

# CASWELL COUNTY BOARD OF EDUCATION MINUTES

January 22, 2018

The Caswell County Board of Education met in regular session on Monday, January 22, 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, Donna Hudson, Ross Gwynn, Gordon Satterfield, and Tracy Stanley. Others present include Superintendent Dr. Sandra Carter, Board Attorney Ron Bradsher, Kimberly Hinrichs, Paige Wall, Nelson Showalter, Nicole McGhee, Rhonda Gordon, Andrew Tyrrell, Jeremy Teetor, Carla Murray, Carol Boaz, Teresa Myers, Anthony Leak, David Useche, Medina Jones. 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 Donna Hudson, to approve the minutes of the December 11, 2017 regular meeting as presented. Upon no other comments or concerns, the motion carried unanimously.

## **I. C. APPROVAL OF AGENDA**

Gordon Satterfield moved, seconded by Ross Gwynn to approve the agenda as presented. The motion carried unanimously.

## **I. D. ANNOUNCEMENTS**

Human Resources Director Nicole McGhee welcomed newly hired employees to the meeting. Those individuals introduced themselves. Those included: from North Elementary: Paige Wall, Rhonda Gordon, Lisa Ranzo, Julie Allen; N.L. Dillard: Kimberly Hinrichs; and Central Office: Teresa Myers.

Dr. Carter recognized Tracy Stanley with a Certificate of Merit, and Gladys Garland and Mel Battle with Awards of Distinction for credit hours with the North Carolina School Board Association (NCSBA).

## **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. Sylvia Johnson moved, seconded by Donna Hudson to approve the consent agenda as presented.

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Mel Battle questioned Budget Amendment # 19 regarding CTE credit bonus. Finance Director Jeremy Teetor responded that each CTE instructor can earn \$25.00 for each form of credential they obtain. Regarding bonuses, some teachers fell under the top 25% for local and some were included for local and state. Upon no further questions, the motion carried unanimously.

- a. BYHS Fundraising Request (Lanyard Sale)
- b. Budget Amendment # 19
- c. eRate Renewal

BYHS BETA (Melissa Teets) Lanyard Sale (January – February)

**Budget Amendment # 19**

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 19	
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, 2018.			
Account Code	Description	Debit	Credit
1.3100.000.000.000.000.00	Allocations from State Public School Fund		89,042.00
1.5110.003.162.000.000.00	Substitute Pay	1,590.00	
1.5350.016.198.000.000.00	Read to Achieve Tutors	20,772.56	
1.5350.016.211.000.000.00	Employer Social Security	1,589.10	
1.5350.016.221.000.000.00	Employer Retirement	3,558.34	
1.5110.046.180.000.000.00	3rd Grade Reading Bonus	15,434.28	
1.5110.046.211.000.000.00	Employer Social Security	1,180.72	
1.5110.048.180.000.000.00	4th-5th Grade Reading and 4th-8th Grade Math Bonus	38,700.00	
1.5110.048.211.000.000.00	Employer Social Security	2,960.55	
1.5120.048.180.000.000.00	CTE Credential Bonus	1,675.00	
1.5120.048.211.000.000.00	Employer Social Security	128.14	
1.5260.048.180.000.000.00	AP Exam Bonus	1,350.00	
1.5260.048.211.000.000.00	Employer Social Security	103.31	
		<b>89,042.00</b>	<b>89,042.00</b>
<b>Funding Source: State</b>			
<b>Justification: DPI Allotment Revision #27. This includes funds to cover subs for teacher sick days, read to achieve tutor pay, and state mandated test result bonuses.</b>			
Total appropriation in current budget:			<b>\$ 20,546,253.78</b>
Amount of increase/decrease of amendment:			<b>\$ 89,042.00</b>
Total appropriation in amended budget:			<b>\$ 20,635,295.78</b>

**eRate Renewal**

Clarity Solutions, Inc., 338 S. Sharon Amity Rd., PMB 410, Charlotte, NC 28211

Funding Year 2018 & 2019

Not to exceed \$18,000 annually for all services

**2. Previously Polled Items from Jan. 8, 2018 Cancelled Meeting**

- a. Charter Bus List 2018
- b. Budget Amendments # 12 - # 18
- c. Contract – Music Therapy
- d. 2017-2018 Revised School Calendar
- e. Camcor Quote
- f. Danville Paint & Supply
- g. National Business Furniture
- h. Curriculum Coaches (2)

Charter Bus List:

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Tracy Stanley moved, seconded by Ross Gwynn to approve charter bus listing as presented. The motion carried unanimously.

