

CASWELL COUNTY BOARD OF EDUCATION MINUTES

September 23, 2019

Work Session Minutes

The Caswell County Board of Education met in a work session on Monday, September 23, 2019, beginning at 2:00 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, Ross Gwynn, and Vennie Beggarly. Others present include Superintendent Dr. Sandra Carter. Connie Kimrey recorded the minutes.

CALL TO ORDER

The meeting was called to order at 2:00 p.m. by Chairman Gladys Garland.

Chairman Gladys Garland reviewed the agenda.

- Transportation Procedures for Athletic Contests (Bartlett Yancey High School and NL Dillard Middle)

Information was shared on the schools current procedures for students who ride home with parents after an athletic event. Concerns shared included that procedures need to also be in place for field trips. Discussion took place on how to assure that procedures are being followed. Upon discussion it was agreed that individuals listed on the approved contact listing at the school would be allowed to take students home unless otherwise noted by the parent/guardian. A log or sign out sheet will be provided for teachers and coaches for required signature prior to student being released to ride home with parent/guardian or someone on the approved contact listing.

Dr. Carter will create a draft of procedures, etc. and bring back to the board for review.

- Timeline/Procedure for Superintendent Evaluation

The timeline for the superintendent evaluation was reviewed. Minor changes were needed to include the board members instead of the board chair. It was also shared that "closed session" should be included at the appropriate places as well. Dr. Carter will update the information and give a clean copy to the board.

Dr. Carter will also email the board with dates to begin the timeline for the superintendent evaluation and ask for feedback from the board.

- Bus Driver/Classified Employment

A draft copy was shared with the board which included ideas that surrounding counties have implemented as well as suggestions for Caswell to consider. Discussion took place. Concerns included requiring all classified employees to obtain their CDL school bus license and suggested to strongly encourage versus require. Other concerns included discrimination laws if all were required to obtain their bus license. Suggestions included finding areas to offer a supplement to the bus drivers. Wayne Owen asked that input be shared and received from the school especially the teacher assistants who this may effect.

Dr. Carter will look into ideas and incentives for bus drivers and bring back a draft for the board to review.

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- Procedures for Exit Interviews

Current exit interview procedures were shared and discussed. Concerns shared included not having ample time to read the information during closed session and concerns that the Board of Education does not truly do the exit interviews justice.

Upon discussion it was agreed to move forward with Human Resources initiating the exit interview to employees that resign and if at all possible sit down with the individuals to discuss in person. If the employee feels more comfortable filling out the form they would be allowed to do this and return to the Human Resource director (Nicole McGhee). Upon receipt, the exit interview will be shared with board members with the personnel portion of the board packet. It was also suggested that a thank you note be sent to the individual upon receipt of the exit interview. Board members were in agreement to move forward with this procedure and felt that it would allow them more time to read the comments and see if there is a pattern on why employees are choosing to leave the system. It was suggested that a copy be shared with the principal. The exit interview copies will be turned in during closed session to be shredded after ample time to review and discuss.

- Rental Procedures for Large Professional Development Room

Discussion took place on establishing procedures for the rental of the large professional development room located at the Central Office. Concerns shared by Dr. Carter included the security noting that human resources, exceptional children, and technology are all located on the hallway nearest the professional development room. It was suggested to look at options for a gate or possibly an accordion gate to be installed and pricing. Dr. Carter will share information with Maintenance Director Jerry Hatchett to look into options and bring back possibilities to the board. Dr. Carter shared ideas for the extended future using the kitchen area and hopefully obtaining grant funding to turn the cafeteria side into a culinary kitchen area for the students to use and cook food for a community meal.

- Traffic Flow at North Elementary

Concerns were shared regarding the difficulty to turn left onto Highway 86 from the North Elementary driveway. Traffic is backing up in the school parking lot and creating time concerns for parents/guardians. Suggestions included having a deputy to direct traffic. Dr. Carter shared that the sheriff's department does not have enough manpower to do this on a daily basis. Other suggestions included having the school system hire an off-duty deputy for two hours a day or possibly widening the drive at North. Upon discussion it was agreed that the first option would be to look into the requirements of widening the drive and discussion with the Department of Transportation. Dr. Carter will inquire on the cost and stipulations required to do this and bring information back to the board.

- Open Discussion

Donna Hudson shared that she would like for all board members that are currently serving, as well as former board members Sylvia Johnson and Gordon Satterfield, to be included on the plaque that will be displayed at the new high school upon completion. All board members were in agreement.

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Dr. Carter shared she was approached by Commissioner Sterling Carter to include a cornerstone at the new high school which will include a time capsule of historical information. All members were in agreement. Dr. Carter will contact Commissioner Sterling Carter to inform him of the board's decision.

The board took a five-minute break.

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

OPEN SESSION

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

ADJOURN

Mel Battle moved, seconded by Vennie Beggarly to adjourn the meeting at 4:30 p.m. The motion carried unanimously.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent