

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

August 13, 2018

The Caswell County Board of Education met in regular session on Monday, August 13, 2018, at 9:00 a.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Donna Hudson, Ross Gwynn, Gordon Satterfield, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Carla Murray, Terri Gullick, Marilyn Roberts, Alexandro Velasco, Bailey Williamson, Tiffany Roberts, Steve Evans, Sheena Sigmon, Paula Diggs, Terrie Scales, Stephanie Guill, Erin Weston, Jennifer Coeburn, Ramonda Brooks, Emily Buchanan, Vennie Beggarly, Harriette Fairley, Leighann Slaughter, Ellen Amos, Amy Chandler, Anthony Leak, Billy Sugg, Joanna Gwynn, Anna Isaacs, Fran Bantt, Clarence Garrett, Erica Biechy, Janice Castle, Robbin Harris, Carol Boaz, David Useche, James Kin, Jeremy Teetor. Connie Kimrey recorded the minutes. (Note: Others may have been present but did not sign the roster).

## 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

Sylvia Johnson moved, seconded by Mel Battle, to approve the minutes of the July 16, 2018 regular meeting as presented. The motion carried unanimously.

## I. C. APPROVAL OF AGENDA

Mel Battle moved, seconded by Donna Hudson to approve the agenda as presented with additional kindergarten transfer request under the consent agenda and elementary and secondary curriculum updates under reports. The motion carried unanimously.

## I. D. ANNOUNCEMENTS

Dr. Carter introduced and welcomed Amy Chandler, Finance Director for Caswell County Schools. Personnel Director, Nicole McGhee, introduced and welcomed newly hired employees.

## I. E. PUBLIC COMMENTS

None at this time.

## II. UNFINISHED BUSINESS

- Policy # 825 – Civic Center

Tracy Stanley moved, seconded by Mel Battle to remove Policy # 825, Civic Center, from the table. The motion carried unanimously.

Dr. Carter shared she spoke with County Manager Bryan Miller and the committee for the civic center does not exist anymore. A draft rental cost spreadsheet, a listing of current rental cost, and a spreadsheet listing various counties civic center rates were shared with the board for review.

Discussion took place regarding the updated pricing with concerns. Mr. Battle voiced his concerns and noted that a price increase was needed; however, he felt the proposed pricing was

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excessive. Mrs. Stanley expressed that for-profit organizations are making a lot of money while we lose money. Mr. Satterfield relayed that Civic Center charges have not been updated in several years. Other concerns included the cost of microphones and technicians. Tracy Stanley inquired if the seating has been replaced. Dr. Carter shared that the seats were replaced and they match the original seats. Lengthy discussion took place regarding pricing.

Tracy Stanley suggested changing wording on Page 2, Section 6 from "he" to "he/she."

Mel Battle suggested all board members to submit input on what pricing they felt is fair to Dr. Carter for review. A draft template will be shared with the board.

Upon no further, Dr. Carter recommended first reading of Policy # 825, Civic Center with corrections as noted. Donna Hudson moved, seconded by Sylvia Johnson to approve first reading of Policy # 825 as presented with changes as noted. The motion carried unanimously.

(Note: The policy only was approved for first reading. Pricing will continue to be discussed at next meeting).

- BYHS Renovations - Dr. Carter shared update on Needs Based Grant noting the grant now includes Tier 1 and Tier 2 counties. The amount available for grants is \$75 million. Dr. Carter shared a sign-up sheet for board members to participate in open house at all schools. A table will be setup at each school with information regarding the bond referendum.

### III. NEW BUSINESS

#### 1. Consent Agenda

Dr. Carter reviewed briefly items on the consent agenda.

Mel Battle inquired on Item B, Transfer Requests, questioning if we are at capacity regarding kindergarten requests and if we have denied or are holding any requests. Dr. Carter responded that we are close to capacity for Oakwood and South and those requests are being held for review. The numbers will be reviewed and approved if capacity allows.

Tracy Stanley questioned what the books are used for noting Item E, BMI Invoice. Mrs. Emily Buchanan responded they are novel sets for all students. Mrs. Stanley voiced concern with Item J, Fundraising Requests for Bartlett Yancey High School, noting BUC cards and if the money collected belonged to the school. Ms. JoAnna Gwynn responded the money goes to the school not the booster club; however, the booster club assists in promoting the cards. Other concerns with the BUC card included restaurants that are no longer in operation being included on the card.

Ross Gwynn questioned Item I, Firehouse Innovations. Emily Buchanan shared these are props for the classroom and are required to meet certain regulations. These doors will provide practice and training for the students enrolled in the Fire Safety course.

Upon no further questions, Dr. Carter recommended approval of the consent agenda as presented. Mel Battle moved, seconded by Tracy Stanley to approve the consent agenda as presented. The motion carried unanimously.

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- a. Requests for Transfer
- b. Kindergarten Transfer Request
- c. Participate Invoice
- d. EMS LINQ Invoice
- e. BMI Invoice
- f. Orkin Pest Control 2018-2019
- g. Pearson Invoice
- h. Surazal Invoice (renewal)
- i. Firehouse Innovations Corp.
- j. Fundraising Requests - BYHS

Requests for Transfer

Brown, Hunter	Caswell	to	Alamance (K)
Brown, Jason	Caswell	to	Alamance (6 <sup>th</sup> )
Keatts, Ruby	Caswell	to	Person (2 <sup>nd</sup> )
Lindsay, Jordan Taylor Pinnix	Caswell	to	Rockingham (11 <sup>th</sup> )
McKinney, Charles	Caswell	to	Rockingham (8 <sup>th</sup> )
McKinney, Katelyn	Caswell	to	Rockingham (11 <sup>th</sup> )
Stroher, Bentley	Rockingham	to	Caswell (1 <sup>st</sup> )*

\*Parent = employee of Caswell County Schools (tuition waived)

Kindergarten Requests for Transfer

Gibson, Logan	Oakwood	to	North
Strader, Kinsley	Oakwood	to	Stoney Creek
Slaughter, Jacob	Rockingham	to	Caswell/Oakwood *

\*Parent = employee of Caswell County Schools (tuition waived)

Participate Invoice (VIF)

Karla Hernandez Perez \$17,390.00  
 Budget Code: 1.5110.020.319.316.000.000.00 (Foreign Exchange Contracted Services)

EMS LINQ Invoice.

LINQ V6 Support HR/ Annual Support \$6,495.00  
 Budget Code: 2.6510.802.326.810.000.00 (maintenance agreement)

BMI Invoice

Novel Sets \$5,220.70  
 Budget Code: 1.5110.061.411.000.000.02

Orkin Pest Control 2018-2019

\$9,188.63  
 Includes all schools, central office, auxiliary offices, bus garage & child nutrition  
 Budget Code: 2.6580.801.326.810.000.00 (\$4492.73) / Maintenance  
 Budget Code: 4.7200.001.326.810.000.00 (\$4695.90) / Child Nutrition

Pearson Invoice

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GradPoint \$17,731.18  
Budget Code: 1.5310.069.418.000.000.00 (At Risk Student Services)

Surazal Invoice \$8,649.00  
Budget Code: 2.6510.802.343.000.000.00

Firehouse Innovations Corp. \$6,895.50  
Budget Code: CTE State Equipment Funds

Fundraising Requests = BYHS 2018-2019

2. Purchase of Lawn Equipment

Questions were asked if the mower would stay on site and who would use it. The custodian will be using it at the high school. Donna Hudson felt that some stipulation be included that coaches should be trained on how to use them. Gordon Satterfield questioned what the age is on the mowers and if they have been properly maintained. Discussion took place on when the last mowers were purchased and if it's allowed for volunteers to mow using their own equipment. Dr. Carter felt using volunteers would be a huge liability. Dr. Carter was asked to get verification from the insurance company and bring back answer to the board. Other concerns were why volunteers would be needed and more importantly to find out why things are not getting done.

Upon lengthy discussion, Ross Gwynn moved, seconded by Mel Battle to table the purchase of lawn equipment until more information is available. The motion carried unanimously. Board members were requested to send their questions regarding the mowers to Dr. Carter so she could follow-up with Mr. Hatchett before the next meeting.

3. Policy # 606, Promotion & Retention

Carol Boaz reviewed changes to Policy # 606 based on changes from Department of Instruction. The only changes are on page 3.