Academy Bus, LLC (PO Box 11345, Durham, NC 27703)  
 First Class Tours, Inc. (1411 Bridgton Rd., Winston-Salem, NC 27127)  
 Holiday Tours, Inc. (10367 Randleman, NC 27317)

**Budget Amendments # 12 - # 18**

Sylvia Johnson moved, seconded by Tracy Stanley to approve budget amendments # 12-18 as presented. The motion carried unanimously.

CASWELL COUNTY SCHOOLS		BUDGET AMENDMENT # 12	
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, 2018.			
Account Code	Description	Debit	Credit
1.3100.000.000.000.000.00	Allocations from State Public School Fund		338,334.40
1.5210.009.184.000.000.00	Longevity (Adjusting for actual longevity pay incurred)	5,056.02	
1.5270.009.184.000.000.00	Longevity	68.16	
1.5310.009.184.000.000.00	Longevity	435.18	
1.5400.009.184.000.000.00	Longevity	6,906.42	
1.5830.009.184.000.000.00	Longevity	3,895.07	
1.6200.009.184.000.000.00	Longevity	40.37	
1.6580.009.184.000.000.00	Longevity	883.93	
1.6611.009.184.000.000.00	Longevity	847.52	
1.6710.009.184.000.000.00	Longevity	5,377.18	
1.6720.009.184.000.000.00	Longevity	1,471.23	
1.6941.009.184.000.000.00	Longevity	2,786.14	
1.7200.009.184.000.000.00	Longevity	1,534.18	
1.5120.013.121.000.000.00	CTE Teacher		3,634.00
1.5120.013.211.000.000.00	Employer Social Security		278.00
1.5120.013.221.000.000.00	Employer Retirement		623.00
1.5120.013.231.000.000.00	Employer Hospitalization		440.00
1.6120.014.312.000.000.00	CTE-Admin. Workshops	818.00	
1.5120.014.411.000.000.00	CTE Supplies	4,157.00	
1.5210.032.311.000.000.00	EC Contracted Services (Allotment Revision)		3,569.00
1.6550.056.171.000.000.00	Transportation- Bus Driver	252,000.00	
1.6550.056.211.000.000.00	Employer Social Security	19,278.00	
1.6550.056.344.000.000.00	Transportation- Mobile Communications	10,866.00	
1.6550.056.423.000.000.00	Transportation- Gas/Diesel	30,458.00	
1.6720.002.113.000.000.00	Elementary Curriculum Director	42,080.56	
1.6120.002.113.000.000.00	CTE Director		17,644.84
1.6550.002.113.000.000.00	Transportation Director		24,435.72
		<b>388,958.96</b>	<b>388,958.96</b>
<b>Funding Source: State</b>			
<b>Justification: DPI Allotment Revisions #23-25, Budgeting Longevity Pay, and Realigining Directors</b>			
Total appropriation in current budget:			<b>\$ 20,207,919.38</b>
Amount of increase/decrease of amendment:			<b>\$ 338,334.40</b>
Total appropriation in amended budget:			<b>\$ 20,546,253.78</b>

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CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 13		
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, 2018.			
Account Code	Description	Debit	Credit
3.3600.082.000.000.000.00	Revenue-Title VI-B-SIP		10,000.00
3.5110.082.163.000.000.00	Sub Pay	4,665.85	
3.5110.082.211.000.000.00	Employer Social Security	383.34	
3.5210.082.196.000.000.00	Staff Development Participation Pay	772.66	
3.5210.082.211.000.000.00	Employer Social Security	210.38	
3.5210.082.221.000.000.00	Employer Retirement	471.08	
3.5210.082.312.000.000.00	Title VI-B-SIP Workshops	2,141.60	
3.5210.082.411.000.000.00	Title VI-B-SIP Supplies	1,000.00	
3.8100.082.392.000.000.00	Indirect Cost	355.09	
		<b>10,000.00</b>	<b>10,000.00</b>
<b>Funding Source: Federal</b>			
<b>Justification: DPI approved plan for PRC 082</b>			
Total appropriation in current budget:			<b>\$ 2,492.84</b>
Amount of increase/decrease of amendment:			<b>\$ 10,000.00</b>
Total appropriation in amended budget:			<b>\$ 12,492.84</b>

CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 14		
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, 2018.			
Account Code	Description	Debit	Credit
3.3600.108.000.000.000.00	Revenue-Student Support and Academic Enrichment		21,926.00
3.5310.108.192.000.000.00	Extra Responsibility Stipend	13,709.00	
3.5310.108.211.000.000.00	Employer Social Security	2,348.35	
3.5310.108.221.000.000.00	Employer Retirement	1,048.74	
3.5310.108.312.000.000.00	Workshops	3,577.74	
3.5310.108.411.000.000.00	Supplies	319.90	
3.5310.108.392.000.000.00	Indirect Cost	922.27	
		<b>21,926.00</b>	<b>21,926.00</b>
<b>Funding Source: Federal</b>			
<b>Justification: DPI approved plan for PRC 108</b>			
Total appropriation in current budget:			<b>\$ 0.00</b>
Amount of increase/decrease of amendment:			<b>\$ 21,926.00</b>
Total appropriation in amended budget:			<b>\$ 21,926.00</b>

CASWELL COUNTY SCHOOLS	BUDGET AMENDMENT # 15		
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, 2018.			
Account Code	Description	Debit	Credit
3.3600.109.000.000.000.00	Revenue-Rural and Low Income Schools		45,863.00
3.5110.109.196.000.000.00	Staff Development Participation Pay	19,925.40	
3.5110.109.211.000.000.00	Employer Social Security	1,524.29	
3.5110.109.221.000.000.00	Employer Retirement	3,413.23	
3.5110.109.411.000.000.00	Supplies	21,000.00	
3.5110.109.418.000.000.00	Computer Software		1,891.59
3.8100.109.392.000.000.00	Indirect Cost	1,891.67	
		<b>47,754.59</b>	<b>47,754.59</b>
<b>Funding Source: Federal</b>			
<b>Justification: DPI approved plan for PRC 109</b>			
Total appropriation in current budget:			<b>\$ 20,286.79</b>
Amount of increase/decrease of amendment:			<b>\$ 45,863.00</b>
Total appropriation in amended budget:			<b>\$ 66,149.79</b>

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Account Code	Description	Debit	Credit
3.3600.118.000.000.00.00	Revenue-IDEA VI-B-Special Needs		14,000.00
3.5210.118.163.000.000.01	Substitute Pay	628.49	
3.5210.118.196.000.000.01	Staff Development Participation Pay	1,500.00	
3.5210.118.196.000.000.02	Staff Development Participation Pay	300.00	
3.5210.118.211.000.000.01	Employer Social Security	162.83	
3.5210.118.211.000.000.02	Employer Social Security	22.95	
3.5210.118.221.000.000.01	Employer Retirement	279.58	
3.5210.118.221.000.000.02	Employer Retirement	55.72	
3.5210.118.312.000.000.01	Workshops	1,255.59	
3.5210.118.312.000.000.02	Workshops	750.00	
3.5210.118.312.000.000.03	Workshops	4,975.00	
3.5210.118.411.000.000.02	Supplies	4,235.13	
3.5210.118.392.000.000.00	Indirect Cost		165.29
		<b>14,165.29</b>	<b>14,165.29</b>

<b>Funding Source:</b> Federal			
<b>Justification: DPI approved plan for PRC 118</b>			
Total appropriation in current budget:			<b>\$ 2,236.58</b>
Amount of increase/decrease of amendment:			<b>\$ 14,000.00</b>
Total appropriation in amended budget:			<b>\$ 16,236.58</b>

Account Code	Description	Debit	Credit
3.3600.119.000.000.000.00	Revenue-Preschool Targeted Assistance		2,000.00
3.5230.119.312.000.000.00	Workshops	1,367.89	
3.5230.119.332.000.000.00	Travel Reimbursement	600.00	
3.8100.119.392.000.000.00	Indirect Cost	32.11	
		<b>2,000.00</b>	<b>2,000.00</b>

<b>Funding Source:</b> Federal			
<b>Justification: DPI approved plan for PRC 119</b>			
Total appropriation in current budget:			<b>\$ 56.21</b>
Amount of increase/decrease of amendment:			<b>\$ 2,000.00</b>
Total appropriation in amended budget:			<b>\$ 2,056.21</b>

