seconded by Donna Hudson, to approve the minutes of the September 28, 2020 work session minutes and September 28, 2020 regular meeting. The motion to approve the minutes carried unanimously.

I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of the agenda as presented with addition to New Business, Item # 4, North Carolina High School Athletic Association / Bartlett Yancey Senior High School athletics and also under Observations the addition of rescheduling of board meetings. Mel Battle moved, seconded by Vennie Beggarly, to approve the amended agenda as presented. The motion carried unanimously.

I. D. ANNOUNCEMENTS

Dr. Carter acknowledged Quality Construction of Danville, VA. She presented them a certificate of appreciation for the excellent service provided on the work done on the temporary classrooms at the high school. Alan Smith (Project Manager), Shane Bracken (President) and Harry Boswell (Superintendent of Project) were recognized. Principal Lance Stokes was also present and per Dr. Carter, can attest to the fine job Quality Construction provided.

Medina Jones, Secondary Curriculum/Accountability Director, shared with the board statewide results that were released on Friday in regards to the 4-Year Cohort Graduation Rate. Caswell's numbers increased from 79.1% to 85.4%. Ms. Jones thanked the Board of Education and Superintendent Dr. Sandra Carter on their leadership throughout the district as well as hiring Ms. Foley as consultant noting she has been most helpful. Ms. Jones also recognized the efforts of Mr. Tyrrell, Lance Stokes (Principal), Shannon Gammon (testing/data), and Jamie Buchanan

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(PowerSchool). Ms. Jones also acknowledged Cheryl Blackard, Guidance Department Administrative Assistant (who recently passed away) on her meticulous documentation and organization of student records. Dr. Carter also thanked Ms. Jones on her efforts and most importantly acknowledgment to the students who are doing a great job.

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. Mel Battle moved, seconded by Donna Hudson. The motion carried unanimously to approve the consent agenda as presented.

Consent Agenda

Transfer Requests

Ellis, Javonta McQuann Oakwood to North (K)

Budget Amendment # 20

| CASWELL COUNTY SCHOOLS | | | | | | | | BUDGET AMENDMENT # 20 | | |
|--|--------------|------|-----|-----|-----|-----|----|--|---|-------------------|
| 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 | 8 | 4922 | 000 | 000 | 000 | 000 | 00 | Transfer from Local Current Expense Fund | | 510,408.48 |
| | 8 | 4910 | 306 | 000 | 000 | 000 | 00 | Fund Balance Appropriated-Medicaid | 223,083.00 | |
| | 8 | 4910 | 516 | 000 | 000 | 000 | 00 | Fund Balance Appropriated-DRF | 66,197.00 | |
| | 8 | 5210 | 306 | 121 | 000 | 000 | 00 | EC-Teacher | 120,997.02 | |
| | 8 | 5210 | 306 | 211 | 000 | 000 | 00 | Employer Social Security | 14,320.34 | |
| | 8 | 5210 | 306 | 221 | 000 | 000 | 00 | Employer Retirement | 36,839.78 | |
| | 8 | 5340 | 413 | 121 | 000 | 000 | 00 | NC Pre-K Teacher | 38,460.17 | |
| | 8 | 5340 | 413 | 211 | 000 | 000 | 00 | Employer Social Security | 2,942.20 | |
| | 8 | 5340 | 413 | 221 | 000 | 000 | 00 | Employer Retirement | 7,568.97 | |
| | | | | | | | | | 510,408.48 | 510,408.48 |
| Justification(s): | | | | | | | | | | |
| 1 Align budget to reflect the transfer of restricted fund balance from Fund 2 to Fund 8. | | | | | | | | | | |
| Funding Source: Grant | | | | | | | | | | |
| | | | | | | | | | Total appropriation in current budget: | \$ 1,239,011 |
| | | | | | | | | | Amount of increase/(decrease) of amendment: | \$ 510,408 |
| | | | | | | | | | Total appropriation in amended budget: | \$ 1,749,419 |

