

CASWELL COUNTY BOARD OF EDUCATION MINUTES

August 27, 2018

The Caswell County Board of Education met in regular session on Monday, August 27, 2018, at 6:30 p.m. in the Administration Building of Caswell County Schools. Members present: Chairman Gladys Garland, Vice Chairman Sylvia Johnson, Mel Battle, Ross Gwynn, Gordon Satterfield, and Tracy Stanley. Donna Hudson was absent. Others present include Superintendent Dr. Sandra Carter, Nicole McGhee, Marilyn Robert, Jerry Hatchett, Inita Johnson, Andrew Tyrrell, Amy Chandler, Caitlin Giles, Ana Johnson, Alexyss Guill, Mindy Mitchell, Emily Buchanan, Nelson Showalter, Medina Jones, Vennie Beggarly, Wayne Owen, Carol Boaz. Nicole McGhee 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 August 13, 2018 regular meeting as presented. The motion carried unanimously.

I. C. APPROVAL OF AGENDA

Dr. Carter recommended approval of agenda as presented with addition of New Teacher Support Program listed under New Business. Tracy Stanley moved, seconded by Gordon Satterfield to approve the agenda as presented with addition of New Teacher Support Program. The motion carried unanimously.

I. D. ANNOUNCEMENTS

None at this time.

I. E. PUBLIC COMMENTS

Steve Marshall, 921 John Oakley Road, Prospect Hill, NC

Mr. Marshall addressed the board with a request for his son, who is home schooled, to play basketball and for other children that are home schooled to participate in other sports if they so desire. Mr. Marshall requested the board advise him in the direction he needs to take to move forward.

Inita Johnson, 744 Bertha Wilson Road, Blanch, NC, 27212

Ms. Johnson addressed the board on the proposed increase rates for the civic center. Ms. Johnson stated she is here as a cheerleader and not to criticize. She noted that Caswell is a lower income community and she proposed the following: If groups can guarantee 100 people that a charge of \$10.00 per person is applied. The board would have complete control of admission. The total of 100 people would equal \$1000 for the large auditorium for Monday-Thursday and charge \$8.00 per person for small auditorium. Weekend charges could be \$12.00 for banquets and dependent upon food being served. The board could use the school cafeteria managers for food if they are interested.

Ms. Jones also questioned if there is a logo for the civic center. If not, she proposed a new slogan contest be initiated and involve the students of Caswell County with the board selecting a winner. Other suggestions include: repaving, additional lighting, a canopy, rebuild steps on the inside, add rails, plan a ball/gala and invite other elected officials from other districts to raise money if needed for

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renovations and show the civic center off. One last suggestion included updating or creating a civic center website.

II. UNFINISHED BUSINESS

- Policy # 825, Civic Center Rental

Sylvia Johnson moved, seconded by Tracy Stanley to remove Policy # 825, Civic Center Rental from the table. Policy # 825 was discussed at this time. Dr. Carter shared pricing input from board members and the majority is the same. Mel Battle and Gordon Satterfield responses were different. Mr. Battle expressed his concern for hurting the local people with the price increases being proposed. He did not see a problem with out of town or people renting for profit; however, he felt the local and non-profit would have difficulty in paying these fees.

Tracy Stanley questioned how much we lose with the civic center in regards to utilities? Mr. Battle stated that \$41,000 is not a loss as we have to pay this amount anyway. Tracy Stanley questioned if an exact amount can be shared. Gordon Satterfield shared that there has not been an increase in 10 years and suggested if there is a 3% growth per year adding it back to the current price. Dr. Carter stated that based on the majority of the responses being the same, she recommended going with the majority. Sylvia Johnson questioned how close the figures are in the budget and if it includes supplies. Dr. Carter stated it is difficult to know without an itemization. Gladys Garland questioned what the cost for custodians and technicians are. Mr. Battle shared that revenue has nothing to do with the custodians. We currently charge \$18 to \$20 per hour now. Mr. Battle felt that once the local people find out about the significant cost increase it will affect the bond vote in November. People for profit should have to pay more. Tracy Stanley questioned when you are referring to local people does that include dance? Maintenance Director Jerry Hatchett shared that currently Saffelle is contracted for supplies as with all the other facilities. Sylvia Johnson questioned if a record could be kept of the cost of supplies for the civic center and review at the end of the year.

Sylvia Johnson moved, seconded by Tracy Stanley to approve the cost schedule for the Civic Center as recommended. A cost schedule and a record of supplies for the civic center will be maintained by maintenance with a yearend review. The motion carried 4-2 with Battle and Satterfield voting "No." (Donna Hudson was absent).