**First Grade**

At the end of first grade, a student is expected to demonstrate proficiency on at least ~~40~~ **13** out of ~~43~~ **16** major math skills from the NC Math objectives, and achieve three out of four of the English Language Arts grade level objectives and expectations listed below to be considered for promotion to the second grade:

1. Read text appropriate for the end of first grade based on the NC Literacy Assessment (Level ~~J~~ **I** or higher)
2. Demonstrate an understanding of text read appropriate for first grade through retelling using NC Literacy Assessment (Level ~~J~~ **I** or higher)
3. Score at or above proficiency (Level 3) on a First Grade Writing Assessment, representing spoken language with temporary and/or conventional spelling, as defined by local or state standards
4. Recognize 180 out of the 225 words on the **First Grade Sight Word List**

Dr. Carter recommended approval of the first reading of Policy # 606, Promotion and Retention and to lie on table for second reading. Mel Battle moved, seconded by

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Gordon Satterfield to approve the first reading of Policy # 606 and to lie on table for second reading. The motion carried unanimously.

### 4. Policy # 796, Dress Code

Dr. Carter reviewed changes to the dress code policy noting the last update was in 2009. North Carolina School Board policy was reviewed as well as other school districts. The outcome of the changes is a reminder of what staff is expected to adhere to and the need for professionalism.

Gladys Garland noted that the policies are only effective if they are enforced. Minor changes were noted to include the word "by" on page 2 and to move wording on page 6.

Upon review, Dr. Carter recommended approval of first reading of Policy # 796, Dress Code as presented with changes to be included as noted. Sylvia Johnson moved, seconded by Mel Battle to approve first reading of Policy # 796, Dress Code, as presented and to lie on table for a second reading. The motion carried unanimously.

Donna Hudson mentioned that although the policy is not approved yet, it may be beneficial to make staff aware prior to the first day of school.

### 5. Fundraising Requests (Middle/Elementary)

Questions were addressed to principals regarding fundraising requests for middle and elementary schools. Mrs. Hudson felt requests to provide funding for instructional needs should be addressed with curriculum directors noting request for Smartboards.

Upon no further questions, Dr. Carter recommended approval of fundraising requests for middle and elementary schools as presented. Gordon Satterfield moved, seconded by Ross Gwynn to approve fundraising requests as presented. The motion carried unanimously.

### 6. GPS Proposal

Anthony Leak, Transportation Director, shared information regarding new GPS proposal which would switch from Navman to Synovia. Mr. Leak noted issues with the current system, Navman, noting that he cannot get in touch with customer service and no one returns his calls. Mr. Leak stated that funding is available and he is familiar with Synovia as he used it in his previous job. Representative Billy Sugg from Synovia was in attendance and shared an overview of the system and answered questions from the board.

Any additional features that the school system would like to acquire would be added on as an addendum and will come back to the board for approval.

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Upon review, Dr. Carter recommended approval of Synovia proposal as presented with the addition of "Here Comes the Bus" at an additional cost of \$2.00 per bus/per month. Ross Gwynn moved, seconded by Gordon Satterfield to approve Synovia proposal as presented with additional feature of "Here Comes the Bus" at \$2.00 per bus/per month as presented. The motion carried unanimously.

Synovia Solutions, LLC (71 units)

9330 Priority Way West Drive, Indianapolis, IN 46240

Representative: Billy Sugg, Customer Account Manager (919-922-1770)

\$3,211 per month / \$38,532 per year / 5 year contract = \$2,311,920

(Yellow buses = \$3,008.00 per month)

(Activity buses = \$203.00 per month)

Additional Feature = "Here Comes the Bus" = \$2.00 per bus / per month (not on activity buses)

Price includes no upfront costs, includes hardware, installation, training and support. Lifetime warranty.

### 7. 2018-2019 School Handbooks

Principals from each school reviewed changes to their handbooks. Items noted include:

#### BYHS

- Page 22 = include sentence to explain grading to assist parents and students
- Make sure Code of Conduct & handbook are consistent with volunteers
- Include new vision and mission statements for school district
- Page 11 & 12 were duplicates
- Page 22 does not coincide with Policy # 606 (10 point grading scale)

#### North Elementary

- Promotion/Retention standards will be updated

#### Oakwood Elementary

- Promotion/Retention standards will be updated

#### South Elementary

- Page 12 - clarify sentence regarding field trips
- Page 13 - move information on K-1 to flow better
- Cover Page = 2018-2019

#### Stoney Creek Elementary

- Promotion/Retention standards will be updated
- Page 31 - levels will change
- Include lunch pricing
- Table of Contents - updated

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N.L. Dillard Middle School

- Will include tardy sweeps
- Update meal pricing
- Confirm discipline issues do not conflict with Code of Conduct

Upon review, Dr. Carter recommended approval of 2018-2019 handbooks for all schools as presented with noted changes to be made. Ross Gwynn moved, seconded by Sylvia Johnson to approve 2018-2019 school handbooks for all schools as presented with noted changes. The motion carried unanimously.