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Budget Amendment # 21

| 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, 2020 | | | | | | | | | | | | |
| # | Account Code | | | | | | | Description | Debit | Credit | | |
| 1 | 2 | 8400 | 306 | 718 | 000 | 000 | 00 | Interfund Transfer-Medicaid Fund Balance | 461,437.15 | | | |
| | 2 | 8400 | 413 | 718 | 000 | 000 | 00 | Interfund Transfer-NC Pre-K Fund Balance | 48,971.33 | | | |
| | 2 | 4910 | 000 | 000 | 000 | 000 | 00 | Fund Balance Appropriated | | 510,408.48 | | |
| | | | | | | | | | 510,408.48 | 510,408.48 | | |
| Justification(s): | | | | | | | | | | | | |
| 1 Align Budget for transfer of restricted fund balance for Medicaid and NC Pre-K to Fund 8. | | | | | | | | | | | | |
| Funding Source: Local | | | | | | | | | | | | |
| Total appropriation in current budget: | | | | | | | | | \$ 3,256,000 | | | |
| Amount of increase/(decrease) of amendment: | | | | | | | | | \$ 510,408 | | | |
| Total appropriation in amended budget: | | | | | | | | | \$ 3,766,408 | | | |

2. Budget Resolution 2020-2021

Chief Financial Officer Amy Chandler shared information on the 2020-2021 budget as presented and answered questions from the board.

Upon completion, Dr. Carter recommended thanked Mrs. Chandler and the Finance Department for their work and recommended approval of the Budget Resolution for 2020-2021 as presented. Ross Gwynn moved, seconded by Tracy Stanley, to approve the 2020-2021 Budget Resolution as presented.

It was noted that the last page should be changed to reflect the amount the Superintendent is authorized to transfer appropriations within a fund from \$5,000 to \$10,000 as recently changed in board policy.

Upon no further discussion, the motion to approve the 2020-2021 Budget Resolution as presented was approved unanimously.

**CASWELL COUNTY SCHOOLS
BUDGET RESOLUTION
2020-2021**

BE IT RESOLVED by the Board of Education of the Caswell County Schools:

Section 1. The following amounts are hereby appropriated for the operation of the school administrative unit in the Local Current Expense fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

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|--|-----------|
| 5100 Regular Instruction Services | \$12,500 |
| 5200 Special Population Services | 25,293 |
| 5300 Alternative Programs and Services | 67,499 |
| 5400 School Leadership | 40,000 |
| 5500 Co-Curricular Services – Athletics | 127,808 |
| 5800 School Based Support Services | 21,367 |
| 6100 Support & Development Services | 6,700 |
| 6400 Technology Support | 171,542 |
| 6500 Operational Support Services | 1,588,858 |
| 6600 Financial & Personnel Services | 325,987 |
| 6700 Accountability Services | 600 |
| 6900 Policy, Leadership, & Public Relations Services | 383,536 |
| 7100 Community Services | 52,500 |
| 7200 School Nutrition | 3,560 |
| 8100 Charter Schools | 228,000 |

Total Local Current Expense Fund Appropriations **\$3,055,750**

Section 2. The following revenues are estimated to be available to the Local Current Expense Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|---------------------------|-----------|
| Sales & Use Tax | 24,000 |
| Medicaid Reimbursement | 40,000 |
| County Appropriations | 2,655,000 |
| Tuition & Fees | 3,000 |
| Fines & Forfeitures | 70,000 |
| Interest Earned | 70,000 |
| Activity Bus | 6,250 |
| Driver's Ed | 12,500 |
| Misc. Revenue | 12,500 |
| Indirect Costs | 90,000 |
| Fund Balance Appropriated | 72,500 |

Total Local Current Expense Fund Revenue **\$ 3,055,750**

Section 3. The following amounts are hereby appropriated for the operation of the school administrative unit in the State Public School Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|--|--------------|
| 5100 Regular Instruction Services | \$10,566,369 |
| 5200 Special Population Services | 1,690,084 |
| 5300 Alternative Programs Support Services | 338,738 |
| 5400 School Leadership | 1,446,392 |
| 5800 School Based Support Services | 1,670,211 |
| 6100 Support & Development Services | 147,580 |