Account Code	Description	Debit	Credit
2.3200.413.000.000.000.00	NC Pre-K Revenue		34,529.00
2.4880.035.000.000.000.00	Indirect Cost-Child Nutrition		13,060.00
2.4490.000.000.000.000.00	Misc. Revenue (2nd half of Grant for Admin Intern)		19,840.00
2.4910.000.000.000.000.00	Fund Balance Appropriated (Pulling in 1st half of Grant that was pre-paid)		19,840.00
2.5340.413.121.342.000.00	Pre-K Teacher	9,196.10	
2.5340.413.211.342.000.00	Employer Social Security	2,677.50	
2.5340.413.221.342.000.00	Employer Retirement	5,995.50	
2.5340.413.231.342.000.00	Employer Hospitalization	5,869.00	
2.5340.413.411.000.000.00	Pre-K Supplies	10,790.90	
2.5420.005.117.000.000.00	Administrative Intern (Matthew Trent at Dillard Middle)	39,680.00	
2.5400.035.461.316.000.00	Cafeteria Non-Cap Equipment (BY)	4,105.00	
2.5400.035.461.334.000.00	Cafeteria Non-Cap Equipment (North)	1,945.00	
2.5400.035.461.338.000.00	Cafeteria Non-Cap Equipment (Dillard)	2,885.00	
2.5400.035.461.339.000.00	Cafeteria Non-Cap Equipment (Oakwood)	1,655.00	
2.5400.035.461.342.000.00	Cafeteria Non-Cap Equipment (South)	1,500.00	
2.5400.035.461.344.000.00	Cafeteria Non-Cap Equipment (Stoney Creek)	970.00	
2.6550.002.113.000.000.00	Transportation Director	6,151.55	
2.6120.002.113.000.000.00	CTE Director	17,749.85	
2.6720.002.113.000.000.00	Elementary Curriculum Director		23,901.40
		<b>111,170.40</b>	<b>111,170.40</b>

<b>Funding Source:</b> Local			
<b>Justification: Adding revenue for: Pre-K, Admin Intern, and Child Nutrition Indirect Cost. Realigning Directors</b>			
Total appropriation in current budget:			<b>\$ 3,808,010.00</b>
Amount of increase/decrease of amendment:			<b>\$ 87,269.00</b>
Total appropriation in amended budget:			<b>\$ 3,895,279.00</b>

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Contract - Music Therapy

Donna Hudson moved, seconded by Tracy Stanley to approve music therapy contract as presented. The motion carried unanimously.

Self-Contained Classes @ Oakwood Elementary

Company: Voices Together

Cost - \$2,500/class

2 self-contained classes @ Oakwood (currently)

Estimated Annual Cost: \$5,000

(Program funded with special funds provided by the ED Dept. @ DPI)

2017-2018 Revised School Calendar

Tracy Stanley moved, seconded by Sylvia Johnson to approve revised school calendar as presented. The motion carried unanimously.

Camcor, Inc.

Tracy Stanley moved, seconded by Donna Hudson to approve quote with Camcor, Inc. in the amount of \$8,169.58 as presented. The motion carried 5-2 with Battle and Gwynn voting "No."

Projector & Screen (components & installation)

Total: \$8,169.58

Danville Paint & Supply, Inc.

Tracy Stanley moved, seconded by Sylvia Johnson to approve quote with Danville Paint & Supply, Inc. in the amount of \$10,311.86 as presented. The motion carried 5-2 with Battle and Gwynn voting "No."

Carpet tile (392 sq. yds), Lokdots (2 sleeves), 15' of carpet to tile reducer & sales tax

Total: \$10,311.86

National Business Furniture

Donna Hudson moved, seconded by Sylvia Johnson to approve quote with National Business Furniture in the amount of \$12,941.15 as presented. The motion carried 6-1 with Gwynn voting "No."

Square Back Fabric Stack Chair Qty = 200 \$7,465.15

Plastic Flip Top Trng. Table Qty = 34 \$5,746.00

Curriculum Coaches

Gordon Satterfield moved, seconded by Tracy Stanley to hire two curriculum coaches. The motion carried unanimously.

Funding will be paid from State Low Wealth.

3. Transportation Guide for Bus Drivers

Transportation Director Anthony Leak answered questions from the board regarding the draft copy of the transportation guide for bus drivers. It was shared this is a much needed document. Minor changes were shared with Mr. Leak to correct and/or update. An updated copy will be shared with the board before sharing with bus drivers.