### 8. School Resource Officer (SRO) Grant

Dr. Carter shared that Caswell County is the recipient of a SRO grant in the amount of \$33,333 for the 2018-2019 school year. This grant has the opportunity to be recurring for the 2019-20 school year, but unsure beyond that date. This will allow the SRO to have a strong presence in the elementary schools. The grant comes with a matching LEA requirement which equals \$16,641 and the need for a car. Grant matching funds are available from SRO Contracted Services and are included in the budget. Upon checking with the insurance carrier there is no additional cost for the use of the car to be used by the SRO. Dr. Carter suggested using the 2003 Chevrolet Malibu for the elementary SRO.

Gordon Satterfield suggested checking with the sheriff's department as they may have a car that can be donated along with a blue light and radio communication equipment. He would like to check into this before making a decision on what vehicle to use.

Dr. Carter recommended approval of the SRO grant with matching funds in the amount of \$16,641 from SRO Contracted Services as presented. Gordon Satterfield moved, seconded by Ross Gwynn to approve SRO grant as presented with matching funding in the amount of \$16,641 from SRO Contracted Services. The motion carried unanimously.

Dr. Carter will check with the sheriff's department and inquire on vehicles and equipment.

## IV. REPORTS/UPDATES

- Fundraising Summaries - It was noted that any booster clubs or alumni groups should submit a fundraising summary report to the Board of Education.
- Student Services Update

Upon review of Student Services updates Gordon Satterfield shared concerns with safety and funding. He felt that principals need to explain to parents why procedures are put in place so they understand and share enhancements that will be added if the bond referendum is passed. Mel Battle also commented that

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parents feel as if they are not wanted at the school and that is not the case. The protocols should be explained and sometimes it is the case of “how” you communicate. All schools should be inviting to parents. Donna Hudson questioned if the SRO at the middle school teaches the DARE program if another officer is sent over. It was confirmed that someone comes in the SRO’s place. Mr. Satterfield questioned if Dr. Carter as well as other board members could reach out to Sheriff Durden and express the concern for an officer to direct traffic to free up the SRO’s to be at the school in the morning and afternoon. In his opinion, the SRO’s are needed at the schools during these critical times. He suggested that the board send a formal request to Sheriff Durden.

- 2018-2019 Draft Budget was reviewed by Jeremy Teetor and Amy Chandler

Mel Battle requested that a copy be provided to include 2017-18 budget, what we actually spent (2017/18) and proposed 2018-19 budget as well as an increase/decrease column. Page numbers need to be included as well.

Mel Battle moved, seconded by Tracy Stanley to take a short break at 12:00 p.m. The motion carried unanimously.

- Elementary Curriculum Update
- Secondary Curriculum Update

### V. SUPERINTENDENT UPDATES

- Dr. Carter shared she received a check in the amount of \$764 for fines and forfeitures from Sheriff Durden.
- Advanced Ed was discussed. Dr. Carter shared that during the administrative retreat elementary principals did not feel the need to continue and noted that other districts are moving away from this. If no objection from the Board of Education, Dr. Carter suggested doing away with Advanced Ed at the elementary level but to continue at the middle and high school level. There was no disagreement.
- Working on a back to school letter for the Caswell Messenger.
- Improvements on school grounds. Dr. Carter has visited all schools inside and out and tripled the budget for landscaping to provide much needed improvements to the school grounds.

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

### VII. OPEN SESSION



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Ross Gwynn made a motion to return to open session. Donna Hudson seconded the motion. The motion carried unanimously.

**VIII. PERSONNEL LISTING**

Dr. Carter recommended approval of the personnel listing as presented and to approve a one-year contract for completed licensure update listing and substitute pay will be given to the individuals included on the incomplete listing. Mel Battle moved, seconded by Gordon Satterfield to approve personnel listing as presented and one-year contract to updated completed licensure listing. The motion carried unanimously.

<b>Resignation</b>	
<b>Bartlett Yancey High School</b>	Maghen Brixius, Eng.Lan.Art. Teacher = Eff. 8/20/18
	Kin Watlington, CTE Teacher = Eff. 8/3/18
<b>N.L. Dillard Middle School</b>	Dr. Susan Price-Cole, Math Inst. Coach = Eff. 7/20/18
	Anna Poindexter, 6 <sup>th</sup> grade Science = Eff. 7/16/18
	Jillian Spain, 6 <sup>th</sup> grade Math/Science = Eff. 7/31/18
<b>North Elementary</b>	Jana Lee, 5 <sup>th</sup> grade Teacher = Eff. 7/23/18
	Maggie Millwood, Media Specialist = Eff. 7/30/18
<b>Oakwood Elementary</b>	Kirsten Viscount, EC = Eff. 7/16/18
<b>Finance Dept. / Central Office</b>	Amy Crews, Acctg./Budget = Eff. 8/17/18
<b>Transfers</b>	
<b>Bartlett Yancey High School</b>	Patricia Price, Child Nut. Mgr. = Eff. 8/20/18 From North Elementary to BYHS
	Stephanie Hollifield, CTE Teacher = Eff. 8/17/18 From NL Dillard to BYHS
	Margaret Hinrichs Staton, English Teacher = Eff. 8/17/18 From NL Dillard to BYHS
<b>North Elementary</b>	Sylvia Fuller, Child Nut. Mgr. = Eff. 8/20/18 From South to North Elementary
	Courtney Smith, K-5 Teacher = Eff. 8/17/18 From Oakwood to North
<b>Leave Notification</b>	
<b>Oakwood Elementary</b>	Erin Hancock Allen, EC Teacher Eff. 8/17/18 - 6/13/19 (Parental Leave)
<b>Employment</b>	

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<b>Bartlett Yancey High School</b>	Ramonda Brooks, Science Teacher = Eff. 8/17/18
	Josephine Broadnax, Bus Aide = Eff. 8/27/18
	Jose Fuentes, Custodian = Eff. 8/14/18 (12-month employee)
<b>N.L. Dillard Middle School</b>	Clarence Garrett, Asst. Principal = Eff. 8/1/18 11 month position
	Danielle Flores, Inst. Coach = Eff. 8/14/18 11 month position
	Hannah Lynch, 6 <sup>th</sup> grade Science = Eff. 8/17/18
	Anthony Spinks, EC = Eff. 8/17/18
	Alesia Smith, 6 <sup>th</sup> grade Math/Science = Eff. 8/17/18
	Darnard Williams, 7 <sup>th</sup> grade Math = Eff. 8/17/18
	Richard Mishue - Bus Driver = Eff. 8/27/18
<b>Oakwood Elementary</b>	Robbin Harris, K-5 Teacher = Eff. 8/17/18
	Sonya Holman, K-5 Special Ed. Teacher = Eff. 8/17/18
	LeighAnn Slaughter = K-5 Teacher - Eff. 8/17/18
<b>North Elementary</b>	Calvin Caswell, Bus Driver = Eff. 8/17/18
<b>South Elementary</b>	Ellen Thomas, Sub. Teacher - Eff. 8/17/18
	Ashley Parks = Bus Driver = Eff. 8/27/18
	Rachel Sprague, Educ. Interpreter = Eff. 8/17/18 10 month position
	Ellen Amos, K-5 Teacher = 8/17/18
<b>Stoney Creek Elementary</b>	Thressie Jones, Child Nut. Mgr. = Eff. 8/20/18
	Harriette Fairley, K-5 Teacher = 8/17/18
<b>Child Nutrition Roving Substitutes</b>	
	Miranda Carter - Eff. 8/20/18
	Cassandra Graves - Eff. 8/20/18
	Ollie Graves - Eff. 8/20/18
	Elsie Price - Eff. 8/20/18
	Linda Vincent - Eff. 8/20/18
<b>Licensure Updates - 1 year contract</b>	
<b>Oakwood</b>	Carolyn Childress - Pre-K Teacher
<b>BYHS</b>	Joshua Brumfield - PE Teacher
	Maria Acosta- Spanish Teacher
<b>Course Work Incomplete (Sub Pay)</b>	
<b>N.L. Dillard Middle School</b>	Silas Baldwin - Science Teacher
<b>BYHS</b>	Brian Totten - CTE Marketing

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**IX. COMMUNICATIONS**

- Open House Schedule
- Convocation – 8:30 a.m.
- Master Board Training = September 17, 2018 @ 2:00 p.m.

**X. BOARD MEMBER OBSERVATIONS**

- Tracy Stanley shared mower pricing from Lowes Home Improvement.

**XI. ADJOURN**

Ross Gwynn made a motion to adjourn the regular meeting at 2:45 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on August 27, 2018 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