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|--|-----------------------------|
| 6200 Special Population Support and Development | 74,583 |
| 6400 Technology Support | 209,731 |
| 6500 Operational Support Services | 2,030,434 |
| 6600 Financial & Personnel Services | 262,878 |
| 6700 Accountability Services | 95,679 |
| 6900 Policy, Leadership, and Public Relations | 266,874 |
| 7200 Nutrition Services | 157,440 |
| Total State Public School Fund Appropriations | <u>\$ 18,956,993</u> |

Section 4. The following revenues are estimated to be available to the State Public School Fund for the fiscal year beginning July 1, 2020 and June 30, 2021.

| | |
|---------------------------------------|----------------------------|
| State Funds | \$18,766,784 |
| Textbook Allocation | 190,209 |
| Total State Public School Fund | <u>\$18,956,993</u> |

Section 5. The following amounts are hereby appropriated for the operation of the school administrative unit in the Federal Grants Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|--|----------------------------|
| 5100 Regular Instruction Services | \$242,926 |
| 5200 Special Population Services | 635,814 |
| 5300 Alternative Programs Support Services | 1,124,996 |
| 5800 School Based Support Services | 682,107 |
| 6200 Special Population Support | 74,254 |
| 6300 Alternative Programs Support Services | 54,607 |
| 6500 Operational Support Services | 134,906 |
| 6600 Financial & Human Resource Services | 34,199 |
| 8100 Non Programed Charges | 162,685 |
| Total Federal Grant Fund Appropriations | <u>\$ 3,146,494</u> |

Section 6. The following revenues are estimated to be available to the Federal Grant Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|---------------------------|----------------------------|
| Total Federal Fund | <u>\$ 3,146,494</u> |
|---------------------------|----------------------------|

Section 7. The following amounts are hereby appropriated for the operation of the schools administrative unit in the Capital Outlay Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|----------------------------|----------|
| 5110 Furniture & Equipment | \$15,000 |
|----------------------------|----------|

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| | |
|--|-----------------------------|
| 5500 Co-Curricular Services – Band | 1,000 |
| 6300 Admin Furniture | 5,000 |
| 6500 Operational Support Services | 19,500 |
| 7200 Child Nutrition Equip | 10,000 |
| 9000 Capital Outlay | 647,620 |
| 9100 Building Improvement | <u>27,558,812</u> |
| Total Capital Outlay Appropriations | <u>\$ 28,256,932</u> |

Section 8. The following revenues are estimated to be available to the Capital Outlay Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|-------------------------------------|-----------------------------|
| Local Funds – County Appropriation | \$ 465,000 |
| Miscellaneous | 68,000 |
| Bond Proceeds | 12,230,238 |
| Lottery Proceeds | 15,328,574 |
| Fund Balance Appropriated | <u>165,120</u> |
| Total Capital Outlay Revenue | <u>\$ 28,256,932</u> |

Section 9. The following amounts are hereby appropriated for the operation of the schools administrative unit in the Child Nutrition Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|--|----------------------------|
| 7200 Nutrition Services | \$1,617,740 |
| 8100 Payments to Other Gov. Units | <u>160,000</u> |
| Total Child Nutrition Fund Appropriations | <u>\$ 1,777,740</u> |

Section 10. The following revenues are estimated to be available to the Child Nutrition Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|-----------------------------------|----------------------------|
| 3250 Sales Tax Revenue | \$ 1,500 |
| 3811 USDA Grants | 1,300,000 |
| 4311 Breakfast Sales | 3,000 |
| 4314 Lunch Sales | 60,000 |
| 4318 Supplemental Sales | 80,000 |
| 4322 Catered Lunches | 7,500 |
| 4341 State Reimb.-Breakfast | 800 |
| 4450 Interest Earned | 7,500 |
| 4880 Indirect Cost | 160,000 |
| 4921 Transfer from SPSF | <u>157,440</u> |
| Total Child Nutrition Fund | <u>\$ 1,777,740</u> |

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Section 11. The following amounts are hereby appropriated for the operation of the schools administrative unit in the Before & After School Care Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|---|-------------|
| 7100 Community Services | \$ 0 |
| Total Before & After School Care Fund Appropriations | \$ 0 |

Section 12. The following revenues are estimated to be available to the Before & After School Care Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|---|-------------|
| 4210 Tuition & Fees | \$ 0 |
| 4450 Interest | 0 |
| Total Before & After School Fund | \$ 0 |

Section 13. The following amounts are hereby appropriated for the operation of the schools administrative unit in the Restricted Revenue Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|---|---------------------|
| 5100 Regular Instruction Services | \$ 74,053 |
| 5200 Special Population Services | 395,032 |
| 5300 Alternative Programs and Services | 282,958 |
| 5400 School Leadership | 21,820 |
| 5800 School-Based Support Services | 200,000 |
| 6400 Technology Support | 40,604 |
| 7200 Nutrition Services | 200 |
| Total Grant Revenue Fund Appropriation | \$ 1,014,667 |

Section 14. The following revenues are estimated to be available to the Grant Revenue Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

| | |
|---|---------------------|
| 3200.007 School Nurse Revenue | \$ 200,000 |
| 3200.413 NC Pre-K Revenue | 275,940 |
| 3700.306 Medicaid Fee for Service Revenue | 150,000 |
| 4910.306 Medicaid Fee for Service Fund Balance | 245,032 |
| 4890.425 Wolfpack Works Interventionist Grant | 8,685 |
| 4910.516 Technology Fund Balance | 40,604 |
| 4910.518 DRF STEM Lab Fund Balance | 7,611 |
| 4910.519 Golden Leaf STEM Lab Grant Fund Balance | 49,877 |
| 4910.525 Comm Foundation STEAM Lab Grant Fund Balance | 4,700 |
| 4910.526 DRF Arts Consultant Grant Fund Balance | 25,000 |
| 4910.527 Walmart Community Grant Fund Balance | 200 |
| 4910.528 Cardinal Innovations Fund Balance | 7,018 |
| Total Grant Revenue Fund | \$ 1,014,667 |

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Section 15. All appropriations shall be paid first from revenues restricted as to use, and secondly from general unrestricted revenues.

Section 16. The Superintendent is hereby authorized to transfer appropriations within a fund under the following conditions:

- A. He/she may transfer amounts between sub-functions and objects of expenditures within a function without limitations with a report to the Board of Education being required quarterly.
- B. He/she may transfer amounts not to exceed \$10,000 between functions of the same fund with a report on such transfers being required quarterly.
- C. He/she may transfer amounts not to exceed \$10,000 from any contingency appropriation within a fund with a report on such transfers being required quarterly.

Section 17. Copies of the Budget Resolution shall be immediately furnished to the Superintendent and Finance Officer for direction in carrying out their duties.

Budget Resolution

Adopted by the Caswell County Schools Board of Education

October 12, 2020

3. Resolution – Shirley Mae Williams Stokes

Gladys Garland read aloud the resolution for Shirley Mae Williams Stokes who recently passed away. Wayne Owen moved, seconded by Ross Gwynn, to approve the resolution as presented. The motion carried unanimously.

*Resolution in Memorial
and Appreciation
Of the Life of
Shirley Mae Williams Stokes*

WHEREAS, Shirley Mae Williams Stokes, was born on August 15, 1948, and resided in Pelham, NC, at the time of her death on October 5, 2020, and

WHEREAS, Shirley Stokes, was a faithful and loving daughter, wife, mother, and friend and her family's welfare was her major and constant concern; and

WHEREAS, Shirley Stokes was a faithful member of Bluestone Baptist Church and also attended Gwynn's Chapel. She had an eye winning smile and she demonstrated kindness and compassion through her willingness to assist anyone who came in her path; and

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WHEREAS, Shirley Stokes was a graduate of Bartlett Yancey Senior High School. She met and married the love of her life, Curtis Bailey Stokes in 1968. Shirley started her career as a Teachers' Aide for Caswell County Schools while working at High Rock Elementary School. She later became a Certified Nursing Assistant and finished her working career as a Medical Records/Desk Clerk at Annie Penn Memorial Hospital until her health declined. Her favorite past-times were reading, completing puzzle books, and watching her favorite sports team (which was whoever was winning). She will be dearly missed and never forgotten by her family and friends and 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 Shirley Stokes 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 12th day of October 2020.

Gladys Garland, Chairman

Wayne Owen, Vice Chairman

Mel O. Battle

Vennie Beggarly

Ross Gwynn, Jr.