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Upon review, Dr. Carter recommended approval of the transportation guide for bus drivers with changes as discussed. Ross Gwynn moved, seconded by Sylvia Johnson to approve the transportation guide as presented with changes as shared with Mr. Leak. The motion carried unanimously.

4. Policy # 515, Federal Fund

Dr. Carter reviewed changes to Policy # 515 to be in compliance with federal funds. Upon review, Dr. Carter recommended approval of first reading of Policy # 515. Sylvia Johnson moved, seconded by Ross Gwynn to approve first reading and for Policy # 515 to lay on the table for a second reading. The motion carried unanimously.

5. 2018-2019 Calendar Committee Representative

Gordon Satterfield will serve on the 2018-2019 calendar committee.

**IV. REPORTS/UPDATES**

None at this time.

**V. SUPERINTENDENT UPDATES**

- Dr. Carter shared proposed changes to the 2017-2018 revised school calendar due to recent inclement weather. This will include extending the school day from Feb. 5 through March 15 by thirty-minutes and will allow students and staff to observe spring break. Upon discussion, Dr. Carter recommended approval of revised 2017-2018 school calendar as presented. Ross Gwynn moved, seconded by Gordon Satterfield. The motion carried 6-1 with Battle voting "No."

**VI. CLOSED SESSION**

Gordon Satterfield 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. Sylvia Johnson seconded the motion. The motion carried unanimously.

**VII. OPEN SESSION**

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

**VIII. PERSONNEL LISTING**

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

<b>Retirement</b>	
<b>Stoney Creek Elementary</b>	Arlene Apple, Child Nut. Asst. = Eff. 2/1/18
<b>Transportation</b>	James Motley, Mechanic, Eff. 2/1/18
<b>Resignation</b>	

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<b>Bartlett Yancey High School</b>	Michael Staats, Science Teacher, Eff. 1/15/18
<b>Employment</b>	
<b>South Elementary</b>	Karen Chandler, Tutor, Eff. 1/23/18
	Casey Evans, 4 <sup>th</sup> Grade Teacher, Eff. 1/22/18
	Christina McDowell, EC Teacher, Eff. 1/9/18
<b>N.L. Dillard Middle</b>	Janice Castle, Asst. Principal, Eff. 1/22/18 (replace Mrs. Hock)
<b>Bartlett Yancey High School</b>	Julie Dortch, CTE Marketing Education = Eff. 1/23/18
	Daniel Reid Hall, English Teacher, Eff. 1/16/18
	Heather Ringstaff, Math, Eff. 1/16/18
	Paula Diggs-Thompson, Office Support II & School Accounting, Eff. 1/19/18 (replaces Relisa Thomas)
<b>North Elementary</b>	Terri Snead, Tutor, Eff. 1/23/18
	Julie Underwood, Tutor, Eff. 1/11/18
	Elizabeth Holmes, Child Nutrition Asst., Eff. 1/9/18
<b>Substitutes</b>	Julie Underwood, Eff. 1/23/18
	Vanessa Chriscoe, Eff. 2/5/18
	Jack Slade, Eff. 1/9/18
<b>Transportation/Substitutes</b>	David Totten, Bus Driver Sub, Eff. 1/23/18

Dr. Carter recommended approval of sign-on bonus in the amount of \$1,000 for hard to find certified vacant teaching positions not to exceed \$10,000. Wording for contract and stipulations will be shared with the board. Tracy Stanley moved, seconded by Gordon Satterfield to approve \$1,000 stipend for certified vacant teaching positions not to exceed \$10,000. The motion carried unanimously. Funding will be used from Title II.

**IX. COMMUNICATIONS**

- Teacher Advisory = Jan. 25 @ 3:30 p.m.
- N.L. Dillard Drama = Jan. 26 @ 7:00 p.m. (CCCC)

**X. BOARD MEMBER OBSERVATIONS**

- Mr. Battle stated he has not received any email updates on calendar events from anyone at this time.
- Mr. Battle questioned when we will begin the monthly day/night meeting? It was shared that June or July was what was discussed in the work session. It was agreed to



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begin in June as the first meeting is already scheduled for 9:00 a.m. Information will be posted once the policy is updated to reflect these changes.

**XI. ADJOURN**

Ross Gwynn made a motion to adjourn the regular meeting at 8:15 p.m., Sylvia Johnson seconded the motion and it carried unanimously. The next regular meeting of the Board of Education will be held on February 12, 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