Upon no further comments, Dr. Carter recommended approval of Policy # 825, Civic Center Rental as presented. Tracy Stanley moved, seconded by Ross Gwynn. The motion carried 4-2 with Battle and Satterfield voting "No." (Donna Hudson was absent).

- Policy # 606 - Promotion & Retention

Sylvia Johnson moved, seconded by Ross Gwynn to remove Policy # 606, Promotion & Retention, from the table. The motion carried unanimously.

Dr. Carter recommended approval of Policy # 606, Promotion & Retention as presented.

Tracy Stanley questioned the 10-point scale noting that 60 would be considered a "C"? Emily Buchanan responded she is planning to bring updated information to the board at the next meeting.

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Tracy Stanley moved, seconded by Sylvia Johnson to table Policy # 606 until after closed session. The motion carried unanimously.

- Policy # 796, Appropriate Dress & Appearance for Staff

Mel Battle moved, seconded by Tracy Stanley to remove Policy # 796, Appropriate Dress & Appearance for Staff from the table. The motion carried unanimously.

Dr. Carter shared that after discussions with principals and administration she would like to remove the recommendation of flip-flops and any other shoe deemed unprofessional or unsafe by administration and use as in first reading "rubber flip-flops/shower shoes." Mr. Battle commented that principals do not make recommendations, the superintendent does. Dr. Carter replied that she asked for input when shared a draft of Policy 796 with administrators. In the last reading the flip-flop/shower shoes were included in the policy.

Discussion was held regarding flip-flops, jeans and professional dress. Dr. Carter noted that the bus driver manual adds an additional layer to alleviate any safety concerns with driving.

Sylvia Johnson felt that "shower shoes" should be left in the policy. Wording needs to be added to add spirit day so they can be worn as well as jeans on special days. She felt it should also include t-shirts and sweat shirts, not just denim jeans but spirit wear. On Page 3, the notes need to be added back in. Notes should be at both places for "appropriate" and "inappropriate."

Upon lengthy discussion, Dr. Carter recommended approval of second reading of Policy # 796 with changes on Page 2, Item 5 to include adding field day/spirit day and Item 6 to include spirit wear, on Page 3 add crossed out area back in, 4th bullet to include "jeggings" and add bullet to include clothing with ripped or torn holes.

Tracy Stanley moved, seconded by Sylvia Johnson to approve second reading of Policy # 796, Appropriate Dress and Appearance for Staff, as presented with changes as noted above. The motion carried unanimously.

- BYHS Renovations/Referendum

Dr. Carter shared that signatures required for the Capital Needs grant have been secured and the grant will be submitted this week. Mrs. Garland shared she was most thankful as this will offset the cost of the renovations for the high school by \$15 million.

- Purchase of Lawn Equipment

Dr. Carter shared at the last meeting the question was asked regarding liability for volunteers. The Finance Director, Amy Chandler, called the insurance carrier and non-employees are not covered. Coaches who are paid on a stipend are covered under worker's compensation. Dr. Carter shared that the insurance carrier stated we could ask for a release from volunteers. The Board Attorney advised against it. Dr. Carter highly recommended not using volunteers and will talk with principals and athletic directors to advise against this. Tracy Stanley stated we have volunteer coaches as well as parent coaches.

Gladys Garland questioned if the lawn mowers are on state contract? Mr. Hatchett stated they are government assisted bid prices which is the same as state contract. Retail amount is \$10,000. Tracy Stanley shared she had researched the pricing and found a cost of \$6900 which does not

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cover the roll bar and seat belt. Mr. Battle questioned the last time a mower was purchased for N.L. Dillard. Mr. Hatchett responded that the mower for N.L. Dillard was purchased 16 years ago. Maintenance took over mowing 6-7 years ago and one was bought for maintenance and the high school.

Discussion took place regarding who mows the facilities and if the new mower would be left at the school. Mr. Hatchett shared that maintenance will gas, oil and service it but the mower will be left at the school.

Lengthy discussion took place regarding contracting mowing services, custodians mowing, training on mowers, who is responsible for the sports complex (football, baseball, softball), and if procedures are in place.

Dr. Carter recommended approval of the purchase of the lawn equipment as presented. Gordon Satterfield moved, seconded by Tracy Stanley. Mr. Battle felt that the person cutting the grass should be a trained individual. Dr. Carter suggested approving lawn procedures and safety and have a list of people who can use the machines. She also suggested getting bids on the cost of mowing and look at other vendors to contract with. Gordon Satterfield felt that if this is the direction we are going we do not need to purchase two new lawn mowers and felt this item should be tabled.

Gordon Satterfield withdrew his motion as well as Tracy Stanley.

Gordon Satterfield moved, seconded by Mel Battle, to table the purchase of lawn equipment until more information is received. The motion carried unanimously. Mr. Hatchett will reach out to principals, coaches and athletic directors to receive feedback on specifications to be included in bids.

III. NEW BUSINESS

1. Consent Agenda

Dr. Carter reviewed briefly items on the consent agenda.

Ross Gwynn questioned if the facilitator will be at the school every day. Mr. Showalter responded that the facilitator will be there every day that the child is there. Mel Battle referenced the invoice for the School Resource Officer and Policy # 502 questioning if we are obligated to the additional \$17,000. He noted that we may not be able to afford every grant opportunity noting that some require a match. Dr. Carter shared that when we apply for grants we may have no idea how much money, if any, is received. Once any money is received and a match required, it comes before the Board of Education to accept or return, depending on funding.

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

- a. Contract - Language Facilitator (Sign Language) - Trina Lopez
- b. Caswell Council for the Arts (annual contribution)
- c. School Resource Officer (SRO) Invoice

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Contract - Trina Lopez / Language Facilitator
Cost = \$52,920 / Budget: 3.5210.060.311.000.000.00 (IDEA)

Caswell Council for the Arts = Annual Contribution = \$100.00

SRO Invoice = Caswell County Local Government
\$82,432.00
Budget Code = 1.5850.069.311.000.000.00 (contracted services)

2. Resolution

Sylvia Johnson read aloud the resolution for Dr. Lawrence Walker, former superintendent of Caswell County Schools, who recently passed away. Ross Gwynn moved, seconded by Gordon Satterfield to approve the resolution for Dr. Lawrence Walker. The motion carried unanimously.

*Resolution in Memorial and Appreciation
Of the Life of
Dr. Lawrence C. Walker*

WHEREAS, Dr. Lawrence C. Walker, was born on November 30, 1936, and formerly resided at 1095 Main Street East, Yanceyville, NC, 27379, at the time of his death on August 14, 2018, and

WHEREAS, Dr. Lawrence Walker was a faithful and loving husband, father, brother, and friend and his family's welfare was his major and constant concern; and

WHEREAS, Dr. Lawrence Walker was an alumni of University of North Carolina Chapel Hill, Elon College, Duke University and University of North Carolina Greensboro; and

WHEREAS, Dr. Lawrence Walker worked for Caswell County Schools serving as Superintendent for the school system. His career in public education extends over 33 years. He will be remembered by his Community and Board of Education for his commitment to education; and being known for his 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 Dr. Lawrence Walker and expresses its sympathy to his 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 27th day of August 2018.

Gladys Garland, Chairman

Sylvia Johnson, Vice Chairman

Mel O. Battle

Ross Gwynn, Jr.

Donna R. Hudson

Gordon Satterfield

Tracey P. Stanley

Dr. Sandra E. Carter, Superintendent

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3. Great Minds Invoice

Emily Buchanan reviewed three quotes and recommendation is with Great Minds. This will assist instructional coaches, principals and teachers. Dr. Carter shared that the materials align with what is offered in the elementary schools. Tracy Stanley questioned if they are teaching different or the same standards. Mrs. Buchanan responded that there is a shift in the curriculum. Districts are doing it both ways. Elementary is going well noting that teachers are learning while teaching. We started in March with professional development for grades 6-12 with plans for new teachers in June. Math coach at N.L. Dillard and administration had one day of training. Carol Boaz shared that it could be best described as teachers develop the concept versus memorization; a layering of more support.

Upon no further discussion, Dr. Carter recommended approval of Great Minds invoice as presented. Tracy Stanley moved, seconded by Mel Battle to approve Great Minds invoice in the amount of \$12,350.68 using textbook funds. The motion carried unanimously.

Great Minds Invoice = \$12,350.68

Budget = 1.5110.061.413.316.000.00 (textbook fund)

4. 2018-2019 Budget

Finance Director Amy Chandler answered questions from the board regarding the 2018-2019 budget.

Mel Battle had questions on the following:

State Funds

- 5100 regular instruction state raises based on positions
- 6940 - clarification
- Drivers Ed Instruction
- 5830 - Career Development - was this a raise of \$18,000- requested clarification and response back to the board.

Local Funds

- 294 - teacher supplement
- 6320 - is this a raise funded out of a different line? Amy Chandler responded this year it is budgeted for the corrected amount.
- 6110 - Spelling Bee - Budget is \$1600, spent \$711 - and requesting \$2000? Amy Chandler stated it was budgeted for the worst case.
- Page 26 - confusing with blank spaces. Amy Chandler responded blank spaces means we did not spend. Mr. Battle asked if provision could be made to indicate
- 6550/056/180 - Bonus for bus drivers & \$30,000 parts - Amy Chandler responded Transportation Director was able to save everywhere
- Did we change the supplement for Maintenance Director? Per Mrs. Chandler this was included in pay.

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- Page 27 – What is other insurance? Mrs. Chandler responded it is cyber insurance.
- 6910 Board Workshops increase of \$5000? Dr. Carter stated it is a cushion. Mr. Battle questioned why memberships need a cushion – he did not believe we have anything else to join.
- Legal Fees – Mr. Battle questioned Board Attorney if he is paid hourly? Mr. Bradsher responded “Yes.”
- Page 28 – Superintendent Memberships
- Civic Center Clerical = \$7100 – is that amount part of her salary – Per Amy Chandler the answer is “yes.”

Tracy Stanley questioned if the bonus for bus drivers is new (page 26)? Per Amy Chandler the answer is “yes.”

Gordon Satterfield stated he didn’t understand the cushions and felt there were too many cushions and blank spaces. If the money is allocated and when nothing is spent board members need a better explanation. Is budgeting for worse case scenarios appropriate to use and noted that Mr. Leak saved money this year but may not always be the case. The budget should be in layman terms not finance. The general public should be able to read the budget and understand it. There should be a sheet in the back with explanations. Example of 6550 and why money was not expended. Mr. Satterfield questioned if a copy is placed in the library? Dr. Carter stated that a copy is available at the central office. Mr. Satterfield shared he felt it needs more details.

Federal

- Mr. Battle questioned Page 30, Workshops/CTE – noting the amount doubled. Emily Buchanan responded that the LPS plan is included, allocate percent by state and noted she has plans for using it.
- \$80,000 for a chiller at Oakwood
- Dr. Carter reviewed the increase in landscaping and all grounds are done but there are areas behind the schools that need assistance. Mrs. Garland shared that she felt the money for landscaping was well spent.
- Mr. Battle questioned 9012 – Civic Center repairs
- Mr. Battle questioned Page 38 = \$6300 for administrative furniture. Dr. Carter shared this can be used for administrative furniture for principals or directors.

- Gordon Satterfield shared that the fund balance now has a little over \$500,000 and felt that we should use \$300,000 that was not funded by the commissioners and add it back to continue the teacher supplement. Dr. Carter was in agreement and recommended approval for 2018-2019 budget resolution as presented along with a budget amendment of \$300,000 to be used for teacher supplement. Gordon Satterfield moved, seconded by Mel Battle. The motion carried unanimously.

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5. New Teacher Support Program

Dr. Carter shared a document with board members and stated that research suggests that more support the first and second year will improve teacher retention. Last year UNC-G offered support for our first year teachers. This program received positive feedback. Last year, mentors were paid \$100 per month. We spent \$25,000 on mentors. With this program we will offer one lead mentor per school at \$150 per month. This program will offer support to 30 beginning teachers. The cost is \$2200 per teacher. For an additional year we will receive the reduced rate of \$1100 per teacher at a total cost of \$42,000. We will receive a refund of \$16,005 due to paying the invoice twice this past year reducing the amount needed to \$25,500.

Dr. Carter recommended approval of New Teacher Support Program in the amount of \$42,000 less the \$16,000 refund to be received. Mel Battle moved, seconded by Sylvia Johnson to approve the New Teacher Support Program in the amount of \$42,000 using RLIS funds, Budget: 3.5110.109.311.000.000.00. The motion carried unanimously.

IV. REPORTS/UPDATES

Dr. Carter shared the following:

- School Resource Officer began in the elementary school (Oakwood) today.
- Grant for Social Worker was approved in the amount of \$65,000.
- Capital Needs grant will be submitted this week.
- Convocation was well attended and positive feedback.
- Mr. Tyrrell, Directors and Dr. Carter visited all schools over the past week and have seen a positive environment and received upbeat comments.
- Dr. Carter shared first day of school average daily membership numbers.

V. SUPERINTENDENT UPDATES

(Reviewed under Reports/Updates)

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. Ross Gwynn seconded the motion. The motion carried unanimously.

VII. OPEN SESSION

Ross Gwynn made a motion to return to open session. Sylvia Johnson seconded the motion. The motion carried unanimously.

VIII. PERSONNEL LISTING

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Dr. Carter recommended approval of the personnel listing as presented. Gordon Satterfield moved, seconded by Sylvia Johnson to approve personnel listing as presented. The motion carried unanimously.

Resignation	
Bartlett Yancey High School	Carol Emerson, CTE Health Science = Eff. 8/15/18
	Jose Fuentes, Custodian = Eff. 8/27/18
N.L. Dillard Middle School	Taylor Gauldin, Art Teacher = Eff. 8/16/18
	Danielle Hall, 8 th grade ELA = Eff. 9/20/18
	Darnard Williams, 7 th grade Math = Eff. 8/15/18
North Elementary	Joel Johnson, PE Teacher = Eff. 8/15/18
South Elementary	Rachel Sprague, Educational Interpreter = Eff. 8/14/18
Transfers	
Bartlett Yancey High School	Latia Graves, Child Nut. Asst. = Eff. 8/20/18 (moving from North Elementary)
	Teresa Reedy, Child Nut. Asst. = Eff. 8/20/18 (moving from Stoney Creek Elem.)
South Elementary	Denise Henderson, Child Nut. Interim Manager = Eff. 8/20/18 (moving from Oakwood Elem.)
Oakwood Elementary	Wanda Poteat, Child Nut. Asst. = Eff. 8/20/18 (moving from South Elem.)
Leave Notification	
Bartlett Yancey High School	June Akers, EC Teacher = Medical Leave (Aug. 17, 2018 - Sept. 5, 2018)
Oakwood Elementary	Edith Farmer, EC Teacher = Medical Leave (Aug. 17, 2018 - Sept. 26, 2018)
Employment	
Bartlett Yancey High School	Donna Surface, CTE Health Science Teacher
N.L. Dillard Middle School	LaNita Johnson, 8 th grade English
	Jessica Lunsford, 7 th grade Math
	Cassidy Shelton, CTE Ag. Teacher
	Patricia Murray, Bus Driver
North Elementary	Terri Snead, Sub. Teacher
Oakwood Elementary	Tonya Stanley, Special Ed./Adaptive/Gen. Curr. Teacher

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	Cassandra Graves, Bus Aide
	Colleen Seifert, Office Support I: Receptionist
Oakwood & North Elementary	Brent Long, PE Teacher
Stoney Creek Elementary	Michelle Whitfield, Elem. Instr. Coach (10 month)
Finance Dept. / Central Office	Cora Underwood, Office Support III - Accounts Payable Specialist

Policy # 606, Promotion & Retention

Dr. Carter recommended approval of second reading of Policy # 606, Promotion & Retention as presented. Sylvia Johnson moved, seconded by Tracy Stanley. The motion carried unanimously.

Dr. Carter recommended approval of Social Worker plan from the grant in the amount of \$65,000. Tracy Stanley moved, seconded by Ross Gwynn to approve Social Worker plan. The motion carried 5-1 with Battle voting "No." (Donna Hudson was absent).

Brandi Teetor (Lead Social Worker)	\$65,000	10 month position
<i>(This will move Ms. Teetor's salary & benefits to grant funded and add a lead social worker stipend of \$1,839.99 for a total salary of \$65,000).</i>		
Additional Social Worker (new hire)	\$55,000	10 month position

Assignments:

Lead Social Worker = North, South & Bartlett Yancey High School
 New School Social Worker = Oakwood, South and N.L. Dillard Middle School

IX. COMMUNICATIONS

- Next board meeting = September 10th @ 9:00 a.m.
- Master Board training = September 17th
- All open houses went well
- Gordon Satterfield felt that "Communications/Observations" should be moved up on the agenda and noted people in the audience/general public like to hear about things but usually they are gone by this time of the meeting.
- Gordon Satterfield would like to see a list of things we are doing with academically gifted students and would like to see a plan regarding parental involvement this year. He stated parents complained last year.
- Gordon Satterfield shared he had heard positive comments regarding new principal at the middle school.
- Gordon Satterfield shared he did not feel the website is user friendly.
- Mr. Satterfield shared an example that occurs in Orange County in which a plan is given for each child for their four years in high school and what students must do together. Also they give each parent a book listing core classes.

X. BOARD MEMBER OBSERVATIONS

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- Sylvia Johnson commented on updated policies and questioned where are they listed? She felt they should be shared with administration. Mr. Battle shared that once an updated policy is approved that principals should share it with their staff.

XI. ADJOURN

Ross Gwynn made a motion to adjourn the regular meeting at 10:15 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on September 10, 2018 at 9:00 a.m. in the Caswell County Schools Administration Building.

Gladys Garland
Chairman

Dr. Sandra Carter
Superintendent