Donna R. Hudson

Tracy P. Stanley

Dr. Sandra Carter, Superintendent

4. NCHSAA/BYSHS (North Carolina High School Athletics Association / Bartlett Yancey Senior High School)

Dr. Carter shared information from the last board meeting in which she recommended and the board approved to begin sports based on the NCHSAA guidelines for the high school. Since that time, the Covid numbers have increased within the county and due to the extreme increase along with one other high school in the conference actively starting back, she would like to rescind her recommendation and recommend postponing sporting activities until after the first of the year and review again in January.

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Tracy Stanley moved, seconded by Mel Battle to approve the recommendation to postpone athletics until January and review Covid numbers at that time. The motion carried 6-1 with Hudson voting "No."

IV. REPORTS

None at this time.

IV. SUPERINTENDENT UPDATES

Dr. Carter shared that some requests have been made to hold virtual fundraising events. Discussion was had and the board requested additional information as to what the funds would be used for as they did not feel this is a high priority at this time with the current situation.

Dr. Carter shared information regarding Caswell Online and updated the board that currently we have not started this program but would like to send out a survey to parents to determine how much interest there may be. Upon receipt of input we may possibly look at starting a pilot program for a year. Question was asked if the survey would reach out to homeschoolers. Dr. Carter shared we can send information if we have the home school addresses. Concerns shared were not to overload our teachers and Dr. Carter shared that this would be voluntary for teachers. This is also a way to bring additional high interest courses to our students.

The board was in agreement for the survey to be sent out to gain information and to review if there is enough interest to pursue it and also to make note that it would be for teachers who opt to participate.

Chief Financial Officer Amy Chandler shared that the auditors were here two weeks ago and gave high praise to the Child Nutrition Department. They referenced how organized and efficient they are and are one of the few districts that require the least amount of adjustments. Mrs. Chandler thanked the work of the Child Nutrition department and also shared the Finance department did a great job with the auditors as well.

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V. 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 after a short break. Donna Hudson seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Wayne Owen made the motion to go into Open Session, seconded by Donna Hudson. The motion carried unanimously.

VIII. PERSONNEL

Mel Battle made a motion to approve the Personnel listing as presented, seconded by Tracy Stanley. The motion carried unanimously.

| Employment | |
|--|---|
| Bartlett Yancey Sr. High School | Deauti Harris, 9-12 EC Gen. Curr. Teacher = Eff. 10/26/2020 |
| | Juan Montoya, 9-12 Spanish Teacher = Eff. 11/15/2020 |

X. COMMUNICATIONS

Dates on the upcoming Annual Conference with the North Carolina School Board Association (Nov. 5-6, 2020) was shared with board members.

XI. BOARD MEMBER OBSERVATIONS

Thanks were given for the schools going to one LMS (Learning Management System) and a request if a virtual training could be had for parents for CANVAS.

Question was asked regarding when the new driver's education program will start. Dr. Carter shared we are hopeful for October and working out the details. An email to all staff was shared to inquire if there is any interest for drivers.

Question was asked regarding the End of Course tests and if plans are being made on how to transport students, cleaning, planning, etc. Dr. Carter shared

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she has met with Mr. Hudson (Transportation Director) and he has met with Principal Lance Stokes on details. Rooms will be cleaned after each session.

Rescheduling of Board Meetings

Discussion was had regarding previous work session minutes from March 25, 2019, in which the board discussed and agreed upon a 48-hour timeline if meeting were cancelled. This was suggested to prevent polling and allow members to plan accordingly. Discussion was had that this may need to be included in board policy. It was suggested to add the wording to the current board policy # 205 and bring to the board for first reading. Concerns were that anytime we cancel a meeting we should be consistent in how we handle it noting that the meetings in July and December usually consist of one meeting. Discussion was also stated the board members may still need to be polled to determine if they are available.

It was agreed to bring changes to board policy # 205 for first reading.

Next meeting is October 26, 2020 @ 6:30 p.m.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the meeting at 12:00 p.m., Vennie Beggarly seconded the motion. The motion carried unanimously. The next regular meeting of the Board of Education is on October 26, 2020 at 6:30 p.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent